

Berean Baptist Academy
Fayetteville, NC



High School
Policies and Procedures
2022-2023

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Academics

High School Academic Philosophy

The BBA program is designed to provide an excellent foundation in academic work that is key to success in both high school and college preparation. It also addresses the needs of the growing adolescent both in and out of class through a variety of co-curricular opportunities ranging from chapels, advisory groups, social events, clubs, athletics, and seminars, which provide constant attention to the child.

The academic program that follows is central to BBA's plan for helping students grow. The academic program is foundational to a student's continued preparation for high school, college, and life. It is the core component of our work in high school. It is our desire to both challenge students and see them succeed, to push and support them as they learn and grow in academic pursuits.

High School Curriculum

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

Biblical and Core Values Integration

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

Books and Equipment

In most courses, Berean Baptist Academy provides a printed textbook to students that are not consumable and must be returned at the end of the school year in reasonable condition from when it was assigned. Severely damaged books or unusable books will be charged a fee equal to the cost of replacement or repair. All English novels belong to the school but may be taken from the classroom for homework purposes. Damage fees also

apply to English novels. Parents may purchase e-books for use at home, but these will not be allowed in classrooms.

BBA expects all students in grades 5-12 to have and maintain an operational computer that meets the following requirements:

- Internet connection
- Personal Virus Protection
- BBA Email Account (Provided by the Academy through Google Education)
- Google Suits (Provided by the Academy through Google Education)
- Students are financially liable for their own computer systems and any printed books that belong to the school.

Standardized Testing

Berean Baptist Academy administers several achievement tests to various grades throughout the year. Currently, all grades, first and above, take the Iowa Basic Skills Test and Cognitive Abilities Test each spring. This test satisfies the state standard for demonstrable progression. The results are made available in the students' end of year reports. Additionally, Freshmen take the Preliminary SAT 8/9, and Sophomores and Juniors take the PSAT 10/11.

Schedules

Individual student schedules are available at a communicated date in July.

All classes meet for an entire year and some elective classes may not be dropped after the initial "Schedule Change Request" period of the first semester.

Schedule Change Request

While we attempt to accommodate needed changes up to two weeks into the semester, there are times when a change is not possible (for example, if a teacher was hired due to a number of requests for a class or if a change adversely affects a class, making it too small or too large). Please discuss carefully your elective options and goals when registering for electives. It is important to make good requests in case we cannot move a student into or out of a class.

After the two-week drop/add time, students will not be allowed to change classes unless new and unforeseen factors develop that necessitate a change. All students requesting a

change must complete a Schedule Change Request Form for consideration and obtain administrative approval. It is required that the parent and student communicate with the teacher of both the class to be added and the class to be dropped as part of the schedule change process. All requests must have all the required signatures to be considered.

Math Placement

Math placement in any given year does not lock a student on a “track” or control the subject choices. It is not unusual to switch a student to a different mathematics course if another serves him/her better. Because of the sequential nature of math, we gather input from several sources in recommending which math class is best for a particular student.

We consider the student’s previous mathematics grade, overall academic maturation, standardized test scores, teacher recommendation, and parent/student request. The learning experience is optimized when students are appropriately placed, and we do our best to ensure this. We encourage parents to speak with the math teacher if there are any questions or concerns about which is the appropriate course.

Required Courses

The High School requires students to take all state-mandated core courses and fulfill the state requirements for electives based on their chosen academic cohort. All core courses are required by the State of North Carolina or the University of North Carolina system schools, and BBA. BBA’s requirements may exceed the scope and sequence requirements of North Carolina or what is the minimum for acceptance into a UNC system school. Students must receive one credit in all required courses to graduate from Berean Baptist Academy.

The following is for all students entering their Freshman through Junior year during the 2021-2022 school year.

- Bible – 1 credit per year of enrollment
- English – 4 credits
- Social Studies – 4 credits
- Science – 3 credits
- College Readiness Math – 4 credits

- Personal Finance – 1 credit
- Foreign Language – 2 credits
- Health & PE – 1 credit
- Electives – 6 credits
- Junior Research Purposal
- Senior Thesis Paper

All core courses, except for Algebra 1, have an honors level offering to qualified students. Some electives, depending on their nature, may offer honors credit.

Fayetteville Tech Community College Partnership

Berean Baptist Academy participates in the FTCC High School Connections program. The program offers qualifying juniors and seniors the opportunity to complete select technical career path programs while in high school or to earn college transfer credits to four-year institutions, to include any UNC system school. Courses that correspond with a BBA core course will be accepted as a high school elective and will not count as a core course required for graduation. Beginning the 2020-2021 school year, all FTCC courses will require an additional “Biblical Worldview” component, assigned by BBA. The worldview component must be completed before the course is accepted as a BBA elective course. Parents are responsible for all transportation to and from the FTCC campus. Additionally, parents must sign all registration forms for FTCC and pay any fees associated with the program. All FTCC courses will count as an honors course.

Advanced Academic Programs

Advanced Placement

Berean Baptist Academy may offer Advanced Placement courses through The College Board based on the number of qualified and interested students. Students who take these courses must take the AP Exam and receive a passing score of “3” to receive AP credit and the benefit of the 5.0 GPA scale. Students who do not take the exam or score a “2” or lower will receive credit based on the honors GPS scale of 4.5. Students are invited into the program by their PSAT results and The College Board's recommendation, teacher referral, and parental consent. Students who are not projected for success by the College Board may take the courses provided the parent(s) sign a statement of understanding that the student cannot transfer from the course once the school year begins, even in the event

of failure. Any student who fails the course will be required to take the non-AP level course in summer school.

Honors Program

Many courses are offered in high school as honors courses. Honor courses require additional work beyond non-honors courses. Each course instructor will determine, with administration approval, the content of the course work. The student should expect a heavier workload when taking honors courses.

Students will receive invitations into the honors program based upon their Standardized Test scores, teacher recommendation, and previous grades. Students who do not test at or above grade level and fail to earn a “B-” or higher during the preceding year are not recommended for honors courses. However, any student with a “C” or “C+” may take an honors course provided the parent(s) sign a statement of understanding that the student cannot transfer from the course once the school year begins, even in the event of failure or non-honors credit.

Students who earn a “C” or better will be awarded grades based upon the 4.5 scale. Students who earn a grade of “C-” or worse will not be awarded the honors credit but will receive the standard grade credit. Students who fail to earn a “B-” or better will be placed on probation for the honors program and be dropped from the program if they fail to achieve the required standard of a “B-” or better. Should a student fail the course, they will be required to take the non-honors course in summer school.

Advanced Math Track

BBA offers an advanced math track for students entering 7th grade. Students entering high school on the advanced math track will be required to maintain the same standards as students in the honors program. All honors credit will be awarded as described in the honors program. However, students who are dropped from the program for not progressing with the prerequisite grade requirements may have to repeat the required math course for their actual grade level. These students will be given the option of repeating at the honors level and may return to the honors program at the normal rate of progression provided they successfully meet the requirements for sustained enrollment in the honors program.

National Collegiate Athletic Association Eligibility

Students who may play a college sport must have 16 core courses. Click [here](#) to access the NCAA Eligibility Center. Enter our school code: 341296 to find BBA courses that meet these requirements.

Grading Policies

Mid-Year and Final Exams

All high school students have exams at the end of each semester. The mid-year exams assess the student's mastery of the subject content from the beginning of school until the time of examination. The final examination assesses the content of the entire course from the first day of school until the time of examination.

Students do not attend regular classes on exam days, but rather, only come to take the exams. Exams are given in all subjects required for graduation. The exams are worth 20% of the semester grades, and each quarter is worth 40% of the semester grades.

Any student who has a course grade of "A" or better and has no missing assignments will not have to take the final exam. All students who have a missing assignment or a course grade of "A-" or lower will have to take the final exam. All students take the mid-year exam regardless of their grade.

Averaging Grades

High school grade semester averages use the following formula:

$$(\text{Quarter 1 Average} \times .4) + (\text{Quarter 2 Average} \times .4) + (\text{Semester Exam Score} \times .2) = \text{Semester Grade}$$

Final Course Grade

BBA uses the following formula to calculate final grades:

$$\text{Semester 1 Average} + \text{Semester 2 Average} / 2 = \text{Final Grade}$$

Weighted Grading Categories

All assignments are divided into two categories Homework/Minor Assignments and Major/Benchmark Assignments. Each category is averaged and assigned a percentage of the quarter grade. Homework and minor assignments will count as 40% of the quarter grade. Major and benchmark assignments will count as 60% of the quarter grade.

Absent Work Policy

It is the student's responsibility to arrange for missed schoolwork, not the teacher's responsibility. If the student is aware in advance of an absence, he/she should make arrangements with the teacher prior to the day of the absence. A student has the number of days absent plus one calendar day to complete make up work. If it is not completed within the designated time, the student will normally be given a zero.

Other types of work, like quizzes or labs, also may not lend themselves to make-up work. Daily assignments may be picked up in the school office at the end of the school day if the parent has called in advance to request the work. Most school assignments can easily be found on Schoology.

Late Homework and Minor Assignments Penalty

Homework and minor assignments are those assignments that are routinely assigned and build toward larger major assignments or examinations. These assignments are not weighted as heavily within the grading policy but are an essential element to student development. The assignments are due at the beginning of a class session. Homework/minor assignments are expected to be turned in on time. Failure to meet this expectation will result in the following grading penalty:

1st class after due date = 50% off

2nd class after due date = ZERO

Late Major and Benchmark Assignments Penalty

Major assignments are defined as assignments that reflect mastery of a state standard, expected student outcome, or unit objective. These assignments are critical to demonstrating course mastery and, therefore, weigh more in the grading policy of the academy. Major assignments may include unit examinations, chapter tests, papers, and projects.

Benchmark assignments are defined as an assignment that is required to receive course credit. These types of assignments would include quarter exams, and specially designated projects or papers that demonstrate mastery of several state standards, expected student outcomes, and overall course objectives. Benchmark assignments must be completed before course credit will be issued. Benchmark assignments are designated at the beginning of the school year.

Major and benchmark assignments are expected to be turned in on time. Failure to meet this expectation will result in the following grading penalty per calendar day (includes weekends). Due to the inclusion of weekends in the penalty calculation, no major assignment or benchmark will be due on the final day of an academic week.

- 1st Calendar Day — 15-points
- 2nd Calendar Day — 30-points
- 3rd Calendar Day — 45-points
- 4th Calendar Day — 60-points
- 5th Calendar Day — 75-points
- 8th Calendar Day — 90-points
- 9th Calendar Day — ZERO (Benchmarks must still be completed to receive course credit)

Progress Reports

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

Deficiency Notices

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

Academic Probation

A student with two or more “Ds” (below 70%) at quarter or semester’s end will be placed on academic probation. Academic probation will include a closer scrutiny of and accountability toward student achievement. BBA desires to partner with families of students who struggle in academics. If a student is placed on academic probation, it is expected that parental involvement, along with other faculty resources be jointly used to help the struggling student achieve to the best of his/her ability. The administration may place students on individualized plans of action (contract) if necessary, to help ensure progress. Progress will be monitored, and if, at the conclusion of a semester the student

has not shown improvement, the administration will determine if dismissal will take place.

Summer School

Any student who fails to achieve a final minimum grade of “D-“ in a class will need to complete summer school. It is possible for a student to fail one semester but pass the second semester without achieving a “D-“ as the overall grade. In such instances, the student must complete summer school for the failed semester. Summer school can only be used to remediate two classes.

Repeating A Grade

Any student who fails to achieve a “D-“ in three or more required classes may be allowed, under certain circumstances, to return to the academy the next school year. However, that student will be required to repeat the last attempted grade level.

Plagiarism

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

Grading Scale

Effective 2019-2020, Berean Baptist Academy, like many schools, is returning to a tiered grading scale that matches the College Board’s recommended grading scale. The scale will still operate on the 10-point system but will subcategorize letter grades within the 10-point scope. The purpose of this change is to present to college admissions counselors a more accurate reflection of student academic achievement. This scale allows for the tiered grade point average (GPA) as outlined by the College Board and matches the ACT sliding scale for expected student success on the ACT College Entrance Exam.

Effective with the Class of 2023 (Freshmen of 2019-2020), the calculation of Grade Point Averages will be tiered according to the tiered grading scale. The graduating classes of 2020, 2021, and 2022 will continue to operate on the GPA scale in effect their Freshman year.

Letter Grade	Numeric Range	Standard GPA	Honors GPA	AP GPA
A+	97-100	4.0	4.5	5.0
A	93-96	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2.0	2.5	3.0
C-	72-70	1.7	2.2	2.7
D+	67-69	1.3	1.8	2.3
D	63-66	1.0	1.5	2.0
D-	62-60	0.7	1.2	1.7
F	00-59	0.0	0.0	0.0

Honor Roll/High Honor Roll

Honor Roll is recognized each semester. Students in grades 6 through 8 must have at least a 90% average of all classes for Honor Roll and a 95% average of all classes for High Honor Roll. All-year Honor Roll is for students who achieved Honor Roll each semester. To be on High Honor Roll for the year, a student must be on High Honor Roll each semester.

Graduation Honors

Valedictorian and Salutatorian

The valedictorian and salutatorian must have the highest two weighted GPAs respectively and attend BBA for their Junior and Senior year as full-time students.

Distinguished Honor Graduates

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

Honor Graduates

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

Biblical Worldview Award

All seniors are required to write a comprehensive Senior Thesis early in the fourth quarter that analyzes a teacher-approved topic through the submission of their Junior Research Proposal. ***This paper is a graduation requirement.*** The analysis will include at least a 2-page literature review, a 2-page historical analysis, and a 2-page theological analysis. Students will turn in the analysis on the first Friday (that is a school day) in April.

Students who receive a “C” or higher will present and defend their paper to a review board that will determine who has demonstrated a strong Biblical worldview worthy of recognition during the graduation ceremony. The student will defend their graded analysis of English during the first full week of May. Students who earn a “C-” or lower will not be eligible to compete for the award.

Class Ranking

Effective 2019-2020, Berean Baptist Academy will no longer place the class rank on student transcripts. The graduation honors and class placement will be listed for certain seniors (Valedictorian, Salutatorian, Top 10%, or Top 25%). Junior’s may request a transcript for early college application that includes their placement in the top 10% or 25% of their current class. Class rank does not accurately communicate a student’s ability in a selective college preparatory program. Many quality colleges, universities, and scholarship programs understand this and are used to having limited or “no ranking” for students from college preparatory programs and home school students. Therefore, stating the student falls in the top 25% is preferable when presenting a comparison for college admissions. Should a college require an exact rank, the student must submit a request, with documentation from the requesting college, before the ranking will be applied to the transcript.

Dress Code

Dress and Appearance Philosophy

Berean Baptist Academy desires to present an appearance that reflects a person who is capable of discerning appropriateness and modesty and who is prepared to work in a professional environment. The uniform/dress code is reflective of the philosophies of Berean Baptist Church and Academy. The department principals are responsible for enforcing the dress code policies approved by the Head of School. The Head of School has the final word concerning uniform/dress code policies.

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

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

General Guidelines

Berean Baptist Academy desires to present an appearance that reflects a person who is capable of discerning appropriateness and modesty and who is prepared to work in a professional environment.

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

Jewelry:

- Boys may wear one ring, such as a class ring or championship ring, on their hands. Any necklace must be worn inside the layer closest to the body and should not be seen. Boys may not have any piercings.
- Ladies may wear multiple earrings in the ears, rings, and necklaces, but no other piercings should be seen.

Hair:

- Boys may have their hair extend to the bottom of a collared shirt or the top of a t-shirt. Hair may not extend past the opening of the ear. Hair should not extend into the eyes. Braided hair may be pulled back and secured with a single rubber band or similar hair device, provided the hair does not extend below the collared shirt. All hair should be the natural color and remain undyed.
- Ladies may dye or color their hair in the traditional shades of auburn, brunette, black, blonde, and red.

Shirts and Jackets:

- All students are required to wear a BBA shirt when wearing jeans. A modest polo, button-down shirt, or blouse (ladies only) may be worn with dress style or docker style pants. Shirts must be long enough to cover the midsection when a student reaches to the top of a whiteboard to write or a shelving unit to retrieve a piece of lab equipment.
- Jackets and hoodies cannot have any graphic designs on the front or back (to include large manufacturer logos). A small manufacturer logo may be visible on the front or back of the jacket/hoodie (normally on the right or left chest area). The hood may not be worn inside.

Pants:

- Students may wear jeans or jean shorts, provided they are free of holes and frays and are well fitted. Pants that expose undergarments are not acceptable and may require a belt. Otherwise, a belt is not required.
- Students may wear solid color docker-style pants, shorts, and fashion joggers.
- Ladies may wear denim skirts or other skirts and dresses, provided they extend to one dollar bill width from the knee when standing or longer.

Shoes:

- For safety reasons, shoes must be worn in a fashion that does not allow the shoes to fall off the foot and create a tripping hazard.
- High heels and shoes that lack a back strap are highly ill-advised due to safety reasons. Students are required to navigate stairs and decks where moisture may be present.
- It is highly recommended that all shoes have a rubber outsole that is considered slip resistant.

Behavior Policies

Authority of the School

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

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

Student Servant Leadership

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

Students at the Academy will be expected to serve in numerous ways. These acts of service are all designed to teach them the importance of living to help others and the importance of a solid work ethic. Students will be expected to help with a variety of age-

appropriate, safe tasks to enhance and support the school. The following tasks are examples of servant leadership: the setup and takedown of chairs, tables, and other things as needed; helping other students with a newly taught concept or supporting teachers as aides; vacuuming, wiping down boards, desks, or tables; taking out the trash; making copies, organizing bookshelves, answering the phone, filing documents, or working in the office. All of these tasks are similar to the chores children would be expected to do in their homes. Parents who object to their children being in an atmosphere that stresses the biblical philosophy of servant leadership may wish to consider another school.

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

General Behavior Expectations

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

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

Bullying and Harassment

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

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

Bullying includes actions such as:

- Sarcastic “compliments” about another student’s personal appearance
- Pointed questions intended to embarrass or humiliate
- Mocking, taunting, or belittling

- Non-verbal threats and/or intimidation such as taking an aggressive posture towards a person
- Demeaning humor relating to a student's race, gender, ethnicity, or personal characteristics
- Blackmail, extortion, demands for protection, money, or other involuntary donations
- Blocking access to school property or facilities
- Deliberate physical contact or injury to person or property
- Stealing or hiding books or belongings
- Threats of harm to students, possessions, or others
- Spreading rumors
- Excluding someone from a group on purpose.

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

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

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

Cyber Bullying

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

Academic Integrity

It is expected that all homework assignments, projects, lab reports, papers, and examinations, and any other work submitted for academic credit will be the student's own. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes primary and secondary material published in print or online and information and opinions gained directly from other people. Quotations must be placed properly within quotation marks

and must be cited fully. Also, all paraphrased material must be acknowledged completely. The sources must be indicated whenever ideas or facts are derived from a student's reading and research or a student's own writings.

Students must also comply with the policy on collaboration established for each course, as outlined in the course syllabus or on the course website. Policies vary among the many fields and disciplines in the Academy. They may even vary for assignments within a course. Unless otherwise stated on the syllabus or website, students must acknowledge any collaboration and its extent in all submitted work when collaboration is permitted within a course. However, students need not acknowledge discussion with others of general approaches to the assignment or proofreading assistance. If the syllabus or website does not include a collaboration policy, students may assume that collaboration in completing assignments is not permitted. Collaboration in the completion of examinations is always prohibited. The responsibility for learning the proper forms of citation lies with the individual student.

Academic Misconduct is considered conduct that undermines BBA's academic integrity and includes, but is not limited to, academic dishonesty, plagiarism, and falsification. All such conduct is a violation of the Academy's core values of Absolute Truth and Moral Excellence.

Academic Dishonesty

Academic dishonesty involves a student's attempt to improve someone else's or their own academic standing through dishonest means. It includes, but is not limited to:

- unauthorized collaboration on any work for the course;
- using unauthorized aids of any kind;
- allowing another student to copy any portion of one's own work;
- copying from or viewing another student's work during an examination;
- collaborating during an examination/assignment with any other person by giving or receiving information without specific permission of the instructor;
- stealing, buying, receiving, selling, or transmitting coursework of any kind;

- submitting work previously used to fulfill academic requirements for any course at any institution at any level, including BBA;
- sabotaging another student's academic work;
- and/or facilitating or aiding in any act of academic dishonesty.

Any student who knowingly assists in any form of academic dishonesty will also be considered responsible, along with the student who accepts such assistance.

Plagiarism

Plagiarism is the failure to attribute others' words, ideas, or information on papers, projects, or any assignment prepared for a course. It includes, but is not limited to:

- omitting quotation marks or other conventional markings around material quoted from any source;
- paraphrasing, summarizing, or quoting a passage from a source without referencing the source;
- purchasing or acquiring material of any kind and representing it as one's own work; and
- replicating another person's work and submitting it as one's own work.

Falsification

Falsification is the misrepresentation of the truth in connection with coursework. It includes, but is not limited to:

- dishonestly answering or providing false information to the Academy;
- altering any document, correspondence, or assignment that may mislead others or distort the truth;
- citing a source that is known not to exist;
- including a source in a bibliography when the source was neither cited in the body of the student's work nor consulted;
- citing a source when it is known not to support the proposition for which it was cited;
- intentionally distorting the meaning or applicability of data;
- inventing or intentionally distorting data or statistical result; and
- falsifying online attendance and/or participation.

Reporting and Appeal Process for Academic Misconduct

The faculty and administration will use all evidence to determine if the allegation is proven by the greater weight of the evidence or determine what is more likely than not to have occurred to assign the appropriate level of sanction against a student.

The reporting procedure is as follows:

- The faculty member will confront the student within the grading seven to ten-day grading period when the suspected academic misconduct is discovered or reported. The faculty member will allow the student to respond to the alleged academic misconduct in writing. During the investigation, the student's grade will be withheld, and the grade will remain pending.
- If the faculty member determines, by a preponderance of the evidence, that academic misconduct has occurred and the student is responsible, the faculty member will file a report to the academic Principal and impose the appropriate academic sanction of a zero for the assignment.
- The faculty member will notify the student and parent/guardian via email of the decision regarding the alleged academic misconduct, the imposed sanction, and the submission of a report to the academic Principal.
- The principal will contact the student to address the incident further. The principal may impose additional sanctions consistent with the student's age, level of offense, and repetitive nature of the offense.
- The principal will notify the student and parent of the determined sanctions.

A student/parent may choose to appeal the sanction(s) imposed. That appeal process is as follows:

- The appeal must submit in written form to the Head of School within three days of receiving the notification of academic misconduct sanctions. The student's appeal should include any supporting documents. It should clearly state the reason(s) why the student disagrees with the finding of academic misconduct and/or why the student believes the sanction imposed was inappropriate and what sanction the student believes would be appropriate.

- The Head of School will review the faculty member's and Principal's report and the student's written appeal. The Head of School may (but is not required to) consult with the faculty member, Principal, or student. The Head of School may investigate further and will notify all parties of the decision via email.
- Should any appeal result in a final decision of "no academic misconduct," a report indicating such will be forwarded to all appropriate parties, and faculty members will update the student's record accordingly. A decision of "no academic misconduct" will be considered a final academic determination and cannot be appealed.
- A decision to uphold the determination of academic misconduct is considered final and has no further appeal options.

Detentions

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

Lockers and Reasonable Suspicion Searches

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

Zero Tolerance Policies

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

Alcohol and Drugs

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

Sexting and Sexual Misconduct

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

Sexual Immorality

Any BBA student who is engaged in a sexually immoral relationship or who has engaged in a sexually immoral relationship during the school year will be subject to corrective action ranging from a ten-day suspension with probation to dismissal from the Academy. Students who are dismissed from the Academy will not be allowed to withdraw from the Academy with credits earned, but they will be allowed to attend summer school to recover credits for courses required for grade progression. Students who are allowed to continue attendance on probation will not be allowed to attend any off-campus events, participate in sports for one full season and any partial season (if discovered during a season), and will be removed from any offices and honor societies.

Threatening, Intimidating, or Causing Bodily Harm

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

Weapons

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

Disciplinary Categories & Demerits

Berean Baptist Academy currently utilizes the following categories to define discipline infractions. These categories are not an all-inclusive list, and a variety of infractions may

be classified under a single category. The categories are grouped according to discipline severity.

Each level of demerit is the minimum a student might receive depending on the frequency or nature of the infraction when all factors are considered.

1 Demerit - Assigned by Faculty and Staff

Disobedience

Disobedience occurs when a student violates or fails to obey any lawful, general instructions or written rules in the handbook or classroom.

Disruptive Behavior

Disruptive behavior occurs when a student interrupts the normal course or unity of the classroom or school common areas. Disruptive behavior may include, but is not limited, to talking or calling out answers without permission, leaving the desk without permission, or throwing or pretending to throw objects.

Dress Code Violation

A dress code occurs when the student is not in the prescribed uniform or dress code for the day or event.

Tardy

Tardy is defined as arriving or doing something late. A student will be considered tardy when he/she is not in his/her assigned seat at the beginning of class as instructed by the teacher.

Unprepared for Class

Being unprepared is defined as not being ready to deal with something due to not having the required materials or resources to accomplish the task. In an academic setting this may include, but is not limited to, not having a notebook, writing instrument, textbook, or laptop.

2 Demerits - Assigned by Faculty and Staff - Principal Reviewed with the Teacher

Chapel Misconduct

Chapel services are treated as reverential church services by the academy. Students are expected to conduct themselves accordingly by paying attention, possessing a Bible, and

staying awake. Students who are talking, do not have a Bible, or are sleeping will be considered to violate the expectations for chapel.

Deceit

Deceit is defined as behavior or speech that is intentionally meant to fool or trick someone.

Horseplay

Horseplay is defined as rough, loud, energetic, or noisy playful activity. Horseplay may include, but is not limited to, running in the halls, yelling indoors, play fighting, wrestling, or chasing each other outside of playground games.

Non-Academic Use of Technology

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

Not in Appointed Place

The offense of not being in the appointed place occurs when a student is not where one is scheduled to be located or authorized to be located. This may include, but is not limited to, being out of class and in a different area than permitted or stated, in office areas without permission from the office staff, or in another class without both teachers' permission.

Provoking Speech

“Provoking” and “reproachful” describe those words or gestures that a person would expect to induce a breach of the peace under the circumstances. Such speech may include but is not limited to cutting remarks, derogatory remarks, or slang phrases meant to degrade or belittle.

Public Display of Affection - Mild

Public display of affection is defined as acts of physical intimacy in the view of others, and while such actions may be allowed at home, they are not acceptable on campus. Off-campus incidents reported to the Academy will result in parental notification. Such affections may include but are not limited to, hugging, holding hands, and cuddling against each other.

4 Demerits - Recommended by Faculty and Staff - Principal Assigned

Academic Misconduct

It is expected that all homework assignments, projects, lab reports, papers, examinations, and any other work submitted for academic credit will be the student's own. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes primary and secondary material published in print or online and information and opinions gained directly from other people. Quotations must be placed properly within quotation marks and must be cited fully. Also, all paraphrased material must be acknowledged completely. The sources must be indicated whenever ideas or facts are derived from a student's reading and research or a student's own writings.

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Academic Misconduct is considered conduct that undermines BBA's academic integrity and includes, but is not limited to, academic dishonesty, plagiarism, and falsification. All such conduct is a violation of the Academy's core values of Absolute Truth and Moral Excellence.

Disrespect

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

Possession of an Unauthorized Technology Device

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

Property Damage

Property damage occurs when a student causes physical harm to Academy property or the property belonging to another student. The student is responsible for any financial cost to repair or replace the property. Parents will receive an invoice for the cost of the repairs including parts and labor.

Public Display of Affection - Excessive

Public display of affection is defined as acts of physical intimacy in the view of others, and while such actions may be allowed at home, they are not acceptable on campus. Off-campus incidents reported to the Academy will result in parental notification. Affections in this category may include but are not limited to, kissing, making out, or sitting on laps, and other activities that would not be classified as overtly sexual.

Social Media Infractions

Social Media Infractions occur when a student places or allows content to be placed on one's social media account(s) that does not align with the core values and Christian character of the Academy. Such posts may include, but are not limited to, shared videos, liking posts, or comments against the school or members of the school.

8 Demerits - Recommended by Faculty and Staff - Principal Assigned

Bullying and Harassment

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

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

Bullying includes actions such as:

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

Berean Baptist Academy complies with the NC laws against bullying and cyberbullying (G.S. 115-407.15 & G.S. 14-458.1).

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

Cyberbullying

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

Fighting

Fighting is being engaged in the act of striving to overcome a person by blows or weapons. Fighting includes, but is not limited to, punching, hitting, slapping, kicking, or shoving.

Insubordination

Insubordination occurs when a student willfully disobeys the lawful order of a school official, treats a school employee with contempt, or is disrespectful in language or deportment.

Profanity

Profanity is the use of offensive language, gestures, or words in spoken or written form including private messaging applications, social media shares, and heat-of-the-moment situations.

Skipping Class

Skipping class is defined as missing more than 10 minutes of class without authorization.

16 Demerits - Recommended by Faculty and Staff - Principal Assigned

Activities Detrimental to the Academy

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

Sexual Harassment

Sexual harassment is bullying or coercion of a sexual nature or the unwelcome or inappropriate sexual gestures, actions, written or visual media, or speech. Sexual harassment as defined by law may include but is not limited to, a range of actions from mild transgressions of a repetitive nature or actions that create a hostile environment to sexual abuse or sexual assault.

Sexual Immorality

Sexual immorality is defined as actions that range from sexual touches to intercourse. Infractions that occur off-campus, are reported, and are confirmed will be subject to Academy correction.

Stealing

Stealing is the taking of something that you are not supposed to have without asking permission. Stealing may include, but is not limited to, “borrowing” without permission,

not turning in unidentified belongings, or taking something that belongs to another person.

Use of Delta-8 Variant Edibles, Vaping, and Tobacco

The use of these products that are legal for persons eighteen years of age or older is not acceptable for a Christian school student. Any student regardless of age is not permitted to engage in the use of these products and remain in good standing with the academy.

Disciplinary Actions by Demerits

4 Demerits - One Hour Detention (3:30 pm to 4:30 pm)

Students who receive an accumulation of 4 demerits will receive one-hour detention to be served after school. Students will not be permitted to work on homework or any other academic projects during detention. Students will be expected to draft an essay related to proper behavior and to design a personal course of action to avoid future detentions. The rate for detentions is \$20 per hour.

8 Demerits - Two-Hour Detention (3:30 pm to 5:30 pm)

Students who receive an accumulation of 8 demerits will receive two-hour detention to be served after school. Students will not be permitted to work on homework or any other academic projects during detention. Students will be expected to draft an essay related to proper behavior and to design a personal course of action to avoid future detentions. The rate for detentions is \$20 per hour.

12 Demerits - Saturday Detention (8:00 am to 12:00 pm)

Students who receive a Saturday detention may be given special assignments by members of the faculty, they may be required to work on homework, and they may be required to complete a reflection project. The rate for detention is \$20 per hour.

16 Demerits - 2 Saturday Detentions & Behavioral Probation

Students who accumulate 16 demerits will be given two Saturday detentions and placed on probation. Students who receive a Saturday detention may be given special assignments by members of the faculty, they may be required to work on homework, and they may be required to complete a reflection project. The rate for detention is \$20 per hour.

20 Demerits - 5 Day Suspension & Behavioral Committee Review for Potential Expulsion

Students who accumulate 20 demerits will be given a five-day suspension and will be required to meet with a disciplinary committee of administrators and teachers or school board members. The committee will make the determination on continued enrollment. Students who are expelled will not be granted course credit and will not receive a final report card. Students who are expelled will not be eligible for reinstatement to the academy.

24 Demerits - Expulsion

Students who accumulate 24 demerits will be expelled from the academy. Students who are expelled will not be granted course credit and will not receive a final report card. Students who are expelled will not be eligible for reinstatement to the academy for one calendar year.

Earning Merits and Removing Demerits

Galatians 6:7-9 states, “Do not be deceived: God is not mocked, for whatever one sows, that will he also reap. For the one who sows to his own flesh will from the flesh reap corruption, but the one who sows to the Spirit will from the Spirit reap eternal life. And let us not grow weary of doing good, for in due season we will reap, if we do not give up.”

This spiritual principle declares that God will allow us to suffer the consequences of action. All discipline systems should have a two-fold purpose to correct the errant and reward the responsible. Therefore, BBA’s system awards merits to students who are committed to doing well. The objective is to create within each student the habit of caring for others, the school, their possessions, and for themselves and their future.

1 Merit

- 1 week without a demerit (Monday through Thursday/Friday)
- No late homework for one week

2-Merits

- 1 week without any tardiness or late arrivals to school
- Be nominated for “Student of the Month” by the faculty (No missed classes, no corrections, actively participating in class, taking notes, and no missing assignments)
- Help clean the classrooms voluntarily
- Participate in the school’s flag detail before or after school

5-Merits

- Win - “Student of the Month”
- Earn a core value recognition for exemplifying one of the core values
- Have all “A’s” and “B’s” on the periodic grade check - every three weeks
- Have a paper selected for publication in the monthly departmental newsletter
- Be selected to conduct student announcements for one week

10-Merits

- Earn principal recognition for embodying GRADS
- Be selected to lead chapel by the panel of Bible teachers
- Be the first volunteer to read scripture during chapel service (volunteer window is 3:30 to 4:30 pm on Thursday - email Dr. Farmer - emails only)

Students who are competing for the student of the month will meet with a group of teachers. They will be asked questions concerning the mission, vision, and beliefs of the school. Additionally, the students may be asked questions from the basic Bible knowledge test. The student with the best score will earn the “Student of the Month” competition.

Recognizing the purpose of demerits is to train students, and that younger students may require more training, Middle School and Junior High demerits will reset at the beginning of each quarter. High School demerits will reset at the beginning of each semester.

Conduct, Activities, and Procedures

Cell Phone Usage

Students may bring their cell phones to school, but they must be turned off and secured in the student’s locker or bookbag before entering the school building. Students may not use their cell phones during the school day. Students may request to use the phone in the front office. If a student has their cell phone on their person, the teacher will send the student to the front office and the principal will be notified.

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

Fundraising

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

Lost and Found

Because loose items are a tripping hazard and a fire hazard, BBA is required to pick up items left unattended, and as such, loose items are subject to a \$1 confiscation fee. Lost and found items will be stored in the Finance Manager's office. However, Lost and Found items may be discarded at the end of each week for health and sanitation reasons. Please label all clothing, books, etc. to help avoid "lost" items.

Lunch / Snack Policy

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

Patriotism

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

Reporting of Child and Sexual Abuse

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

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

School-sponsored Activities

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

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

Socials

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

Stewardship

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

Toys and Live Animals

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

Videotaping

Berean Baptist Academy possesses videotaping equipment throughout the school property. At the discretion of the administration, videotapes may only be viewed by approved administrative personnel for either disciplinary purposes or for classroom observation.

Visitors

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

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

Communication Using Technology

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

Internet Policies

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

A student wireless network is provided by BBA for educational purposes only. Content and restriction filtering protocols have been established inside the school network to

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

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

Student E-mail and Communication Policies

Berean Baptist Academy is registered with Google as an educational institution and can provide free email accounts to our students. Parents should refrain from using their student's email to communicate with teachers. This can be a tremendous resource for communication, unlimited online storage through Google Drive, and free use of Google applications for typing documents, creating presentations, and making spreadsheets.

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

1. E-mail accounts have been created to enhance learning inside the classroom and to increase communication between the school and students, and all email activity should be limited to this purpose only.
2. E-mail or posted messages that include inappropriate words or expressions which intend to injure, intimidate, bully, or harass others are not allowed. These prohibited behaviors include, but are not limited to, derogatory comments with respect to race, religion, gender, age, or disability.
3. Each student will create his own password. Because each student is responsible for his own email account, passwords should not be shared with any other student under any circumstances. If a student believes his password or account is compromised, he must contact administration immediately.
4. Students are not permitted to send files, pictures, videos, internet links, or music unless specifically authorized by a teacher or school administration.

5. All information related to the student e-mail account or school-owned device shall not be considered confidential and may be monitored at any time by administration. Berean Baptist Academy reserves the right to inspect student email accounts or school-owned devices at any time.

6. Students are not to subscribe to any newsletter, blog, or website using their school email account. Email accounts also shall not be used to create social media accounts.

7. Students are not to use school email accounts to promote any item or topic without administrative approval. This includes using a personal email account and sending communications to school-issued email accounts.

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

Social Media Content

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

Should a student discover a post that was not posted by them, they should delete the post and contact a member of the administration (a principal or the head of school) to report the incident. This will be considered an act of good faith that the student did not post the material. However, if no such report exists and the student account is reported for inappropriate material, the administration will deem the material as approved by the student and, depending on the nature of the material, the student may be dismissed from the Academy.

Arrival and Departure Procedures

Closed Campus

Berean Baptist Academy operates a "closed campus," which means that only those with a viable reason for being on campus during school hours are permitted to do so. Visitors

are asked not to attend practices for athletics or fine arts. In addition, students are not allowed to leave campus without administrative approval.

Parking Lot Regulations

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

Operating Hours

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

Drop-off Procedures

Each building on the Berean Baptist Academy campus has a designated drop-off point. Please do not drop off students before reaching the drop-off point. Parents may choose to park and escort their student inside. The locations are announced during the back to school orientations each year.

Pickup Procedures

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

Extended Care

BBA operates extended care hours before and after school. Students who arrive between 6am and the start of class are required to report to early care. Middle school and high school students should report to the gym. **High school students are expected to report**

to the gym. Students arriving between 6am and 7:45am will be charged for extended care.

Students who remain on campus after their 15-minute dismissal time or are not picked up by a parent within 15 minutes after athletic practice ends will enter extended care.

Likewise, students who are waiting for a practice to begin will enter extended care.

Students are charged from the moment they enter extended care unless they are waiting on a sports practice to begin. Evening extended care ends at 6pm. **Students left after**

6pm will be charged \$15 every 15 minutes beginning at 6:01 pm.

Emergency Closings

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

Weather Delays or Closings

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

Student Health and Safety

Student Illness or Injury

Berean Baptist Academy allows students to call home in the event of an illness, or BBA will call for the student. Students should never contact parents directly via personal cell phones. If the situation is a medical emergency due to sickness or injury, the school will contact emergency medical personnel and then contact the parents.

Students who vomit, have diarrhea, or have a fever that does not exceed 100.4 degrees must remain out of school for 24-hours from the last instance of illness, provided they have remained fever and symptom free without the assistance of medication during that 24-hour period. BBA requests that parents respond within one hour of any notification of illness.

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

COVID Related Illness or Fever

While the number of symptoms for COVID-19 continue to expand, the most predominant warning signs for COVID-19 include the following symptoms:

- Trouble breathing
- Persistent cough or fatigue
- Recurring pain or pressure in the chest
- Bluish lips or face
- Fever of 100.4 or higher

If Berean Baptist Academy has a case of COVID-19 or assumed COVID-19, we will follow the exact guidance being given to public schools. We will adhere to the following process for allowing a student or staff member to return to school.

If a person has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines, and they have felt well for 24 hours.

If a person is diagnosed with COVID-19 by a medical professional based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they cannot be at school and must stay at home until they (or a family member if younger child) can answer YES to the following three questions:

- Has it been at least 10 days since the child first had symptoms?
- Has it been at least 3 days since the child had a fever (without using fever reducing medicine)?
- Has it been at least 3 days since the child's symptoms have improved, including cough and shortness of breath?

BBA will notify local health authorities of confirmed COVID-19 cases among children and staff (as required by NCGS § 130A-136).

If a student/employee has been diagnosed with COVID-19 but does not have symptoms, they must remain out of school until 10 days have passed since the date of their first

positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

If a student/employee that has been diagnosed with COVID-19 or has been presumed positive by a medical professional due to symptoms, they are not required to have documentation of a negative test in order to return to school.

If a student/employee has been determined to have been in close contact with someone diagnosed with COVID-19, they must remain out of school for 14 days since the last date of exposure unless they test positive. In which case, exclusion criteria above would apply. They must complete the full 14 days of quarantine, even if they test negative.

BBA will provide remote learning options for students unable to be at school due to illness or exposure. After consultation with local health officials, follow their guidelines for operational concerns.

Medication

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

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

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

Asbestos

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

Insurance

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

Immunization

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

Lunch

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

Vending Machines

Middle school and high school students may purchase items from the vending machines during lunch. Classroom teachers may provide other opportunities for purchases as a reward for meeting class goals.

Parent, Student, and Teacher Communication

Schoology

Every BBA family is required to create a Schoology Parent Account. This account provides the school with an accurate email address for critical and routine communications. Furthermore, this account allows the parent to view their child’s grades, homework assignments, attendance records, and to receive information concerning

upcoming events. Parents are encouraged to regularly monitor student homework and grades through Schoology.

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

Parent/Teacher Conferences

Berean Baptist Academy hosts two parent/teacher conferences each school year. They are scheduled for the Friday following the close of the first and third quarters. Should a parent desire a conference outside of these times, they may email the teacher or call the school office to request a meeting. Teachers or principals may schedule a parent conference if there is a noticeable pattern detrimental to the student.

Teacher Email

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

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

Homework and Weekend Communications

In a conscious effort to provide families with more family time, BBA will not issue email communications, except in the case of an emergency. BBA will also refrain from assigning routine homework over the weekend, but some long-term projects may need to be worked on during the weekend. The hope is that this “sabbath” provides students, families, and teachers the rest needed to perform at optimum levels during the school week.

Conflict Resolution

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

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

Parent Volunteers

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

Student Programs and Organizations

Athletics

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

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

Fine Arts

Students are encouraged to participate in the Fine Arts program at Berean. Performance opportunities are provided to students through various school programs.

Fundraisers

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

Student Government

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

Yearbook

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

support the yearbook with business ads and personal congratulatory messages. Details are sent home each year regarding this opportunity.

Community Service

All grades participate in some form of community service, and all students are expected to participate in community service projects. Failure to participate in the community project may also limit their involvement in other activities such as field trips.

Participation in these projects helps us to fulfill part of our mission which is to train students to serve the Lord and others.

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