

Berean Baptist Academy

Preschool Handbook



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Academics

Curriculum

The preschool uses the Abeka curriculum to teach reading, writing, and numbers; and it emphasizes character development and patriotism.

Packets

A collection of the student's papers from the previous week from the school will be sent home every Monday. Updated informational emails from your child's teacher will be sent home twice a month on Mondays.

General Philosophy of Discipline

Berean Baptist Academy Preschool recognizes the biblical role of the parents in the lives of their children and acknowledges the biblical responsibility of parents in the discipleship of their children (Deuteronomy 6:7-9; Psalm 78:3-4; 127:3). Parents are biblically responsible to God for their children, and BBA seeks to partner with parents in this endeavor.

Berean recognizes that a well-ordered environment is vital to the learning process. Effective discipline requires consistency, conviction, diligence, and effort on the part of both parents and school personnel. Administration places a high degree of confidence in the judgment of the teachers to ensure a conducive learning environment. Parents and students should understand that administration supports the teachers in matters of discipline and that parents should contact the teacher directly regarding any discipline concerns before contacting administration. It is understood, under normal circumstances, that administration will have no comment on a matter until the teacher has been contacted.

Standards of Conduct

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:

- Students are expected to show proper respect for authority at all times. To maintain respect for authority, students must use proper salutations including "Mr.," "Mrs.," or "Miss." Students should respond to authority with either "ma'am" when speaking to ladies or "sir" when speaking to men.
- Students are expected to be obedient to all classroom and school rules, exhibit an attitude of respect towards individuals and property, be honest and trustworthy, be prepared on time for class, and be properly dressed.

- Profanity and inappropriate discussions will not be tolerated. At the discretion of the administration, suspension for one to three days may result for violation of this rule. If repeated incidents occur, the student will be asked to withdraw.
- Fighting, stealing, destruction of property, insubordination, threats, and bullying will not be tolerated.

Discipline Methods

- Pulling a stick on the class behavioral wall
- Time Out
- Written Parent Notification
- Parent/Teacher Conference
- Principal Conference
- Being Sent Home
- Suspension
- Blocked Re-enrollment
- Dismissal

Class Discipline

The Bible clearly identifies that one who is often reprovved will harden his neck (Proverbs 29:1); therefore, BBA believes it is important to identify both negative behavior and positive behavior. A behavior wall is used as a tool to help measure these behaviors.

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).

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

Discipline Procedures and Responsibilities

Berean Baptist Academy Preschool seeks to administer balanced discipline that promotes biblical principles and actions that glorify God. Therefore, a range of corrective actions may be utilized when disciplining students in accordance to the severity of the infraction. The severity of the correction is at the discretion of the principal and the Head of School. This means that a student may be asked to leave Berean Baptist Academy Preschool after the first offense if it is determined by members of the administration that the offense severely compromises the mission, purpose, values, or vision of the Preschool. Berean Baptist Academy Preschool currently utilizes the following categories to define discipline infractions. These categories are not an all-inclusive list and a variety of infractions may be classified under a single category. Each category holds its own range of discipline as defined below.

Disobedience

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

Disrespect

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

Disruptive Behavior

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 running around the classroom, or throwing or pretending to throw objects. **Corrective action will range from a warning to dismissal.**

Dress Code Violation

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

Fighting

Fighting is 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. **Corrective action will range from time out, to a principal conference, to dismissal.**

Profanity

Profanity is the use of offensive language, gestures, and heat of the moment situations. Recognizing that younger students may be unaware of a word's meaning. **Corrective action will range from principal conference to dismissal.**

Dress Code

General Guidelines for Dress and Appearance

Berean Baptist Academy Preschool 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 Superintendent. The Superintendent 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. 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.

Students attending Berean Baptist Academy's Preschool wear a school uniform each day to school and are expected to daily present themselves in a neat, clean appearance. The logoed Preschool shirts and polos can be purchased from BBA's campus store.

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.
- Girls' hair should be the natural color and remain undyed.

Uniforms

Boys

- Black, khaki, navy, gray, or denim **non-cargo** pants
- Knee length **non-cargo** shorts may be worn in the warmer months in the previously listed colors.
- A BBA logoed polo shirt and/or a BBA Preschool logoed t-shirt available in a variety of colors is to be worn daily to school. Shirts are available for purchase from our campus store.
- Special event BBA shirts may only be worn on a Friday.
- BBA logoed crew neck sweatshirts in red, black, and gray are available for purchase and may be worn during cooler months.
- Gym friendly **VELCRO** or slip on shoes (shoe strings are not allowed)
- An elastic waistband on pants or shorts are highly recommended.
- Earrings or necklaces are not permitted.

Girls

- Black, khaki, navy, or denim shorts; pants, capris, or knee length Bermuda shorts
- A BBA logoed polo shirt and/or a BBA Preschool logoed t-shirt available in a variety of colors are to be worn daily to school. Shirts are available for purchase from our campus store.
- Special event BBA shirts may only be worn on a Friday.
- BBA Preschool black, red, and gray logoed crew neck sweatshirts are available for purchase from our campus store and may be worn during cooler months.
- Gym friendly **VELCRO** or slip on shoes (shoe strings are not allowed).
- Necklaces and dangling earrings present a potential hazard and are therefore not recommended. If worn, earrings are to be no larger than a dime in size.

Parents refusing to comply with the preschool's policies will be asked to take their child home.

General Policies and Information

Binding Arbitration

SECTION 1 - SUBMISSION TO ARBITRATION

Believing that lawsuits between believers are prohibited by Scripture, all members of this church and/or those who place their children in the church's Christian school ministry agree to submit to binding arbitration any matters which cannot otherwise 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.

SECTION 2 - NOTICE OF ARBITRATION

In the event of any dispute, claim, question, or disagreement arising out of or relating to this school handbook or other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such a solution within a period of sixty (60) days, then upon notice by either party to the other disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 1, above, and such Procedures of Arbitration as are adopted pursuant to Section 3, below.

SECTION 3 - LIMITATIONS ON ARBITRATION DECISIONS

The Procedures for Arbitration shall be adopted by the pastor and the board of deacons.

Allergy Free Facility

Berean Baptist Academy Preschool is a peanut allergy free facility. We do not allow any types of nuts in the classroom. Each student with a peanut allergy must provide an action plan and epi-pen on the first day of school that is filled out and signed by the doctor.

Asbestos

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

Birthdays

Students may celebrate birthdays by bringing simple, store bought individually wrapped treats for their classmates and teachers. Please notify the teacher one day in advance.

Biting

The first time a child bites, the parent will be contacted by phone. The second time a child bites, the parent will be called to come and pick the child up. After the first thirty days of enrollment, if the child continues to bite, he/she will be dismissed from the preschool program.

Change of Address or Phone Number

Please contact the school office with any address or phone changes.

Electronic Devices

Students are not allowed to bring electronic devices to the preschool.

Emergency Announcements

Berean Baptist Academy Preschool will make weather related decisions concerning the school days as the need arises. Official notification will be sent via text message and email through our Renweb program.

In the event of an emergency on campus (fire, police, or environmental) a detailed email with instructions for picking up children will be sent to the parent/guardian. Official notifications will be sent via the Renweb program. Please do not call the school as phone lines may be required to communicate with emergency personnel.

Movies, TV, and all forms of Entertainment

BBA encourages parents to closely guard what these little eyes watch on TV, the Internet or at a theater. **Preschoolers with entertainment practices contrary to the philosophy of Berean Baptist Academy may be asked to withdraw from attending the Preschool or Academy.**

Illness at School

Children must be fever free without medication for 24 hours before returning to school. A fever is 99.8 degrees Fahrenheit and above. Children with vomiting and /or diarrhea need to remain at home for 24 hours after their symptoms have subsided. I understand that if I (the parent) is called regarding my child running a fever, I will have to come pick my child up within thirty minutes to an hour. If not, the next person on the pick up list will be contacted.

Immunizations

BBA follows North Carolina State guidelines concerning all immunizations. BBA preschool students are required to have all immunizations mandated by the state of North Carolina. There are no exemptions from vaccinations unless a licensed physician provides a signed medical exemption/waiver. These vaccinations are due 30 calendar days from the first day of school. Any student who does not comply will not be permitted to continue at BBA.

A yearly flu shot is highly recommended but not required.

Insurance

Accident insurance covering students while at school or while participating in a Preschool or 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 Financial Office.

Lunches

Lunch will be provided for those students who attend the Day or Full Day Program only.

Medical Requirements

Preschool students must present and have on file in the Records Office evidence of proper immunization. Students who lack proper immunizations will not be allowed to attend school until immunization records are brought up to date. By law, Berean Baptist Preschool will administer over the counter medicine. With proper documentation, the teacher, staff, and school nurse will administer prescribed medications.

Nutrition Opt Out

I understand that Berean Baptist Preschool will provide snacks, lunches, and drinks for my child and that Berean Baptist Preschool will meet the Meal

Personal Belongings

BBA cannot be responsible for any personal items, to include expensive electronic devices, left at the school by a student. Personal items should be clearly labeled to help them be returned to the owner.

Potty Training

I understand that all children enrolled in the three and four year old programs must be fully potty trained by the first day of preschool. I understand that a child having two or more accidents in one day or reoccurring accidents each day is considered to not be potty trained and the parent will be contacted to come to the preschool as needed.

Special Meetings

Parents are expected to attend Parent Orientation Night, the Christmas Program, any special Parent Meetings, the End of the Year Program, and Parent Teacher Conferences.

Toys

No toys are to be brought to school without permission. Classes will have planned “show and tell” or special days when these items may be brought.

Visitors

All visitors must report to the preschool office before entering a classroom. Visitors including parents and friends of students, during school hours must have their visit approved by the preschool principal. Please call at least one day in advance of the visit. **Visitors must dress**

modestly. All visitors must wear a badge identifying that they have checked in at the preschool school office.

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

Parent, Student, and Teacher Communication

Renweb

Every BBA family is required to create a Renweb Parent Account. This account provides the school with an accurate email address for critical and routine communications. Furthermore, this account allows the parent to view their child's grades, homework assignments, attendance records, and to receive information concerning upcoming events. A complete instructional guide on how to create this account is available in the school office.

Parent Teacher Conferences

Teachers may be contacted directly through email or through the preschool office. Any situation that is not adequately addressed through a parent/teacher conference should be referred to the Preschool Principal.

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, please call the preschool office requesting verification of receipt. If you feel that a teacher is not communicating in an adequate manner described above, you may contact the principal.

Conflict Resolution Procedures

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

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

Online Teacher Evaluations

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

Parent Teacher Organization

Parent Orientation

Parents are required to attend a Parent Teacher Orientation night before the new school year begins.

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 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.

Other Programs

Parents are encouraged to attend the Christmas Program, sporting events, and other programs or conferences as they are scheduled.

General Program Schedule

- Parent Orientation: The week before school starts
- Parent Teacher Conference: First and Third Quarter
- Christmas Program: December
- Open House: January and February
- Homecoming: January-February
- BBC Mission Conference: March
- Graduations: May - June

***This handbook may be amended during the school year if the need arises.**

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