

Berean Baptist Academy  
Student Handbook  
2023-2024



Elementary Policies and Procedures

*Revised July 12, 2023*

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## **Academics**

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### **Course Scope and Sequence**

The course scope and sequence for BBA meets or exceeds the North Carolina Department of Education requirements and aligns with the North Carolina Essential Standards.

### **Elementary Curriculum**

The curriculum for all grades has been structured so that the students will receive training in all academic subjects required by the state of North Carolina and align with the North Carolina Essential Standards. Subjects are taught from a Biblical viewpoint using Abeka, Bob Jones Press, Purposeful Design, and Positive Action publishers.

### **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.

### **Kindergarten Admission Policy**

A child entering Grades K3-K5 must meet his or her birthday either on or before August 31st of the year he or she is presented for enrollment\*. Children born in September are accepted on a case-by-case basis, and this is determined based on a placement test and principal interview.

\*The North Carolina Opportunity Scholarship voucher program requires an August 31 birthday to qualify. See potential exceptions and details [here](#).

### **Grading Scale:**

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

### **Homework**

Parents and students should expect homework nightly. The amount of homework will vary from course to course and from level to level. Homework is essential to reinforce learning objectives. If additional support is needed, please contact administration regarding the Resource Program. When a student is absent, the parent or student (age dependent) is expected to communicate with their teachers to determine what work they are required to make up. Parents can track assignments via the school's online learning system: Canvas.

### **Grading Policy**

All assignments are due at the beginning of the class period unless otherwise instructed by the teacher. Late assignments will lose 10 percentage points from the highest grade earned when turned in within one day of the assignment due date. Assignments not turned in the following school day will receive a zero.

Students who do not submit a benchmark assignment (Grades 3-4) will not be promoted until the assignment is submitted and accepted, and the student will lose ten points per school day until it is submitted. All benchmark assignments turned in after the grace period described above will still receive a zero in the grade book.

### **Grade Reports**

Berean Baptist Academy utilizes RenWeb as the School Information System (SIS) and Canvas as the Learning Management System (LMS). 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**

Parents are responsible to monitor student grades through RenWeb or Canvas on a regular basis to maintain awareness of any grade deficiency. A parent should contact the teacher for any questions regard the student’s grades.

### **Academic Awards**

The elementary school will conduct an end-of-year award ceremony.

### **Achievement Testing**

Berean Baptist Academy administers several achievement tests to various grades throughout the year. Currently, all grades take the Iowa Basic Skills Test and Cognitive Abilities (CogAt) Test each spring. This test satisfies the state standard for demonstrable progression. The results are made available in the students’ end of year reports.

### **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 considered cheating. Students found to plagiarize will be given a “0” for the assignment and will have to redo it to receive course credit. If the issue occurs again within the same school year, the student will also receive a one-day suspension.

### **Promotion and Retention**

In K5-4th grade, a student’s report card contains a notation as to whether the student will be promoted to the next grade. Students receiving an F in one core subject or any two non-core subjects will be required to attend summer school and pass the learning outcomes designed for the course. Students receiving F’s in two core subjects are

automatically held back in order to give them an additional year to prepare for the next grade. Students receiving a D in one core subject will receive a recommendation to receive tutoring over the summer. The final grades will be calculated based on the averages of the first and second semester.

Core subjects for elementary include mathematics and English Language Arts. In grades K5 and 1st, English Language Arts is composed of two categories which will be weighted as follows: reading at 50% and phonics at 50%. In grades 2nd-4th, English Language Arts is composed of three categories in which the final grade will be weighted as follows: grammar (40%), reading (40%), and spelling (20%).

### **Summer School**

The elementary school will conduct summer school for six weeks for students who fail to achieve a passing score in core subjects during the normal school year. This academic standard applies to mathematics and English Language Arts. Failure to pass one of these critical subjects will require that the student attend summer school and pass the learning requirements for that subject. Failure to pass both of these critical subjects during the school year will require that the student be retained to the same grade level.

Students who exceed 17 absences for the school year will be required to make up the necessary days for course completion.

A student who is required to attend summer school and does not attend is subject to retention. Enrichment program opportunities are available for those interested.



## Dress Code

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### General Guidelines for Dress and Appearance

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 programs and courses offered on campus. 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.

### Uniform

- Elementary students must wear an approved BBA polo or t-shirt which must be purchased either through the school office or through **online vendors** listed on the school's website.
- A BBA shirt must be worn underneath any hoodie, fleece jacket, or sweater.
- AWANA shirts may be worn on Wednesdays for students who participate in the BBC AWANA program.

### 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 be neat and groomed and should not impede student vision. 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.

**Pants and Shorts**

- Students (boys and girls) may wear either jeans or Docker-style pants of any solid color that coordinate with your chosen BBA logo polo, t-shirt, sweatshirt, or hoodie. Shorts must be non-athletic and cannot be any higher than the top of the kneecap.
- All pants and shorts must be hemmed without designs; no holes or frays; no baggy or sagging bottoms (must sit no lower than the top of the hip bones).
- Students may not wear yoga pants, sweatpants, jeggings, skinny jeans, or joggers.

**Outer Wear and Jackets**

- Jackets and hoodies must be in the school colors of red, black, white, or gray and 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.

**Shoes**

- All shoes must be close-toed for both genders (crocs are not permitted), and all shoes must be non-marking.
- It is highly recommended that all shoes have a rubber outsole that is considered slip-resistant.
- Shoes that have laces must be laced and tied, and all footwear must have a proper fit.

**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 earrings on campus.
- Ladies may wear multiple earrings (in the ears), rings, and necklaces, but no other piercings should be seen.

## **Behavior Policies**

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### **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 Philosophy of Discipline**

Berean Baptist Academy 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.

### **General 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**

- Moving "Up" or "Down" in Class Dojo or class behavior chart
- Written Assignments (writing sentences, a corrective essay, reports, spelling words, written apologies, etc.)
- Loss of Privileges
- Silent Lunch
- Written Parent Notification
- Parent/Teacher Conference
- Principal Conference
- Saturday Detention
- Behavior Probation
- 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. Class Dojo, behavior calendar, or similar behavioral incentive programs are 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). 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.

### **Cheating**

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

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

### **Locker and Reasonable Suspicion Searches**

While each student's storage area 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.

### **Discipline Procedures and Responsibilities**

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

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

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

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

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



reported to law enforcement officials. **Corrective action will range from suspension and probation to dismissal.**

### **Bullying**

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

### **Deceit**

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

### **Disobedience**

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, rolling eyes, talking back, arguing, mocking, or making derogatory comments about another person. This category is not limited to student-to-teacher actions but includes student-to-student actions. **Corrective action will range from a warning to dismissal.**

### **Disruptive Behavior**

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. **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 principal conference to dismissal.**

### **Horseplay**

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

### **Inappropriate Use of Technology**

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

### **Insubordination**

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

### **Not in Appointed Place**

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 without permission, in an off-limits area, skipping class/school, in office areas, or in another class without both teachers' permission. **Corrective action will range from detention to dismissal.**

### **Plagiarism**

Plagiarism is specifically defined under academics. Students found to plagiarize will be given a “0” for the assignment and will have to redo it to receive course credit. **In addition to academic consequences, corrective action will range from principal conference to dismissal.**

### **Possession of an Unauthorized Technology Device**

All authorized technology must have an academic purpose or an emergency medical purpose. The Administration at Berean Baptist Academy has determined that certain devices do not meet the academic threshold. We strongly recommend that elementary students do not bring cellular devices; however, these devices must be turned off and secured in the designated location as determined by their school principal. **Corrective action will range from principal conference to dismissal.**

### **Profanity**

Profanity is the use of offensive language, gestures, or words in spoken or written form to include private messaging applications, social media shares, and heat of the moment situations. Recognizing that younger students may be unaware of a word's meaning, **corrective action will range from principal conference to dismissal.**

### **Property Damage**

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

### **Provoking Speech**

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

### **Public Display of Affection**

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

### **Sexual Harassment**

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

### **Sexual Immorality**

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

### **Skiping Class**

Skiping class is defined as missing more than 10 minutes of class without authorization. **Corrective action will range from principal conference to dismissal.**

### **Social Media Infractions**

Social Media Infractions occurs when a student places or allows content to be placed on one's social media account(s) that does not align with the core values and Christian character of the Academy. Such posts may include, but are not limited to, shared videos, liked posts, or comments against the school or members of the school. Elementary parents should be aware that most social media platforms restrict ages to 13 or over. **Corrective action will range from principal conference to dismissal.**

**Stealing**

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

**Disciplinary Fees**

Discipline sanctions such as In School Suspension or Saturday School which require supervision outside the normal scope of the classroom will have an appropriate fee applied to cover the cost of the supervision.

## **Conduct, Activities, and Procedures**

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### **Cell Phone Usage**

BBA strongly recommends that elementary students do not bring cellular phones or other electronic devices to school as students have no personal location on campus to secure their devices. In the event an elementary student does bring a cellular phone or electronic device on campus, BBA is not responsible for any theft or damages that occur. Students who bring a cell phone or an electronic device to school must turn it off and place it in their backpack before the school day begins.

If a student has a cell phone out during the school day, the teacher will confiscate the phone. If the issue continues, the student will be charged the technology confiscation fee of \$25.

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

### **Fundraising**

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 these items are placed on the Lost and Found cart located in the atrium lobby. 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.

### **Birthdays**

The parent may send invitations to school to be sent home only if they are inviting either all of the boys, all of the girls, or all of the student in the class. Store bought treats can be sent to school to be shared with the entire class. \*Please make sure it is peanut free.\*

**Lunch / Snack Policy**

Berean Baptist Academy runs a hot lunch program. Students may either purchase lunch or bring lunch from home. In the event a child does not bring a lunch or have a lunch, a lunch will be provided to the child by the school, and the charge will be billed on the child's school account. 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 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 the reasonable suspicion of abuse. Any suspicion of child abuse must be reported to and discussed with the administration.

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

**School-sponsored Activities**

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. All visitors must check-in at the front desk through the Raptor system and wear a badge for the duration of the campus visit.

All visitors must meet the following criteria:

- Visitors must check-in using the Raptor station and display the visitor badge at all times while on campus.
- 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**

In the event a student emails a teacher, students should include 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 official 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 is able to provide free email accounts to our students; however, due to age restriction policies, these e-mail addresses cannot be personalized for elementary students. General e-mail addresses are provided to upper elementary grades to utilize at their teacher's

discretion. 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**

Elementary parents should be aware that most social media platforms restrict accounts to children under thirteen years of age; therefore, we encourage parents to monitor their child's access to social media activity. 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**

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### **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 7:45 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. All entrances are covered locations outside of each building. The primary locations are as follows:

- Elementary School – Covered area in front of the building

### **Pickup Procedures**

Pickup times and procedures are covered during the orientation period of the Back to School orientations. 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. **Elementary students are expected to report to the elementary gymnasium.** Students arriving between 6am and 7:30am 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 Messenger 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 Messenger program.

## **Student Health and Safety**

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### **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 or have diarrhea must remain out of school for 24-hours from the last instance of illness without the assistance of medication. Students who have a temperature that exceeds 100.4 degrees must remain out of school for 24 hours, 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**

If Berean Baptist Academy has a case of COVID-19 or assumed COVID-19, we will follow the exact guidance being given by the Center for Disease Control and local health officials.

### **Bathroom Policy**

Each child enrolled in Berean Baptist Academy is required to be completely bathroom trained before the first day of school. If a student has a bathroom accident, a parent or guardian may be required to come to campus to assist the child with cleanup as staff are not authorized. The child may then be allowed to return to class unless the student's accident involves diarrhea. If accidents are happening more than once per week, a parent/teacher conference will be scheduled, and all parties must take part in establishing a solution. The solution must be outlined with actionable items that address the health needs of the student while balancing classroom operations and sanitation. On the second occurrence within one week afterwards, the student will need to stay home for two full school days with the encouragement to focus on student health and bathroom training.

## **Nosebleed Policy**

Due to bloodborne pathogen guidelines, Berean seeks to minimize potential blood exposure to other children.

- If a student has a nosebleed that requires a nurse's visit, the nurse will attempt to control, clean, and determine the cause of the bleed. The student will then go back to class.
- If a student has a second nosebleed that requires a nurse's visit, the student will need to go home for the rest of the school day.

## **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.



## **Parent, Student, and Teacher Communication**

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### **Student Email**

Students at Berean Baptist Academy receive 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.

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

### **RenWeb**

Every BBA family is required to monitor their Parent Account. This account provides the school with an accurate email address for critical and routine communications. RenWeb, Berean's School Information System (SIS), allows the parent to view their child's grades, homework assignments, and important information concerning upcoming events. Parents are encouraged to regularly monitor student homework and grades through the SIS.

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

### **Elementary Packets**

Classwork papers are sent home per teacher preference. A test packet with note from the school will be sent home every week. These should be signed and returned at the day assigned by the teacher. Parents may send a note requesting further review time; however, these packets should be turned at the time noted by the teacher.

### **Parent/Teacher Conferences**

Berean Baptist Academy hosts at least one parent/teacher conference each school year, with the first scheduled for the Friday following the close of the first quarter. Should a

parent desire a conference outside of these times, they may email the teacher or call the school office to request a meeting.

### **Teacher Email**

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.

### **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**

The Academy maintains 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 school office or your child's principal. 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**

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### **Athletics**

Intramural sports and clinics are offered yearly based on availability to elementary students upper elementary grades. More information is provided to the students throughout the year.

### **Fine Arts**

Students are encouraged to participate in the Fine Arts program at Berean. Performance opportunities are provided to students through various school programs. Upper elementary students can elect to participate in band or strings, and all students participate in specials classes including art and music. In addition, students in grades 3 – 12 participate in the fine arts competition in the areas of academics, speech, music, and Bible. Fine arts club usually begin in the second semester and is held after school one day a week for students who wish to participate further in fine arts. Additional clubs such as poetry club take place in preparation for fine arts competition.

### **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!

### **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.