



# Berean Baptist Academy Parent and Student Manual

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Updates: Organization; Items missed from previous handbooks but still active policies.

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# Welcome to Berean Baptist Academy

Dear Berean Baptist Academy Families,

As the Superintendent of Berean Baptist Academy (BBA), it is my great pleasure to extend a heartfelt welcome to each of you as we embark on this new academic year. Thank you for choosing BBA as the place to educate and nurture your children in a Christian environment. Your decision to join our community speaks volumes about your dedication to your child's education and hopefully their spiritual growth.

At BBA, we firmly believe that every student is uniquely capable of learning and has been endowed with distinct skills by God. It is our deep desire and commitment of the staff and faculty to not only discover and develop these divine gifts but also to inspire and equip your children with the courage to use their talents for the glory of God and the benefit of the community in which they live as adults.

We are grounded in the conviction that when the parents of the home, the spiritual leaders of the church, and school leaders are aligned in this purpose and effort with unwavering dedication and mutual support, we can nurture and graduate young men and women who are prepared to assume their roles as mature, thoughtful, and spiritually aware adults. Those men and women are ready to serve the Lord and their communities with integrity and passion.

Therefore, we must have your continued involvement and dedication in this transformative process, ensuring that the legacy of a Christian education from BBA enriches not only your own family but also, should the Lord tarry in His return, the family of your grandchildren's children.

Together, let us look forward to a year filled with promise, learning, challenges, hardships, molding, and spiritual growth. May our partnership be fruitful, and our resilience blessed, as we stand and work together to fight for an environment that reflects our shared values, a godly atmosphere, and a commitment to excellence.

Thank you once again for being a part of our BBA family. Here's to a wonderful and impactful school year ahead!

Warm regards,



Dr. Jackie D. Farmer

Superintendent

Berean Baptist Academy

# Foundational Beliefs

## The Mission Statement

As a ministry of Berean Baptist Church, Berean Baptist Academy exists to establish a culture that guides students from Berean Baptist Church families, the local community, and global partners through an education that:

- Encourages citizenship in Christ's kingdom by exalting Jesus Christ as Savior and Lord, and equipping citizens to live holy,
- Expects a commitment to excellence in scholarship,
- Epitomizes steward-leadership, all for the glory of God and the advancement of the Kingdom of Christ.

## The Mission Understood

As a ministry of Berean Baptist Church, BBA is dedicated to fostering a nurturing educational environment that aligns with the teachings of Christ and promotes the comprehensive development of our students. At BBA, our mission is to guide not only the families of Berean Baptist Church but also our local community members and global partners through a robust educational experience that upholds the following core commitments:

### Encouraging Citizenship in Christ's Kingdom:

- Exalting Jesus Christ as Savior and Lord: We are committed to uplifting the teachings and values of Jesus Christ in every aspect of our school life. Our aim is to cultivate an environment where students recognize and embrace Jesus Christ as both Savior and Lord.
- Equipping Citizens to Live Holy: Through a biblically integrated curriculum and a spiritually supportive community, we endeavor to equip our students with the spiritual wisdom and moral integrity required to live holy lives as exemplary citizens in Christ's Kingdom which mandates a care of their earthly communities.

### Expecting a Commitment to Excellence in Scholarship:

- We believe that academic excellence and spiritual growth are not mutually exclusive but are complementary aspects of a well-rounded Christian education.
- We set high academic standards and encourage our students to pursue excellence in every scholarly endeavor, preparing them for future academic, personal, and professional success.

### Epitomizing Steward-Leadership:

- At BBA, we emphasize the importance of steward-leadership—using one's abilities and resources responsibly and wisely as gifts from Christ. Our educational framework promotes leadership skills that encourage students to become stewards of their talents and the environment, inspiring them to lead with



integrity and a community leader's heart, one who has the interest of others above him or herself.

Through these guiding principles, BBA seeks to honor God and advance the Kingdom of Christ. Our mission is to shape individuals who are not only knowledgeable and skilled but also deeply rooted in their faith and committed to positively impacting their communities and the world. We are dedicated to nurturing the next generation of leaders who are prepared to face the challenges of the future with confidence and a commitment to upholding Christian values.

## Core Values

At BBA, our core values are the bedrock of our educational philosophy and spiritual ethos. They guide our interactions within our school community and influence our approach to education, faith, and service. These values are derived from foundational Greek concepts that resonate deeply with our Christian faith:

### Love (Agápi):

- Agápi represents selfless actions of sacrificial love that seek the best for others. At BBA, love is at the heart of our interactions and decisions. We strive to cultivate a nurturing environment where every student feels valued and supported. We teach our students to love God and each other, embodying Christ's command to love God with our entire being and to love our neighbors as ourselves. This type of love is embodied in the thought that God loved the world enough to provide Christ to die for our sins in order that the believers might have life everlasting (John 3:16; Romans 5:8).

### Truth (Alítheia):

- Alítheia signifies the pursuit of truth in all its forms. We are committed to an educational journey that seeks to uncover and understand truth, guided by the teachings of Scripture and rigorous academic inquiry and research-based learning. We encourage our students to seek truth in their studies, their relationships, and their spiritual lives, fostering integrity and honesty in every aspect. Christ Himself embodied this truth when He expressed that He was the way, the truth, and the life and that He was the exclusive way mankind was able to approach God the Father (John 14:6).

### Excellence (Aretí):

- Aretí reflects a commitment to excellence, encouraging students to reach their highest potential in both their personal and academic endeavors. At BBA, we set high standards for our faculty and students alike, promoting a culture of excellence that permeates every classroom and activity. We believe that God has given each student unique talents and abilities, and it is our privilege to help them excel. Peter encouraged all believers to add moral excellence, or virtue depending

on the English translation you read, to our faith so that we would have all that we need for godliness in this life (2 Peter 1:5).

### Unity (Enótita):

- Enótita emphasizes the importance of unity within our community. In a world that is often divided, we foster a sense of belonging and togetherness among our students, staff, and families. Unity at BBA is about more than just working together; it's about building a cohesive community that respects diverse perspectives within the bonds of holiness and scripture and upholds the value of every individual as an image bearer of God. Together, we strive to embody the unity that Jesus prayed for in His followers, working as one for the glory of God and the advancement of Christ's kingdom (Ephesians 4:3).

These core values—Love, Truth, Excellence, and Unity—are integral to the fabric of BBA. They guide our actions and shape our future, as we prepare students to lead lives of purpose and service to God and their communities.

### Articles of Faith

As a ministry of Berean Baptist Church, BBA is guided by the BBC Articles of Faith. This concise representation of those articles provides parents with an overview of what BBA believes and teaches. For more details, please visit the BBC website. The following comprise the Scriptural beliefs of this church and its members:

#### The Bible:

We believe the Scriptures of the Old and New Testaments are verbally inspired by God, inerrant in the original writings, and are the supreme and final authority in faith and life. Berean Baptist Church primarily uses the KJV, NKJV, ESV, and NASB for preaching and teaching due to their literal translation accuracy and emphasis on the deity of Jesus Christ and key theological terms.

#### God the Creator:

We affirm the Genesis account of creation, rejecting evolution, and believe in one God who exists eternally in three persons: Father, Son, and Holy Spirit.

#### Jesus Christ: God's Son:

We profess faith in Jesus Christ as the only begotten Son of God, fully divine and human, who died for our sins, rose again, ascended to heaven, and now serves as our Intercessor and Advocate.

#### The Holy Spirit:

The Holy Spirit convicts of sin, regenerates, indwells, baptizes, seals, fills, and empowers believers, setting them apart for a holy life.

### Satan: the Fallen One:

We recognize a personal devil with great power, ultimately destined for eternal torment in the lake of fire.

### Creation of Mankind as Two Genders:

We believe that God created mankind in His own image as male and female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). We hold that this deliberate design by God is fundamental to our identity and purpose. Each gender uniquely contributes to the common good and to the fulfillment of their God-given roles. Men and women are equally valuable in the eyes of God and are called to dignity and honor.

### Human Sexuality:

We believe that God has commanded that all human sexual activity be confined within the boundaries of marriage between one man and one woman (Genesis 2:24; Matthew 19:4-6). This sacred union mirrors the relationship between Christ and His Church. We hold that any form of sexual activity outside the bonds of biblical marriage, including but not limited to adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography, is sinful and offensive to God (1 Corinthians 6:9-10; Hebrews 13:4).

### Man and His Sin:

Humanity was created in God's image but fell into sin, which brought spiritual death and perversion, necessitating divine salvation.

### God's Salvation of Mankind:

Salvation is through faith in Jesus Christ's substitutionary death, securing eternal life for believers and eternal punishment for the unredeemed. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; 1 Corinthians 6:11). We commit to walk with those seeking to overcome personal sin, being mindful to uphold the truth in love while extending grace and mercy.

### The Church:

Composed of redeemed individuals, called to worship, serve, and proclaim the Gospel to all nations, observing the ordinances of Baptism and the Lord's Supper.

### Civil Law and Church Unity:

We believe in respecting civil authority as divinely appointed and maintaining unity and peace within the church community.

### End Times:

We affirm the future return of Jesus Christ to judge the living and the dead, establish His eternal kingdom, and fulfill His redemptive mission.

These Articles of Faith represent the core of our doctrinal teaching at BBA, grounding our educational mission in the immutable truths of Scripture.

## Statement on Parental Alignment

At BBA, we firmly believe that parental alignment with our educational philosophy and doctrinal beliefs is crucial to the effectiveness of our educational process. Our curriculum and community life are built upon the foundational truths and principles outlined in the Bible and embraced by Berean Baptist Church.

While BBA is open to admitting students from diverse backgrounds, including those who may not personally hold our beliefs or come from families that do not share these beliefs, it is imperative that all members of our school community agree to respect our core values and articles of faith.

It is essential for the harmony and integrity of our educational environment that these principles are respected. Should a student or their parents choose to voice contention or protest the foundational teachings being imparted, it could disrupt the learning atmosphere and community unity that BBA strives to uphold.

In cases where there is a consistent pattern of such contention or protest, the academy reserves the right to issue alignment warnings. Depending on the severity and repetitiveness of these actions, this could further lead to the student being administratively withdrawn and possibly barred from returning in the future.

We value appropriate discussions in the appropriate settings, a cooperative and harmonious relationship, and a mutually beneficial partnership with all our academy families and believe that a shared commitment to our educational and spiritual goals is paramount to fostering an environment where all students can thrive both academically and spiritually.

## Code of Conduct

At BBA (BBA), our Code of Conduct is built on a foundation of Christian values and principles that reflect the teachings of Christ. This code governs the behavior of our students from the time they arrive on campus each morning until they depart at the end of the day and extends to all school-related activities, regardless of time or location, such as sporting events.

### General Behavior Expectations

All students at BBA are expected to:

- Adhere to classroom and school rules with obedience.
- Respect individuals and property.
- Exhibit honesty and integrity.
- Attend and be punctual for all classes unless excused.
- Come prepared for each class and adhere to dress code standards.

### Steward Leadership

BBA is committed to developing steward leaders as modeled by Jesus Christ. These leaders use one's abilities and resources responsibly and wisely as gifts from Christ. Therefore, to create opportunities for growth, students are expected to engage in various service activities

designed to instill a solid work ethic and a spirit of helping others. These activities include setting up event spaces, assisting peers academically, maintaining cleanliness, and performing office tasks. These responsibilities are integral to character development and to maintaining minimal operational costs, thereby keeping tuition affordable.

## Bullying and Harassment

Bullying is defined as targeted, unwanted, aggressive behavior that involves a real or perceived power imbalance and is repeated, or has the potential to be repeated, over time. It can include making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. BBA adheres to NC laws against bullying and cyberbullying and takes all accusations seriously. Reports of bullying or harassment should be made to any faculty member and will be promptly investigated.

## Academic Integrity

Students are expected to submit original work for all assignments and acknowledge all sources of information. Academic dishonesty includes plagiarism, unauthorized collaboration, and the use of unauthorized aids, including artificial intelligence. Academic dishonesty undermines the integrity of the educational process and will not be tolerated.

## Digital Citizenship

Cyberbullying, which involves using technology to harm others, is treated with the same seriousness as traditional bullying. Students are expected to use technology responsibly and ethically.

## Off-Campus Behavior

While the school's authority does not extend beyond school hours and activities, the conduct of students outside of school that negatively reflects on the academy may warrant disciplinary action. This includes any action that tarnishes the reputation of the school or its community.

## Zero Tolerance Offences

At BBA, we uphold a strict zero-tolerance policy regarding the use, possession, distribution, or promotion of illegal substances, including narcotics, controlled substances, age-restricted items, and illegal drugs, whether prescribed or not. Additionally, this policy rigorously enforces prohibitions against the use of alcohol, intoxicating substances, and vaping materials by students, regardless of their age. Our commitment to a substance-free environment is rooted in our dedication to the health and safety of our students, the integrity of our educational setting, and our foundational Christian values. Violations of this policy, whether they involve illegal drugs, alcohol, or vaping materials, result in severe disciplinary actions. These can include

suspension, expulsion, and referral to law enforcement authorities, underscoring the gravity of such offenses and our commitment to maintaining a safe and respectful learning community.

## Weapons and Cutting Instruments

The safety and security of all students, staff, and visitors at Berean Baptist Academy (BBA) are of the highest priority. In alignment with our commitment to maintaining a safe and supportive learning environment, BBA strictly prohibits the possession, use, or distribution of weapons on school property, during school-sponsored activities, or at any school-related events.

### Definitions:

- **Weapon:** Any object that can be used to inflict harm or threaten harm on others. This includes, but is not limited to, firearms (loaded or unloaded), knives, explosives, chemical sprays (e.g., pepper spray), tasers, or any item designed to or capable of causing bodily harm. This definition also includes toy weapons or replicas that could be mistaken for a real weapon.
- **School Property:** Any property owned, leased, or used by Berean Baptist Academy, including buildings, grounds, school buses, and vehicles used for school-sponsored activities.
- **School-Sponsored Activity:** Any event, whether on or off school property, that is sponsored, organized, or supervised by BBA.

### Policy:

#### 1. Prohibition of Weapons:

- Students, staff, parents, volunteers, and visitors are prohibited from bringing or possessing weapons on school property or at any school-sponsored event.
- The policy applies regardless of whether the individual holds a concealed weapon permit or any other legal authorization to possess a weapon.

#### 2. Consequences for Violations:

- **Students:** Any student found in possession of a weapon will face immediate suspension and referral for expulsion. Law enforcement will be contacted, and a report will be filed. Any student aware of another student possessing a weapon who fails to report it may also face disciplinary action.
- **Staff:** Any staff member found in possession of a weapon will face immediate suspension pending further investigation and may face termination. Law enforcement will be contacted, and a report will be filed.
- **Visitors and Volunteers:** Any visitor or volunteer found in possession of a weapon will be immediately removed from the premises. Law enforcement will be contacted, and further legal action may be taken.

#### 3. Reporting Procedures:

- Any individual who becomes aware of a weapon on school property or at a school event is required to report it immediately to school administration or a staff member. Reports can be made anonymously if necessary.
- School administration will investigate all reports promptly and take appropriate action.

#### 4. Search and Seizure:

- The administration reserves the right to conduct searches of students, staff, and visitors, as well as their personal property (including lockers, bags, and vehicles), if there is reasonable suspicion that an individual is in possession of a weapon. Any weapon found during a search will be confiscated, and law enforcement will be notified.

**5. Exceptions:**

- This policy does not apply to law enforcement officers acting within the scope of their official duties.
- Any educational tools or equipment used in classes or school activities that may resemble weapons must be approved in advance by the school administration and used only under strict supervision.

## Parental Support

By enrolling their children at BBA, parents agree to support and uphold the school's behavioral policies and to encourage their children to do the same. In instances of continued parental misalignment and protest over these values and disciplinary actions, the students may face an administrative withdrawal from the school.

Through these guidelines, BBA aims to cultivate an environment that not only fosters academic excellence but also molds students into respectful, responsible, and godly individuals. This Code of Conduct is integral to achieving a harmonious and productive school experience for all members of our community.

## Demerit System

The demerit system at BBA is structured to address and correct infractions in a tiered manner, reflecting the severity and frequency of the behavior. Below is a concise overview of the demerit categories and the corresponding behaviors that warrant them:

### 1 Demerit

- Disobedience: Initial failure to follow lawful instructions or school rules.
- Disruptive Behavior: Actions that disrupt classroom or school operations.
- Dress Code Violation: Non-compliance with the school's dress code.
- Tardy: Late arrival to class beyond the scheduled time.
- Unprepared for Class: Lack of necessary materials or readiness for class.

### 2 Demerits

- Chapel Misconduct: Disrespectful behavior during chapel services.
- Deceit: Intentional dishonesty or misleading conduct.
- Horseplay: Rowdy or noisy behavior that is inappropriate in a school setting.
- Non-Academic Use of Technology: Improper use of technology for non-educational purposes.
- Not in Appointed Place: Being in an unauthorized area without permission.

## 4 Demerits

- Academic Misconduct: Cheating, plagiarism, or other forms of academic dishonesty.
- Disrespect: Showing contempt or lack of respect towards others.
- Property Damage: Causing damage to school or personal property.
- Public Display of Affection - Excessive: Inappropriate physical interactions.
- Social Media Infractions: Engaging in activities online that contravene school values.

## 8 Demerits

- Bullying and Harassment: Engaging in bullying behaviors, including cyberbullying.
- Fighting: Physical altercations with another individual.
- Insubordination: Willful disobedience or disrespect towards school authority.
- Profanity: Use of offensive language or gestures.
- Skipping Class: Unauthorized absence from class for an extended period.

## 16 Demerits

- Activities Detrimental to the Academy: Engaging in illegal or highly inappropriate activities.
- Sexual Harassment: Unwelcome sexual advances or behavior.
- Sexual Immorality: Engaging in sexually inappropriate behavior.
- Stealing: Unauthorized taking of property belonging to another.
- Use of Delta-8 Variant Edibles, Vaping, and Tobacco: Use of substances that are inappropriate for students.
- Zero Tolerance Offenses that do not lead to expulsion

The demerit system is designed to maintain discipline and ensure a safe, respectful, and conducive learning environment. Accumulation of demerits may lead to more severe disciplinary actions, including suspension or expulsion, depending on the nature and severity of the offenses.

# Disciplinary Procedures

At BBA, our approach to discipline and conflict resolution is rooted in biblical principles, designed to uphold the integrity of our educational environment while fostering values of forgiveness and reconciliation.

## Handling Disciplinary Infractions

### Initial Response:

Teachers at BBA handle disciplinary infractions at the most immediate and individual level possible, empowering educators to maintain classroom discipline and directly address minor issues.



## Referral Process:

For severe or repeated infractions, students will be referred to the principal or dean of their division. This may include immediate removal from the educational setting to ensure the safety and well-being of the school community.

## Administrative Review

Disciplinary actions are managed on a case-by-case basis by the principal or dean. While guided by a structured disciplinary system, adjustments may be made based on the severity and context of the infraction.

## Consequences of Infractions

### Detentions and Suspensions

Consequences range from detentions, which include supervisory fees, to suspensions of varying lengths depending on the number of demerits accrued. These are designed to reflect the seriousness of the infractions and promote accountability.

- 4 = 1 Hour Detention + \$20 Supervisory Fee
- 8 = 4 Hour Saturday Detention + \$80 Supervisory Fee
- 12 = 1 Day Suspension
- 16 = 3 Day Suspension
- 20 = 5 Day Suspension + Probation

### Dismissal

Accumulation of twenty-four (24) demerits within a semester may result in dismissal from the academy, emphasizing the importance of adhering to school policies.

## Conflict Resolution

### Matthew 18 Principles

In line with Matthew 18, all parties are encouraged to initially address conflicts by meeting directly with the offending party. If unresolved, the next step involves a meeting with supervisors and witnesses to aid resolution.

### Appeals and Mediation

If necessary, conflicts may be escalated to an appeal with the Superintendent. Our goal is always reconciliation at the earliest opportunity. If a resolution is still not achieved, parties agree to engage in Christian mediation, adhering to the teachings of 1 Corinthians 6, which advocates for resolving disputes within the Christian community rather than through secular courts.

## Special Cases

### Cell Phone Use

Unauthorized cell phone use during school hours results in Saturday detention, underlining the importance of maintaining an undistracted educational environment.

## Administrative Discretion

The principal or dean has the discretion to modify disciplinary actions based on the student's history and the specifics of the infraction, ranging from granting grace under mitigating circumstances to recommending dismissal for severe cases.

## Superintendent Review

Recommendations for dismissal undergo a review process by the Superintendent to ensure fairness and adherence to the academy's disciplinary protocols.

Through these guidelines, BBA aims to cultivate a respectful and orderly educational environment that prepares students for responsible and ethical behavior, both academically and personally.

# Merit System

The merit system at BBA recognizes and rewards students for exemplary behavior, academic achievements, and positive contributions to the school community. Merits are awarded in denominations of 1, 3, 5, 10, and 15, each reflecting the significance of the achievement or behavior.

### 1 Merit:

- Punctuality: Consistently arriving on time to class or school events.
- Classroom Cleanliness: Assisting in keeping the classroom tidy without being prompted.
- Week of No Demerits: Student completes a period of Monday through the last day of the week without having any demerits logged into the system by a teacher.

### 3 Merits:

- Helpfulness: Assisting another student or teacher beyond usual expectations.
- Positive Attitude: Consistently displaying a positive and cooperative attitude in class.
- Participation: Active and constructive participation in class discussions or activities.

### 5 Merits:

- Leadership: Demonstrating leadership in group projects or school activities.
- Community Service: Volunteering for school-sponsored community service projects.
- Spiritual Participation: Actively participating in and contributing to spiritual activities such as prayer groups, Bible studies, or during a chapel message.

## 10 Merits:

- **Academic Achievement:** Outstanding performance on a unit of study typically demonstrated by a pre and post assessment.
- **Homework Completion:** Completing and submitting all homework on time.
- **Creative Contributions:** Making significant creative contributions to school publications, arts, or events.
- **Outstanding Talent Recognition:** Bringing notoriety to the school by being named to an all-conference or all-state team, winning a competition, or being recognized through some public forum for an accomplishment of your efforts at BBA.
- **Being a Peacemaker:** Playing a key role in resolving conflicts among peers in a Christ-like manner.

## 15 Merits:

- **School Representation:** Participating in an internship or external service project where it is reported back that your service reflected positively on the reputation of BBA.
- **Exceptional Service:** Organizing or leading a major community service initiative or school event.
- **Spiritual Leadership:** Exhibiting exceptional spiritual leadership in school activities, chapel services, or mission trips.

## Awards

Each quarter, the highest-ranking student in both JHS and High School HS sections will be rewarded with a gift card from Amazon and an item from the school store. Additionally, students who accumulate over 150 merits within the quarter will receive an excused homework pass, a free lunch, and a special school t-shirt. Those who earn more than 100 merits will be awarded an excused homework pass and a free lunch. Students achieving more than 75 merits will be given an excused homework pass. These merit-based awards aim to recognize and encourage exceptional student achievements and behavior each quarter.

# Academic Policies

## Curriculum Overview

BBA is committed to integrating Biblical truths across all areas of our curriculum, upholding the Bible as the supreme authority. Bible courses are not only a distinct subject area but the principles of the Bible are also incorporated through a worldview analysis in all courses, including elementary education. Our curriculum uses materials from various Christian publishers for Bible studies, English Language Arts, History, Science, and elective courses. In Junior High and High School, certain secular materials, such as novels and math programs like i-Ready and Pearson, are utilized to offer a more individualized mathematical learning experience. Moby Max serves as a supplemental tool in lower grades to enhance learning.

## Grading Criteria

### Elementary School and Middle School

Grading at BBA is categorized into three main areas:

- In-Class Work (30%): This includes all tasks performed during class time.
- Homework (20%): Assignments completed outside of class.
- Assessments (50%): Evaluations of student mastery over standards through tests, papers, projects, presentations, etc.

### Junior High & High School

Grading at BBA is categorized into four main areas:

- In-Class Work (25%): This includes all tasks performed during class time.
- Homework (15%): Assignments completed outside of class.
- Assessments (50%): Evaluations of student mastery over standards through tests, papers, projects, presentations, etc.
- Quarterly Exams (10%)

All work is expected to be the student's own. Collaboration is limited to explicitly permitted instances. Plagiarism is strictly prohibited, and all non-original work must be properly cited according to APA standards or as specified in writing guidelines. AI-generated content is restricted to less than 10% of any assignment, primarily for editing assistance. Late submissions are accepted up to 10 days past the due date with a 2% daily penalty.

## Grading Scale

**A+ Grade:** Students achieve an A+ for scores between 97 to 100. The corresponding GPA is 4.0 for standard courses, 4.5 for honors courses, and 5.0 for AP courses.

**A Grade:** A score ranging from 93 to 96 results in an A grade, maintaining a GPA of 4.0 for standard, 4.5 for honors, and 5.0 for AP classes.

**A- Grade:** Scores between 90 and 92 earn an A-, with GPAs of 3.7 in standard, 4.2 in honors, and 4.7 in AP courses.

**B+ Grade:** Students scoring between 87 and 89 receive a B+, corresponding to GPAs of 3.3 for standard, 3.8 for honors, and 4.3 for AP classes.

**B Grade:** For scores from 83 to 86, students receive a B grade. The GPA for this range is 3.0 in standard, 3.5 in honors, and 4.0 in AP courses.

**B- Grade:** With scores from 80 to 82, a B- grade is awarded. The GPAs are 2.7 in standard, 3.2 in honors, and 3.7 in AP classes.

C+ Grade: Scores between 77 and 79 result in a C+ grade, with corresponding GPAs of 2.3 in standard, 2.8 in honors, and 3.3 in AP courses.

C Grade: A score range of 73 to 76 earns a C grade. The GPAs for this grade are 2.0 in standard, 2.5 in honors, and 3.0 in AP classes.

C- Grade: For scores between 72 and 70, students receive a C- grade, with GPAs of 1.7 in standard, 2.2 in honors, and 2.7 in AP courses.

D+ Grade: Students achieve a D+ for scores between 67 and 69, corresponding to GPAs of 1.3 in standard, 1.8 in honors, and 2.3 in AP courses.

D Grade: A score ranging from 63 to 66 results in a D grade, with a GPA of 1.0 in standard, 1.5 in honors, and 2.0 in AP classes.

D- Grade: Scores from 62 to 60 earn a D-, with GPAs of 0.7 in standard, 1.2 in honors, and 1.7 in AP courses.

F Grade: Scores between 00 and 59 result in an F grade, with a GPA of 0.0 across all course types (standard, honors, and AP).

This grading scale is designed to accurately reflect student performance across different levels of course difficulty, ensuring that students are rewarded appropriately for their efforts and achievements in standard, honors, and Advanced Placement courses.

## Standardized Testing and Assessments

BBA conducts the North Carolina State testing and has selected the nationally normed IOWA test, administered each April. Attendance during testing periods is mandatory. Additional testing includes the IOWA survey test and the PSAT for grades 8-11. The Armed Services Vocational Aptitude Battery exam is also available. Standardized test scores are considered when determining eligibility for advanced courses and the "fast track math" program.

## Progress Reporting

Instead of daily reports, BBA will issue weekly progress reports every Friday at 6 PM, detailing any missing assignments recorded in the grade book throughout the week. This approach aims to maintain clear and timely communication between the school and families. Parents can address concerns or review assignments on Canvas starting the following Monday.

## Dual Credit Opportunities

Eligible juniors and seniors at BBA can participate in the Fayetteville Technical Community College High School Connections Program, earning college credits on the college

readiness track or the career trade path. Eligibility requires a GPA of at least 3.0 for college readiness and 2.8 for career tracks.

These policies are designed to support the academic integrity and rigorous educational standards of BBA while fostering a Christ-centered learning environment that prepares students for both academic and spiritual success.

## Passing and Failing Policies

At BBA, we are committed to fostering academic achievement and ensuring that all students meet the necessary educational standards.

### Passing a Course:

Students must achieve a final grade of 60% or higher to pass a course. This threshold ensures that students have sufficiently mastered the course content, preparing them for future academic challenges.

### Failing High School Courses:

*Single Course Failure:* High school students who fail a required credit course must repeat the entire course to earn the necessary credits for graduation.

*Multiple Course Failures:* Students failing more than two required credit courses within one academic year are required to repeat the entire credit year, reaffirming their foundational knowledge before advancing.

### Elementary and Middle School Course Recovery:

*Core Subjects:* Students in grades K5 through 8 who fail Math or English must enroll in and successfully complete a summer school course recovery program.

*Multiple Failures:* Students failing both Math and English must pass both recovery courses during summer school to avoid being retained in their current grade level.

These guidelines are designed to support our students in meeting their educational requirements while providing them with opportunities to correct deficits in their learning, ensuring they are well-prepared for subsequent academic challenges.

## Summer School

To ensure that parents can effectively plan for the summer, BBA will provide notifications about potential summer school requirements at the end of the third quarter. This advance notice will allow parents to arrange summer vacations and other activities around the summer school schedule if their child may need to attend. It is important for parents to consider these potential dates when planning family activities to ensure that students can fulfill any necessary academic requirements during the summer session.

Students at BBA who fail to attend the required summer school sessions may face significant academic consequences. Specifically, those who do not complete summer school may be retained in their previous grade level. Additionally, depending on the circumstances, the Academy reserves the right to deny re-enrollment for the following academic year. This policy underscores the importance of fulfilling all academic requirements, including summer school, to ensure continuous educational progress and retention at the Academy.

## Spiritual Life

At BBA, we deeply value the spiritual growth of our students and provide a variety of opportunities to nurture their faith. Below is an overview of our spiritual life programs and expectations for student participation:

### Chapel Services and Small Groups

#### Junior High and High School

Chapel services for these groups are held bi-weekly on Fridays, providing an opportunity for worship and reflection. Each chapel is followed by small group sessions where students discuss and reflect on the message of the day, deepening their understanding and personal application of Christian teachings.

#### Middle School

Middle School students alternate their chapel services with the High School on Fridays. On the weeks without chapel, they participate in Christian character trait studies, focusing on the development of virtues and spiritual growth.

#### Elementary School

Chapel services are held every Monday for elementary students, focusing on age-appropriate Bible lessons and worship activities.

### Bible Studies

Available to Junior High and High School students, Bible studies are conducted before school and during lunch periods as scheduled and hosted by faculty members. These sessions provide additional opportunities for students to engage with Biblical teachings and discuss faith-related topics in a supportive environment.

### Bible Classes and Convocations

All students from the entire academy participate in daily Bible classes, integrating Biblical education into their routine academic schedule. Additionally, the academy holds quarterly convocations that bring the entire school together for worship.

## Service Opportunities

Throughout the year, the academy offers various Christian based service opportunities that are age-appropriate and designed to foster a spirit of community and service. These activities allow students to put their faith into action and serve others within and beyond the school community.

## Participation Expectations

Students are expected to actively participate in all spiritual activities, including chapel services and service opportunities. Success in Bible courses is a prerequisite for continued enrollment at the academy. Furthermore, students are encouraged to regularly attend church services with their families to enhance their spiritual growth and reinforce the values taught at the academy.

Through these comprehensive programs, BBA aims to develop well-rounded individuals who not only excel academically but also grow in their faith and/or character.

## Dress Code

At BBA, our dress code is designed to reflect the school's Christian values, promote modesty, and maintain a focused educational environment. We require attire that is appropriate, respectful, and consistent with our community's standards. Below are the specific guidelines for our dress code across various school levels:

### General Guidelines for All Students

- Clothing should align with Christian values and not promote artists, entertainment, or lifestyles that contradict those values. This applies especially during dress-down days or special dress code events.
- All attire must be free from offensive images, messages, or brand associations.
- Modesty is a cornerstone of our dress code. Clothing should not be excessively tight, and necklines must not reveal cleavage or excessive chest area. Clothing should not be designed or look designed to be worn as an undergarment versus an outer garment.
- Hats are not permitted indoors unless designated on special occasions.
- Jewelry should be minimal; boys are prohibited from wearing earrings or painting their nails and should wear no more than a class ring. Necklaces must be tucked inside shirts.
- Shoes must fit securely with a heel strap to ensure safety and hygiene.
- All male students are expected to be clean shaven except for Seniors.

### Preschool to Middle School

- Students are required to wear official school shirts available from the school store or approved online vendors. Christian ministry shirts that represent the ministries attended in our school are allowed or that promote a witness for Christ are allowed to be worn.



- Acceptable lower garments include skirts (with shorts underneath for younger female students), capris, jeans, and shorts with a minimum inseam of 5 inches. Clothing must be free of rips, holes, and fraying.
- Sports uniforms are permitted only on designated days or for school-sanctioned sports events.

## High School Specifics

- High school students must adhere to the lower school dress code but may exercise slightly more flexibility in their choice of clothing by dressing up in business casual attire, provided it respects the stipulated values and modesty standards.
- Modesty is based on the fit of the clothing and its appropriateness for the school setting and may differ from person to person based on body composition. Clothing should not be so tight that undergarments are discernible.
- Shorts and skirts should be approximately one dollar bill width from the top of the knee.
- During sports or practice sessions, male students must always wear a shirt. Compression shirts alone are not adequate.

## Outerwear

- Jackets and hoodies are allowed but must be removed upon request by any teacher.
- Like all other items of clothing, outerwear must adhere to the school's values and not display logos, messages, or images that conflict with the school's Christian ethos.

Our dress code aims to foster a respectful atmosphere conducive to learning and personal growth, ensuring that all students dress in a way that respects both themselves and the school community.

# Attendance Policies

At BBA, we uphold strict attendance policies in compliance with North Carolina's compulsory attendance laws, which mandate school attendance until the age of 17. These policies are designed to maximize our students' learning opportunities and academic success.

## Daily Attendance

All attendance records are maintained in accordance with state laws.

Students are expected to be present every school day, with attendance taken daily to ensure compliance and track student engagement.

## Tardiness and Absences

### Elementary School

Attendance is recorded daily. Students missing more than 10% of the school day are marked absent for that day. A student absent for more than 10% of the school year (exceeding 17 days) is considered to have excessive absences.

### Middle and High School

Attendance is recorded by class period. Students missing more than 10% of a period (approximately 9 minutes) are considered absent for that period. On an A/B schedule, missing 10 or more classes of a specific course leads to failing the course due to excessive absences.

## Excused vs. Unexcused Absences

Absences due to illness, medical appointments, family emergencies, or other valid reasons may be excused with appropriate documentation provided to the school office. Depending on the severity and rarity of the situation, by law, the academic principal or the superintendent may allow these absences to not count in the failure due to absence total.

Unexcused absences include skipping school without parental permission, absences without notification, or any absence not backed by a valid reason.

## Consequences of Excessive Absences

Students failing a course or grade level due to excessive absences may attend Saturday school to make up missed instructional time and coursework. Saturday school incurs a \$20 per hour supervision fee.

Continuous excessive absences without valid reasons may lead to further disciplinary actions or academic consequences.

## Handling Tardiness

The prompt arrival to school and to first period is critical to student success and the proper procedure for the entire classroom. Students who arrive late to school are marked tardy. Accumulating 15 tardies in a single semester triggers probation. Students who are marked tardy an additional 10 times will be dismissed from the academy.

Our attendance policies are structured to encourage consistent participation, recognizing that regular attendance is crucial for educational success and the development of responsible habits. BBA is committed to working with families to support student attendance and address challenges that may prevent students from arriving on time or attending school regularly.

# Financial Policies

## Tuition

### Overview

Tuition at BBA is structured to cover the per capita cost of educating a student in each division of the school. This includes co-curricular activities, specials/electives, books, required publisher workbooks, novels, and select learning materials.

### Exclusions

#### *Field Trip Costs:*

Tuition does not cover the costs associated with field trips.

#### *Lunch Program:*

Participation in the lunch program is not included in the tuition and will incur additional fees.

## Various Fees

### Resource Officer Fees

The Resource Officer Fee covers the contract cost to Allied Security for the services of our Resource Officer, including all supplied equipment, certification, insurance, and training associated with the officer's presence on campus.

### Withdrawal Fees

A withdrawal fee of \$750 per student is charged when a parent dis-enrolls their student after securing enrollment for the coming school year or anytime during the next school year. Exceptions are made for validated moves to another community outside of commuting distances, accompanied by a transfer request from the accepting school. Dismissals by BBA are not considered withdrawals.

### Late Fees and Insufficient Funds

Late fees and fees for insufficient funds are charged by our third-party billing company.

### Lunch Fees

Lunch fees are billed at the time of lunch but may take up to 72 hours to appear on the student's account due to processing time.

### Extended Care Fees

Extended care billing will be billed when billing time begins or when the student enters after billing times begin. The billing times per building are as follows:

PS: 6:00 am to 8:00 am & 3:15 pm to 6:00 pm

ES: 6:00 am to 7:45 am & 3:45 pm to 6:00 pm

US: 6:00 am to 7:45 am & 3:45 pm to 6:00 pm

Athletes' siblings are billed upon entry. Athletes and musicians are billed upon entry (15-minutes after practice/lessons).

Students left after 6:00 pm are billed the afternoon rate every 15-minutes at :01, :16, :31, :46, etc. until picked up.

## Discounts

### Sibling Discounts

BBA offers discounts for siblings enrolled in the academy.

### Tithing Discount

Members of Berean Baptist Church are eligible for a tithing discount.

### Referral Discount

Families that refer new students to BBA may be eligible for a referral discount.

### Payment Options

Discounts are available for families selecting the once or twice payment options on the remaining balance of tuition after scholarships, grants, and other discounts are applied.

## Scholarships

BBA accepts the North Carolina Opportunity Scholarship and other scholarships from third-party sources.

## Grants

BBA offers a limited number of grants to both International and Domestic students who have demonstrated financial need.

Please note that all financial policies are subject to change. Parents will be notified of any changes in a timely manner. For further details or specific questions, please contact the BBA financial office.

## Administrative Dismissal for Financial Cause

BBA maintains clear and stringent policies regarding the financial responsibilities of its families. To ensure the sustainability of our educational programs and fairness to all families, the following procedures are enforced for overdue accounts

## Due Process for Overdue Payments:

### *Initial Notification*

Accounts that are one day past due immediately enter the due process for potential dismissal from the academy. This is to maintain the financial integrity and operational capacity of our institution.

### *14-Day Notification*

Families will receive a notification if their account is 14 days past due. This notification will outline that the account must be brought current by a specified deadline, typically set at the 30-day past due mark.

### *Class Attendance Suspension*

If the account is not settled by the 30-day deadline, the student will not be permitted to attend classes. This measure is taken to emphasize the seriousness of the situation and the academy's need for timely fee settlements to continue providing quality education.

### *Withdrawal Notification*

If the account remains unsettled for an additional 15 days while the student is withheld from class (totaling 45 days past due), the family will be formally notified that the student has been withdrawn from the academy.

### *Collections*

Accounts that reach 90 days past due will be forwarded to a collections agency to recover the owed amounts.

## Release of Student Records:

No student records, including transcripts or report cards, will be released until all outstanding debts are fully paid. This policy is in place to ensure that all financial obligations are met before transferring records to another institution or for any other purpose.

BBA takes these steps to maintain a fair and financially responsible community. We understand that financial issues can arise and encourage families to communicate proactively with our administration about any potential payment issues. Our goal is to work with families to find solutions before the situation escalates to the steps outlined above.

# Emergency Procedures and Safety Drills

## Emergencies and Drills

BBA adheres to state mandates for conducting regular fire and safety drills to ensure the safety and preparedness of our students and staff. The specific procedures for various drills, including those necessitated by external threats or severe weather conditions, are detailed in a separate internal manual accessible to staff. In the event of an emergency, BBA utilizes the FACTS SIS system to communicate crucial information to parents regarding the safety, location, and other relevant details concerning their children. This system is also the primary channel for communicating weather-related school closures.

## Medicine and Medical Emergencies

### CPR and First Aid Training

Our faculty and staff are trained in CPR, and at least one teacher per grade level is certified to perform CPR, administer first aid, and operate an Automated External Defibrillator (AED). All coaches are also CPR certified.

### Medical Staff

The school employs a medical professional to provide advanced first aid and handle more significant medical issues. In cases where a student's health concern warrants further evaluation, parents may be contacted to pick up their child for a doctor's visit.

### Illness Policy

Parents are asked to keep children at home if they are experiencing vomiting due to illness or have a fever exceeding 100.4 degrees Fahrenheit. Students should remain at home until they are symptom-free for twenty-four hours without the aid of medication, ensuring the health and safety of the entire school community.

### Medication Administration

Any medications, including over-the-counter drugs, brought to school must be handed over to the office. All prescription medications must have a physician's note. Prescription medications will be administered by the school's medical personnel in accordance with the physician's doctor. This ensures that medications are administered correctly and safely, preventing exposure to students with potential allergies. High school students are permitted to carry mild pain relievers like Tylenol or Ibuprofen but must not share these with peers due to allergy risks.

Through these protocols, BBA aims to maintain a safe and healthy environment for all students and staff, ensuring that everyone is prepared to handle potential emergencies effectively.

## Technology Use

### Cell Phone Usage

Students may bring cell phones to school, but they must be turned off and stored securely in lockers or bookbags upon entering the building. Cell phones may not be used during school hours, and students needing to make a phone call can use the phone in the front office. If a student is found with a cell phone, it will be confiscated, and the principal will be notified. Parents should contact their child through the school's main phone number in emergencies, as students' personal cell phones are not a reliable means of contact during school hours.

### Videotaping on Campus

The school premises are equipped with videotaping devices. Access to video recordings is restricted to administrative personnel and is used for disciplinary purposes or classroom observation at the administration's discretion.

## Student Email and Communication Using Technology

Each student receives a school email account through Google, which is the official channel for communication between students and teachers. Emails must be sent with appropriate subject lines and from the official school account to ensure they are received and responded to promptly. Misuse of email or inappropriate communications is not tolerated.

## Internet Use and Cyber Safety:

### Educational Use:

School computers and the student wireless network are provided strictly for educational purposes, with content filtering protocols in place to prevent access to inappropriate or harmful material.

### Email and Network Security:

Students must not share their passwords and must report any suspected breach of their accounts. The use of school email for non-educational purposes, such as signing up for newsletters or social media, is prohibited.

### Monitoring and Privacy:

The administration reserves the right to monitor and inspect all digital communications and stored data on school networks and devices to ensure compliance with school policies.

## Social Media Policy

While BBA does not monitor students' private social media accounts, it is the responsibility of parents and students to ensure that content is appropriate. Students should report any unauthorized posts to administration promptly as a show of good faith. Failure to manage social media content appropriately may lead to disciplinary action.

Through these guidelines, BBA aims to promote a safe and productive technology use environment, ensuring that all students use digital tools responsibly and appropriately.

## Parental Involvement

At BBA, we recognize the critical role that parents play in the education of their children and the overall school community. We actively encourage and value parental involvement in various capacities.

## Volunteering

Parents are highly encouraged to volunteer at school events throughout the year. These events offer valuable opportunities to engage with the school community, support school functions, and contribute positively to the environment that shapes their children's education.

## Parent-Teacher Engagement

### Quarterly Parent-Teacher Fellowships

These meetings are held to foster a cooperative relationship between parents and teachers, providing a platform for discussing educational strategies, student progress, and other pertinent issues.

### Monthly Superintendent Coffees

These informal sessions with the superintendent are designed to keep parents informed about school policies, developments, and other key topics. They also provide a venue for parents to voice their opinions and suggestions.

## Communication and Monitoring

### Parent Portal

Parents are expected to regularly use the parent portal to monitor their child's grades, attendance, and behavior. This tool is essential for staying informed about their child's academic and social progress.

### Direct Communication

Parents are expected to communicate any concerns directly with teachers. Constructive communication is crucial for addressing potential issues and fostering an environment that benefits each student's educational experience.

## Building Beneficial Relationships

The foundation of successful educational outcomes is often the strength of relationships among parents, teachers, and administrative staff. Parents are encouraged to develop positive and supportive relationships with faculty and staff to enhance their child's educational experience.

At BBA, we believe that an engaged and supportive parent community is vital to the success of our students and the school. We are committed to fostering open lines of communication and providing multiple opportunities for parents to be actively involved in their children's education.