



BEREAN BAPTIST ACADEMY

Parent and Student

POLICY MANUAL

**Developing students to become disciples of Christ
who strive for academic excellence.**

DISCIPLESHIP – SCHOLARSHIP

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FOUNDATIONAL STATEMENTS AND PRINCIPLES

MISSION STATEMENT

The mission of Berean Baptist Academy (BBA) is to develop students to become disciples of Christ who strive for academic excellence.

1. **Disciples of Christ (DoC)** believe in Jesus Christ as Savior and Lord, evidenced through Christlike transformation. The aim is to produce disciples who proclaim Christ to make disciples of others (Phi 3:20).
 - ♦ DoC believe in Jesus as the Christ and their personal Savior and Lord through the Gospel, His death, burial, and resurrection, for their sins.
 - ♦ DoC surrender to Jesus as the King, ruling and reigning in their lives.
 - ♦ DoC exist to glorify God through who they are and everything that they do.
 - ♦ DoC follow Jesus and grow in Christlikeness through their thinking, being, doing, and proclaiming.
 - ♦ DoC understand there is a shared responsibility among teachers, students, parents, guardians, and families, to help develop a consistent Kingdom Education culture (defined below), whether at home, on campus, or off campus, but not at the expense of a student's responsibility of self-discipline and personal accountability.



- ♦ DoC profess their relationship with Jesus as Savior and Lord through believer's baptism and confess their faith to others.
 - ♦ DoC strive to be filled with, led by, and manifest the fruit of the Holy Spirit.
 - ♦ DoC desire to be disciples who make disciples.
 - ♦ DoC grow as Bible self-feeders, learning the gospel, the metanarrative (creation, fall, redemption, and new creation), and orthodox doctrine.
 - ♦ DoC are good stewards who care for things godly, like the environment, health, talents, abilities, property, economics, and other manageable entities.
 - ♦ DoC identify as citizens of heaven first and foremost but are also good citizens of their country.
2. **Academic Excellence (AE)** is characterized by genuine learning, knowledge, and understanding that extends beyond grades or test scores. It is rooted in the mission of BBA to prepare students academically for a life of service to King Jesus, society, the church, and others as image bearers of God (Pro 1:5).
- ♦ AE emphasizes the creation of a biblical worldview that challenges students to see all things through the lens of God's Word as truth.
 - ♦ AE encourages teamwork, cooperation, and mutual accountability within the BBA staff to ensure all efforts align with best practices and academic outcomes.
 - ♦ AE is a shared responsibility among teachers, students, parents, guardians, and families, emphasizing partnership in pursuit of academic goals, but not at the expense of a student's responsibility to self-learn and develop a work ethic.
 - ♦ AE is grounded in reading and comprehending the written word in all disciplines; such that students can think, read, speak, and write well.
 - ♦ AE reflects the glory of God through the stewardship of students' intellectual gifts, talents, and abilities.
 - ♦ AE acknowledges and celebrates each student's individual abilities and skills, promoting success at varying levels of achievement based on the gifting of God.
 - ♦ AE fosters the foundations necessary for critical thinking, research, and problem-solving skills.
 - ♦ AE addresses distractions such as apathy, laziness, carelessness, tardiness, incompleteness, and procrastination with loving correction to foster growth and responsibility.
 - ♦ AE prioritizes honesty, integrity, and doing one's own work while rejecting cheating, plagiarism, and over-reliance on AI, thus thwarting genuine learning.
 - ♦ AE incorporates challenging assignments, projects, and assessments in and out of the classroom.
 - ♦ AE necessitates continuous professional development of faculty and the maintenance of facilities necessary to achieve the desired student outcomes.
 - ♦ AE ensures that student-athletes maintain academic priorities, preventing extracurriculars from interfering or detracting from their God-given purpose for education.

VISION STATEMENT

As a ministry of Berean Baptist Church (BBC), BBA provides Kingdom Education for students from Fayetteville, Fort Bragg, and around the world in grades K3-12 through an open enrollment that produces Christlike young adults who contribute to society and proclaim Christ to make disciples.



CORE VALUES

Our mission and these five core values guide all that we do.

- God Glorifying: Rendering praise, honor, and worship to God through who we are and how we live. God created mankind for Him, this is our purpose, each person exists to point to God (1Co 10:31). We encourage each student to glorify God in everything that they are and do.
- Love: Expressing selfless actions of sacrificial affection that seek the best for others. Relational love for God and others is embodied in the thought that God loved the world enough to provide Christ to die for our sins in order that believers might have eternal life (Rom 5:8). We teach our students to love God with our entire being and to love our neighbors as ourselves.
- Biblically Grounded: Living in a way that aligns with and is deeply rooted in the teachings and principles of God's Word. The Bible is God's story, with the Gospel, Jesus' death, burial, and resurrection at its core, and a metanarrative of Creation, Fall, Redemption, and New Creation throughout all of God's Word (2Ti 3:16-17). We challenge our students to develop a biblical worldview that is their framework for understanding and interpreting life.
- Christlikeness: Changing personally, being transformed, both internally and externally, to be more like Jesus. Man's responsibility is to surrender to the Holy Spirit for God's sanctifying work of remaking us in Christ's image (Rom 12:2). We point students to the Christ as to how we should be different than those of the world.
- Unity: Joining together on the same mission with unity of Spirit. We seek the harmony within community that Jesus prayed for in His followers, working as one for the glory of God and the advancement of Christ's kingdom (John 17:20-21). We strive for unity to be more than just working together. It's about all of us, administration, faculty, staff, students, and families, building a cohesive community that respects diverse perspectives within the bounds of holiness and scripture.

ARTICLES OF FAITH

As a ministry of BBC, BBA holds the same Articles of Faith as BBC. These are in the BBC Constitution booklet and on the BBA and BBC website.

EXPECTED STAKEHOLDER OUTCOMES (ESO)

At Berean Baptist Academy, we believe it is essential that every member of our faculty, staff, and administration embodies the traits outlined in our Expected Student Outcomes (ESOs), setting a Christ-like example for students in the spirit of Matthew 10:24-25, which emphasizes that disciples become like their teachers. By demonstrating both faithful discipleship (DoC) and academic excellence (AE), our educators model lifelong goals and values, preparing students for life by teaching them these enduring standards through age-appropriate expectations. Rooted in Scripture, the ESOs guide our entire community—students and adults alike—to live purposefully, fulfilling Christ's command to love God with all our heart, soul, mind, and strength (Mark 12:30) and to strive for academic excellence.

- Disciples of Christ (DoC)
 1. Love and Follow Christ Daily – Commit to knowing, loving, and following Jesus through prayer, obedience, and service.



- ♦ Luke 9:23 – "And he said to all, 'If anyone would come after me, let him deny himself and take up his cross daily and follow me.'"
 - 2. Live with Christlike Character – Demonstrate love, humility, integrity, and compassion in all relationships and responsibilities.
 - ♦ Philippians 2:5 – "Have this mind among yourselves, which is yours in Christ Jesus."
 - 3. Engage in Biblical Study and Application – Read, understand, and apply Scripture as the foundation for faith and life.
 - ♦ Psalm 119:105 – "Your word is a lamp to my feet and a light to my path."
 - 4. Share the Gospel Boldly – Witness to others through words and actions, making disciples wherever God leads.
 - ♦ Matthew 28:18-20 – And Jesus came and said to them, "All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age."
 - 5. Serve Others with a Kingdom Mindset – Use God-given gifts to bless the church and the community and glorify God through acts of service.
 - ♦ 1 Peter 4:10 – "As each has received a gift, use it to serve one another, as good stewards of God's varied grace."
- Academic Excellence (AE)
 1. Pursue Knowledge with Diligence – Seek wisdom and understanding through disciplined study and a love for learning.
 - ♦ Proverbs 4:7 – "The beginning of wisdom is this: Get wisdom, and whatever you get, get insight."
 2. Possess Strong Communication Skills – Read, write, speak, and listen effectively to express truth with clarity and conviction.
 - ♦ Colossians 4:6 – "Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer each person."
 3. Think Critically and Biblically – Analyze, evaluate, and solve problems through the lens of Scripture and sound reasoning.
 - ♦ Romans 12:2 – "Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect."
 4. Work with Excellence and Integrity – Strive for high academic standards, honoring God in every task and responsibility.
 - ♦ Colossians 3:23 – "Whatever you do, work heartily, as for the Lord and not for men."
 5. Use Knowledge to Serve and Lead – Apply learning to impact the world for Christ, serving others and leading with wisdom.
 - ♦ Matthew 5:16 – "In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven."

EOS Self-Assessment Rubric for 12th Grade Disciples of Christ (DoC)



ESO	1 - Not Evident	2 - Somewhat Evident	3 - Evident	4 - Highly Evident
DOC #1: Love and Follow Christ Daily	Loving and following Christ is not important to me. I do not make time to pray or obey Christ.	Sometimes I try to love and follow Christ. Sometimes I love and obey Christ.	Loving and following Christ is important to me. I make time to pray, and I obey Christ regularly.	Loving and following Christ as my Lord is the top priority in my life. I try each day to pray and obey Christ.
DOC #2: Christlike Character	Being like Christ is not important to me. I am not a disciple of Christ.	I believe I am saved (going to heaven), but I don't really think about how I act until after I do something wrong, and I feel bad. Even then, most times, I must be forced to make it right.	I usually know when I am about to do wrong because I am convicted, and most times that stops me. Most times when I sin, I try to make it right without anyone telling me.	I try my best to actively follow the Holy Spirit, to be like Jesus. Continually growing in Christlike transformation. I am not perfect, and when I fail, I try my best to make it right.
DOC #3: Biblical Study and Application	Reading and understanding the Bible is not important to me.	Sometimes I read the Bible personally and think about its application to me.	I am reading the Bible most days, and seeking to apply it in my life is becoming more important to me.	I try each day to read my Bible for understanding and application in my life.
DOC #4: Gospel Sharing	The gospel of Jesus is not part of my life. I have not put my faith in Christ.	I want to tell people about the gospel of Jesus and what I believe, but I am scared or do not know how. I would rather blend in than have someone ask me questions about my beliefs.	I am willing to talk about the gospel of Jesus and what I believe. I do it when someone brings it up or asks questions.	I understand the gospel of Jesus and feel confident in my ability to share it with others. I look for ways to talk about what I believe.
DOC #5: Kingdom-Minded Service	Serving others for the glory of God is not part of my life.	If a group of friends were going on a service project or on a trip somewhere, I would not mind the experience, but deep down, I am going for my friends.	I don't feel that I am called to serve others as a job. I just want to help people in need because Christ told us to love people, and I want to obey him.	I know serving others is how I serve Christ, and this is a priority to me. I use my time and talents to help or bless others, even in small ways like cleaning our house, the school, or the church, which is kingdom service.

EOS Self-Assessment Rubric for 12th Grade Academic Excellence (AE)



ESO	1 - Not Evident	2 - Somewhat Evident	3 - Evident	4 - Highly Evident
AE #1: Academic Pursuit	Getting good grades is not important to me. I do enough to pass and stay out of trouble.	Sometimes I work toward doing well on assignments and evaluations, because I have activities and/or sports I want to do that require a specific grade.	Although I do not study much, I achieve some level of academic excellence through completing my assignments and getting good grades.	I work hard to achieve excellence in school. Almost every grade I get is from my best work, I rarely miss an assignment.
AE #2: Communication Skills	I struggle to communicate orally and/or in writing. I know there are rules, but I cannot remember them.	I struggle with writing well and communicating in class. I remember what I am supposed to do, but I just want to get it done, so I do not read the questions well, or I rush through my writing.	Communicating well both in writing and orally matters to me, and I am improving. I am trying to understand the writing prompts, and I am trying to get better at proofreading.	Communication skills are a priority for me. I am working hard to write on topic, proof, and edit for improvements, so people understand my thoughts.
AE #3: Critical Thinking & Biblical Integration	I don't care to think hard about stuff. I feel like I do not know as much as others. I know very little about the Bible.	Rarely do I think about something I have learned. I do not try to determine if the Bible is relevant to what I have learned.	I do think about what I read and hear. Determining how the Bible connects to what I am reading and hearing matters to me.	I understand the importance of thinking critically and integrating the Bible into my worldview, and I seek to do it.
AE #4: Academic Integrity	I think that cheating is a part of life. Everyone does it.	There is nothing wrong with using the tools and sources out there, including a friend's work. That is the real world. I don't really need to learn it for myself, I can always get it from someone else.	Learning for myself is very important. I want feedback to help me. Cheating prevents that, and I know it will hurt me one day.	Cheating is deception. Deception is a form of lying. Lying is a sin. Why would I dishonor Christ over homework?
AE #5: Knowledge Application	I do not see how school helps me with real life.	Sometimes, I want to learn, grow, and know more, because I can kind of see that it will help me in life	Most of the time, I want to learn, grow, and know more, because it will help me in life, but there are times in the year when I get tired, and I do it, but I don't	I understand that in my classes, I will gain knowledge that will help me greatly in life, so learning and using that learning is a priority for me.



			enjoy it or get much out of it.	
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Overall Assessment Scale:

- 1 (Lacks Development): Minimal demonstration of Christian character and academic excellence
- 2 (Emerging): Initial steps towards Christian growth and academic engagement
- 3 (Growing): Consistent demonstration of Christian principles and academic commitment
- 4 (Exhibits Flourishing): Exceptional embodiment of Christian character and academic excellence

Scoring Guidance:

- Total Possible Points: 40
- 10-20 points: Lacks Development
- 21-30 points: Emerging
- 31-35 points: Growing
- 36-40 points: Exhibits Flourishing

KINGDOM EDUCATION

The term “Kingdom Education” describes BBA’s philosophy and responsibility to each student. Kingdom Education informs everyone that there are certain expectations and standards in our delivery system, we will not compromise because we believe these to be critical to spiritual maturity.

- Parental Responsibility: Parents bear the primary duty of educating their children in alignment with biblical principles.
- Continuous Education: Education is a lifelong process, ongoing every day from birth to maturity.
- Spiritual Focus: The primary aim is the salvation and discipleship of the next generation.
- Biblical Foundation: Education must be grounded in the Bible as the absolute truth.
- Christ-Centered: All education should hold Christ as central to life and learning.
- Encouragement of Spiritual Growth: Education must support and not hinder spiritual and moral development.
- Biblical Worldview: True wisdom connects all knowledge to a biblical worldview.
- Eternal Perspective: Education should maintain an eternal outlook on life.
- Knowledge of God: Increasing knowledge of God is a primary focus.
- Pursuit of God’s Will: Education should help individuals understand God’s plan for their lives.
- Biblical Excellence: Education should strive for excellence in godly character and competent performance.
- Glorification of God: The ultimate purpose is to glorify and enjoy God.
- Worldview Formation: Students’ beliefs will reflect those of their parents and teachers.
- Careful Delegation: When parents delegate education, teachers should follow these biblical principles.



ADMISSION

OVERVIEW

Berean Baptist Academy welcomes students from diverse backgrounds. While it is not a requirement for all students to profess Christ as Savior, students and their parents must demonstrate a willingness to learn the historical doctrines of the Bible and the core beliefs of Berean Baptist Church and Academy.

ADMISSION REQUIREMENTS

To be considered for admission, students must maintain a minimum average of “C” or higher in their core academic courses and possess a good disciplinary record. The family must possess a good reputation and be in good financial standing at their previous school of record. Transferring seniors from out of town are welcome to apply, while local seniors will only be accepted under exceptional or extenuating circumstances. BBA does not permit students to reclassify unless it is determined to provide a significant academic benefit to the student, such as providing academic eligibility for college programs otherwise unavailable. BBA limits the number of students accepted on an active IEP/504P plan due to human resource constraints or an inability to meet more severe needs.

PROCEDURES

The admissions process can be found and followed on the school website under Admissions.

Schedule and complete a tour. Using the online calendar, select by student grade and date availability. An invitation to apply indicates that the family is considered a viable candidate for the Academy but is not a guarantee of acceptance.

Submit special needs paperwork. BBA does not employ special education teachers and, therefore, cannot accept most IEP/504P students due to the lack of resources to meet the student’s needs. Due to the limited number of trained resource teachers, BBA will only accept mild IEPs for a limited number of students per grade.

Submit an online application. After completing the tour and having any required paperwork reviewed by the Admissions Team, families may complete an online application.

Complete an entrance exam. Once your application is submitted and reviewed, provided nothing is disclosed that would prevent your alignment with the Academy, the Admissions Department will notify you of your test date and time options. Families will be required to select one of those dates and times. As space is limited, BBA highly suggest families do not reschedule for another set of dates or times, as this moves the family down the priority list for scheduling. The test will be reviewed to determine if the student is eligible for entrance, and an invitation to interview will be based on this eligibility.

Complete a family interview. Families being heavily considered for enrollment will be interviewed by a principal. The interview can last one hour and must have the applying student(s) present for the interview. An admission decision is made by the Admissions Team, and the communication of that decision routinely occurs within five business days of the interview. Those invited to enroll understand



that enrollment is conditional pending all official records matching the documents submitted throughout the application process and that all references coming back are favorable.

NON-DISCRIMINATION STATEMENT

Berean Baptist Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. BBA does not discriminate based on race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

As a private Christian institution, Berean Baptist Academy reserves the right under the **Religious Freedom Restoration Act** and applicable federal and state laws to exercise discretion in its admissions and enrollment decisions to ensure alignment with the school's mission, vision, statement of faith, and biblical worldview. Students and families are expected to support and uphold the spiritual, moral, and academic standards that define the purpose and values of BBA.

COMMUNICABLE DISEASE

While it is not the intent of Berean Baptist Academy to discriminate against any child, a safe learning environment must be provided for the students. This includes protecting them from exposure to communicable diseases. In the best interest of both the sick and well child, it is the policy of BBA not to accept students who have been diagnosed as carrying a communicable disease or potentially lethal disease. This policy includes, but is not limited to, diseases such as syphilis, gonorrhea, tuberculosis, and acquired immune deficiency syndrome (AIDS). This applies to students known to be infected with HTLV-III/LAV as well as students testing positive for the presence of antibodies to the AIDS virus.

INTERNATIONAL STUDENTS

All international students must provide a complete transcript translated into English prior to issuance of an I-20. The transcript should be submitted as part of the initial admissions process. Prior to issuance of an I-20, it will be determined if a student will be attending for credit or not for credit. A written agreement will be established on the part of the student and the Admissions Office regarding the status of each international student admitted.

For Credit

International students enrolling for the purpose of gaining credits toward graduation must exhibit a level of English proficiency that will allow them to fully participate in all assignments in all courses in which they enroll. Adjustments may be made for accommodating non-native English speakers in classes where formal writing is a major component. However, because credits will accumulate toward graduation, it is imperative that exchange students be held to the same standards as other students. In order to help students adjust to academic writing, students determined to have need will be required to take a Basic English Composition course designed to help them with academic writing. This course would be counted as an elective credit for graduation purposes.

Auditing



International students not attending for the purpose of accumulating credits toward graduation will receive a transcript that notes that coursework was modified. More flexibility is granted in terms of English proficiency as well as fulfilling requirements for specific courses. However, we expect all international students to participate fully in the life of our school, including participating in coursework.

WITHDRAWING STUDENT

Parents may withdraw a student for any reason with a seven (7) day notice. The school also has the right to ask students to withdraw by giving a seven (7) day notice. This provision is separate and apart from suspension or expulsion under the school's disciplinary policies. If a child is withdrawn from school and receives any funds from the school, that child or the children in that child's family will not be readmitted to the school. Exceptions to this policy can be made for military or career-related moves. Each case is subject to administrative review and approval.

When a child is withdrawn from school, either by the parents or guardians or at the request of the school administration, the following policies shall govern that withdrawal:

- **REGISTRATION FEES** obligate the school to hold a place in the school for the student. These fees are non-refundable and are charged each year for new and returning students. These fees cover the school's costs for paperwork, staff interviews, and record updates and changes. This fee is non-refundable in full or part whether the student fails to complete enrollment or withdraws before the end of the year.
- **TUITION** is charged on an annual basis. BBA will refund that month's tuition only if a notice of withdrawal is given to the school in writing, signed by the parent or guardian, two weeks before the child is withdrawn. If a child is withdrawn by the request of the school, one week's tuition will be charged and the remainder will be refunded.

Transcripts will not be released until all books are returned and bills are paid. There is a withdrawal fee of \$750. BBA reserves the right to make exceptions to this policy on an individual basis for military or employment-related moves provided orders and records notification from the new school of enrollment have been received.

CODE OF CONDUCT

OVERVIEW

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 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 cyberbullying, 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

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

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

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.

Prohibition of Weapons

Students, 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.

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.
- **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.

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, turn the investigation over to the Resource Security Office, and take appropriate action concluding the investigation.

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.

Exceptions

This policy does not apply to law enforcement officers.

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 ALIGNMENT AND 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.

DISCIPLINARY SYSTEM

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 or inappropriate physical interactions
- Social Media Infractions: Engaging in activities online that contravene school values

8 Demerits

- 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
- Bullying and Harassment: Engaging in bullying behaviors, including cyberbullying
- 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: Detrimental actions 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.

CELL PHONE USE

Unauthorized cell phone use during the instructional school hours results in Saturday detention with its supervisory fees, underlining the importance of maintaining an undistracted educational environment. Additionally, the cell phone will be confiscated, the parent will be notified, and the parent will need to meet with administration to retrieve the cell phone.

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. Disciplinary infractions that do not escalate quickly, by their nature, will be handled in the following manner.



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 with a written referral requiring the student and teacher signatures. In some instances, this may include immediate removal from the educational setting to ensure learning continues, to ensure the safety and well-being of the school community, or to prevent further escalation of consequences.

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

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 = One-hour Detention + \$25 Supervisory Fee
- 8 = Four-hour Saturday Detention + \$100 Supervisory Fee
- 12 = One-day Suspension
- 16 = Three-day Suspension
- 20 = Five-day Suspension + Probation
- 25 = Ten-day Suspension + Superintendent and Parent Meeting with academic leadership.

Dismissal

Accumulation of thirty (30) demerits within a semester may result in dismissal from the Academy, emphasizing the importance of adhering to school policies.

CONSEQUENCE MODIFICATIONS FOR PRESCHOOL THROUGH MIDDLE SCHOOL

Demerits or department equivalent may not reflect the same numerical value of the above described for infractions. Parents will receive a chart of modification at orientation. Consequences may also vary for age-appropriateness to include the timeline that could lead to dismissal.

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.



The following merit chart serves as an example. Students may be awarded merits for similar categorical actions not listed.

1 Merit

- **Punctuality:** Awarded weekly by the front offices to students who do not arrive late any day that week.
- **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. This is awarded by the front offices.

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 Christlike 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

MODIFICATIONS FOR PRESCHOOL THROUGH MIDDLE SCHOOL

Merits or departmental equivalents outside of the Upper School may not reflect the same numerical value of the above described for positive behavioral actions.

AWARDS

Each quarter, students will be recognized for earning merits at various levels. Those levels will receive appropriate awards in recognition of their meritorious actions. The top three students of the year in each division (Elementary, Middle, Junior High (7/8th grades), and High School) will be awarded special prizes for their consistent positive behavior.

CONFLICT RESOLUTION

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.

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.

CONFLICTS OF INTEREST

In order to maintain fairness, impartiality, and integrity in all disciplinary proceedings, any teacher, dean, principal, or the Superintendent who has a personal, familial, or professional conflict of interest in a disciplinary matter will recuse themselves from involvement in the case. In such situations, the disciplinary process will be referred to the next highest-ranking member of the administration to ensure the matter is handled without bias.

In the event the Superintendent must recuse himself, the Assistant Superintendent will assume oversight of the matter. If the Assistant Superintendent is unavailable, a designated panel of principals



will fulfill the Superintendent's duties related to the case. The school remains committed to upholding consistent, equitable standards for all students.

ACADEMICS

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 are utilized to offer a more individualized learning experience. Moby Max serves as a supplemental tool in lower grades to enhance learning.

GRADING

Elementary School

- Major Assessments (70%): Evaluations of student mastery over standards through tests, papers, projects, presentations, etc.
- Minor Assessments (30%): Assignments developing learning through classwork, homework, etc.
- Late Work Policy – Students have 5 calendar days to submit late work after the original due date. A 20% deduction per calendar day will be applied. After the 5-day window, the assignment will receive a 0 unless prior arrangements have been made for extenuating circumstances.

Middle School

Grading is categorized into three weighted 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.
- Late Work Policy – Students have 5 calendar days to submit late work after the original due date. A 20% deduction per calendar day will be applied in Canvas. After the 5-day window, the assignment will receive a 0 unless prior arrangements have been made for extenuating circumstances.

Upper School

Courses are designed based on a point system by quarter. Each academic quarter will be graded on a 1,010-point system.

- Ten points are reserved each quarter for the quarterly plagiarism test.



- Students will receive 1,000 points through assignments, projects, quizzes, tests, and other assessments.
- Students can expect 2-3 assignments per week in every class and department.

Semester Grading Breakdown

Elementary School through Middle School

Each semester will count as 50% of the overall semester grade, with both semesters being averaged for the final grade.

Upper School

Credits are awarded per semester with each quarter counting as 40% of the semester total. Another 20% is earned through the semester exam.

Academic Integrity Policy

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 Work Policy

Students have 4 calendar days to submit late work after the original due date to earn any credit. A 20% deduction per calendar day will be applied in Canvas. On the 5th day of being late, the assignment will receive a 0 unless prior arrangements have been made for extenuating circumstances.

GRADUATION REQUIREMENTS

Berean Baptist Graduation requirements stipulate that a student must have earned 26 credits. The first 22 credits meet North Carolina state requirements for graduation, but as a Christian school, to remain enrolled and graduate, students must complete 4 credits in Bible, earning 1 credit in each year of attendance. Transferring students may graduate with less than 26 credits providing they still earn a credit in Bible each year at BBA.

Credits Required for Graduation

Students Entering Freshman Year in or after 2024-2025

- English – 4 Credits each progressing from the previous year's material
- Mathematics - 4 credits (Algebra 1, Algebra 2, Geometry, and 1 course aligned with post-graduation education plans – see College Advisor for a list)
- Science - 3 credits (must include Earth/Environmental Science, Biology, and a physical lab science – See Faculty Advisor for a list)
- Social Studies - 4 credits (must include World History, American History, Economics and Personal Finance, and American Government)

Electives must include:



- 1 Credit - Health and Physical Education Credit (including First Aid certification)
- 2 Credits – Must be in the same course field – (Career and Technical Education, Arts Education, or World Language)
- 4 Credits – Electives in CTE, Arts Education, any other cross-disciplinary courses or dual-enrollment courses
- 4 Credits – Bible or 1 credit per year of attendance (failure to earn a credit will result in being dismissed from the Academy)

JUNIOR HIGH COURSES FOR GRADUATION CREDIT

Students in 8th grade are eligible to take advanced courses for high school credit based on test scores and administrative review. Available course offerings may vary each year.

SPECIAL DIPLOMA ENDORSEMENT

Students may earn special diploma endorsements in these areas. Student may earn multiple endorsements. See your Faculty Advisor for details.

- Career Endorsement
- General College Endorsement
- UNC Readiness Endorsement
- Academic Scholars Endorsement
- Global Language Endorsement
- Arts Proficiency Endorsement
- North Carolina Citizenship Endorsement

DUAL CREDIT AND COLLEGE PARTNERSHIPS

Students may satisfy elective credits through the Fayetteville Technical Community College's High School Connection program while earning college credits. BBA partners with the Fayetteville Technical Community College to offer dual enrollment classes to junior and senior students. Approved classes taken through the dual enrollment program will fulfill high school requirements for graduation while also gaining credits for college classes.

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.

CHRISTIAN COMPONENT REQUIREMENT

Per accrediting agency standards, all courses taken through a non-Christian institution will require a spiritual formation assignment before being included on transcripts. 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.



GRADING SCALE

The 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.

GRADE	PERCENTAGE RANGE	UNWEIGHTED GPA	HONORS WEIGHTED	APA WEIGHTED
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-	70-72	1.7	2.2	2.7
D+	67-69	1.3	NA	NA
D	63-66	1.0	NA	NA
D-	60-62	0.7	NA	NA
F	00-59	0.0	NA	NA

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 10-11. The Armed Services Vocational Aptitude Battery exam is also available. All juniors must take the ACT. Standardized test scores, as one of the factors, are considered when determining eligibility for advanced courses or entrance into the early college preparatory track.

PROGRESS 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.

PASSING COURSES

Students must achieve a final grade of 60% or higher for each semester to pass a course. This threshold ensures that students have adequately completed the course requirements, preparing them for future academic challenges. Elementary through Middle School requires all students to pass the final grade with a 60% or higher.

FAILURE AND RECOVERY

Upper School Course Failure and Recovery



- **Single Course Failure:** High school students who fail a required semester credit course must repeat the semester 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.

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.

OFFICIAL RECORDS

All student records—including academic, disciplinary, medical, and personal information—are maintained in a secure and confidential manner in alignment with best practices as well as the Family Educational Rights and Privacy Act (FERPA). Access to student files is strictly limited to authorized personnel with legitimate educational interest, and no information shall be released without prior written consent from a parent or guardian, except as permitted by law.

SPIRITUAL LIFE

OVERVIEW

BBA deeply values 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

Elementary School

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

Middle School

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

Junior High and High School

Chapel services for these groups are held bi-weekly on Fridays, providing an opportunity for worship and reflection.

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 CLASS AND CONVOCATIONS

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

PARTICIPATION

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

OVERVIEW

At Berean Baptist Academy, students in grades 7 through 12 are to mirror the same standards of excellence and modesty required of our faculty and staff. This dress code is not merely about appearance—it reflects our commitment to honoring Christ in all we do, including how we present ourselves to others.

The guidelines below align with our school's values and are designed to promote a Christ-centered, distraction-free learning environment.



GENERAL APPEARANCE

Students must appear neat, modest, and well-groomed at all times. Clothing should be free of wrinkles, holes, frays, stains, or excessive fading and should fit properly—not too tight or overly loose. Any attire worn should support the values of a Christian academic environment and not distract from the focus of instruction. Final determination of appropriateness rests with administration.

UPPER SCHOOL DRESS CODE

Pants and Bottoms

- Clean, tailored slacks, chinos, or jeans (free of rips, fading, or excessive decoration) are permitted.
- Leggings are only allowed under a dress or tunic-length top that meets skirt-length standards.
- Skirts, dresses, and shorts must not be more than a dollar bill width above the knee.
- Cargo style pants and shorts are not permitted.

Tops

- Business casual or better blouses, dress shirts, polos, faith-based tops (crew neck sweatshirts, t-shirts, etc.) or school-branded shirts. All tops must be modest in cut and fit (no cleavage, midriff, or visible undergarments).
- Sweaters, quarter-zips, BBA hoodies, and cardigans are acceptable.
- Faith-based attire must reflect biblical truth consistent with our statement of faith.

Footwear

- Shoes must be neat and in good condition.
- Acceptable footwear includes clean Birkenstock-style shoes, Cole Haan or similarly styled dress sneakers, boots, or clean, athletic style shoes. Shoes should not show signs of excessive wear or tear.
- Unacceptable footwear includes Crocs, flip-flops, or shoes that show signs of excessive wear and tear.

Outerwear and Headgear

- Only BBA hoodies or cardigan style sweaters are permitted inside classrooms, all other jackets will be removed when inside.
- No hats or caps indoors, except on spirit days or with medical permission.
- Headgear must be removed during prayer.

Hair & Grooming

Students must maintain neat and well-groomed hairstyles.

Accessories

- Jewelry must be modest. Male jewelry is limited to a wristwatch and class ring.
- Accessories must not distract from the academic environment.



- Males are prohibited from wearing earrings or painting their nails.

PRESCHOOL TO MIDDLE SCHOOL UNIFORM CODE

While students in K3 through 6th grade are held to the same principles of modesty and excellence, the following adjustments are made to ensure age-appropriateness and student safety:

Tops (K3–6th Grade)

Students may only wear BBA-branded tops or faith-based (witness) tops that communicate biblical truth in alignment with the Academy's statement of faith.

Footwear (K3–4th Grade)

For safety, students in 4th grade and below must wear shoes that enclose the entire foot and are secured to prevent injury. These provide the necessary support and protection during active play and classroom transitions.

Jewelry (K3–6th Grade)

- Jewelry must be age-appropriate and safe for daily activities.
- Large hoop-style or dangling earrings are not permitted for girls due to potential hazards on playground equipment.
- Necklaces must be of the breakaway style to prevent injury should they become caught or pulled during play.

We ask that all families help ensure students are in full compliance with the dress code each day. These expectations are not just about outward appearance—they are a daily opportunity to practice stewardship, develop self-discipline, and reflect the character of Christ in community.

SCHOOL ATTENDANCE

NORTH CAROLINA STATE LAW

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.

TARDIES

Elementary School



Attendance is recorded daily. A student missing more than 10% of the school day is marked absent for that day. A student who is absent for more than 10% of the school year (exceeding 17 days) is considered to have excessive absences and may be retained in the current grade.

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.

TARDINESS CONSEQUENCES

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.

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.

EXCESSIVE ABSENCES OR FAILURE DUE TO 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. Once a student misses 10% of their instructional time due to the accumulation of tardies or absences, the student may fail the course.

FINANCE

TUITION

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.

FEES

ITEM	FEE	ITEM	FEE
Detentions	\$25 per hour	Extended Care Overtime	\$20 per 15-minute block
In-School Suspension	\$100 per day	Late Payment	\$50
Lost/Damaged Property	Cost of Repair/Replacement	New Student	\$250
Non-Sufficient Funds	\$30 by vendor	Parking Permit	\$25
Re-enrollment	\$175	Records Transfer	\$30 per copy
Lunch	\$6 meal (no drink)	Transcripts	\$10 per (1 free to seniors)
Yearbook	\$75 per book	Resource Officer	\$275 per family

RESOURCE OFFICER FEE

The \$275 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 FEE

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 distance, accompanied by a transfer request from the accepting school. Dismissals by BBA are not considered withdrawals.

LATE FEES AND NON-SUFFICIENT FUNDS

Late fees and non-sufficient fund fees 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 charges will be accrued when billing time begins or when the student enters after billing times begin. The billing times are determined by each department's extended care times. Check with your child's educational department for these times.

Athletes' siblings are billed upon entry. Athletes and musicians are billed upon entry (15-minutes after practice/lessons conclude). Students left after their department's end time are billed the extended care overtime fee 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.

SCHOLARSHIPS AND GRANTS

BBA accepts the North Carolina Opportunity Scholarship, available beginning in kindergarten at 5 years old as well as other scholarships from third-party sources per their qualifications.

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.

DISENROLLMENTS

NOTIFICATION OF SEEKING ENROLLMENT IN ANOTHER SCHOOL

When BBA receives a request for student records between school years, the student is withdrawn from the Academy, even if they were enrolled for the upcoming school year. The first request to transfer a student's record is free; however, there is a fee for subsequent requests. Academy graduates who request additional transcripts will be charged a fee. Please see the financial section or financial sheet for a schedule of fees.

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.

OVERDUE ACCOUNTS

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. Families are expected to respond to communications sent from the Financial Office and should communicate any extenuating circumstances.

31 Days Past Due – Class Attendance Suspension

Families will receive a notification if their account is 31 days past due. If the account is not settled by the 31-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.

45 Days Past Due – Withdrawal Notification



If the account remains unsettled for an additional 14 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. This policy only takes place after a family has been notified several times regarding the overdue account status, and the account remains past due.

Collections

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

RELEASE OF STUDENT RECORDS

Pursuant to N.C. §115C-554 and 562, **no student records, including transcripts or report cards, will be released until all outstanding debts are fully paid.**

HEALTH AND SAFETY

ASBESTOS

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

CPR AND FIRST AID

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.

DRIVING ON CAMPUS

For the safety of students, parents, visitors, and staff, all drivers must observe a speed limit of 10 mph on property and should not be on a mobile device while the vehicle is in motion. Drivers must all follow directional signs and safety officers. Failure to observe safe driving on campus may result in the loss of driving privileges on campus pending review of the concern by administration.

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.

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 enrollment packet.

IMMUNIZATIONS

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, beginning in kindergarten and at 5 years old.

MANDATED REPORTING

Berean Baptist Academy is committed to the safety and well-being of every student. In accordance with state law, all faculty and staff are mandated reporters and are required to report any suspected abuse or neglect to the appropriate authorities. Reports are made in good faith and in compliance with legal obligations; individuals who report are protected from retaliation and civil liability under North Carolina law. BBA will cooperate with local authorities during child abuse investigations.

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.

MEDICATIONS

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.

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.

FEVERS

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.



NOSEBLEEDS

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 can return to class. If the nosebleed is excessive, the nurse will determine if the child needs to go home for the remainder of the school day.
- If a student has a second nosebleed that requires a nurse's visit within the same school day, the student will need to go home for the rest of the school day.

VISITORS AND VOLUNTEERS

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 meet the following criteria:

- 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.

STUDENT LIFE

ATHLETICS

Berean Baptist Academy provides a year-round schedule of sports for students through the Southeastern Middle School Athletic Conference (SEMSAC) and the North Carolina Independent Schools Athletic Association (NCISAA). All athletic policies including academic eligibility and conference regulation compliance are outlined in the Student Athletic Handbook. The following sports are offered by BBA:

Fall Season	Boys – Soccer and Football Girls – Volleyball, Cheerleading, and Golf Both - Cross Country
Winter Season	Boys – Basketball and Wrestling Girls – Basketball and Cheerleading
Spring Season	Boys – Baseball and Golf Girls – Soccer and Softball Both – Track and Field



Elementary students can participate in intramural sports such as basketball, cheerleading, and indoor soccer during the spring semester.

CLUBS

Clubs are offered to students each year to provide creative learning opportunities through extracurricular activities when available.

COMMUNITY SERVICE

All grades participate in some form of community service. All students are expected to participate in their class community service project as it embodies the Law of Christ by loving others through action and service, and participation in these projects helps to fulfill part of the school mission.

FIELD TRIPS

Field trips are taken at various times during the school year to places of educational interest to provide learning enrichment to students. Students are required to maintain the same level of discipline away from school as is required at school. Field trip details are sent home prior to each trip.

FINE ARTS

BBA offers fine arts opportunities to students through clubs, music, drama, and academics. Internal fine arts events include an elementary spelling bee, yearly drama production, and talent show. Student Learning Programs are offered through the Association of Christian Schools International (ACSI) including activities such as academic testing, art festivals, and spelling competition.

SENIOR SPRING BREAK (FORMERLY SENIOR TRIP)

Berean Baptist Academy no longer sponsors a senior trip. Seniors will receive an additional week of spring break in which they may participate in a privately funded trip or a mission trip.

TECHNOLOGY USE

CELL PHONES

Students may bring cell phones to school, but they must be turned off and stored securely in lockers or bookbags at the start of the instructional day. 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.

SURVEILLANCE EQUIPMENT

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

STUDENT EMAIL ACCOUNTS

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. 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.

CANVAS LEARNING MANAGEMENT SYSTEM (LMS)

Berean Baptist Academy uses Canvas as the official Learning Management System (LMS) for students and parents.

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.

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.

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 Engagement

Superintendent Podcast - The Coffee with the Superintendent is a series of routine podcasts issued in three podcast formats for the benefit of the Academy community. The first format, the daily "pours," invite the community to share in devotions, announcements, and birthday celebrations. The other two podcast formats are designed for parental tips and student learning tips and for faculty and staff tips.



Monthly in-Person Superintendent Coffees - These informal sessions with the superintendent and principals 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, suggestions, and policy feedback.

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.

STUDENT PICK UP POLICY

In the event a student needs to go home due to illness or a discipline matter, the student must be picked up within one hour by the parent or an approved pickup contact.

BENEFICIAL RELATIONSHIP

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.

