

BEREAN BAPTIST CHRISTIAN ACADEMY

2010 - 2011 School Calendar

Note: This calendar subject to change

AUGUST 2010

- August 20 Parent Orientation - All grades - 7:00 pm
- August 23 First day of school - 8:30 am - All grades

SEPTEMBER 2010

- September 6 Legal holiday - *No school/extended care*
- September 20-22 Fall Teen Retreat - ULC students only - *NO ULC CLASSES*
- September 23-24 Annual Rock-A-Thon Athletics Fundraiser

OCTOBER 2010

- October 11 Legal holiday - *No school/extended care*

NOVEMBER 2010

- November 1 Parent / Teacher Conferences - *No school/extended care*
- November 2 Election Day - *No school/extended care*
- November 8 - 12 BBCA Book Faire - All grades
- November 22 - 23 13th Annual BBCA Fine Arts Competitions - All grades
- November 24 - 26 Thanksgiving Break - *No school/extended care*

DECEMBER 2010

- December 16 Christmas Performance - 7pm
- December 17 ½ day of school - *No afternoon extended care*
- December 20 - Jan 2 Christmas Break - *No school/extended care*

JANUARY 2011

- January 3 Classes resume at regularly scheduled times
- January 17 Legal holiday - *No school/extended care*

FEBRUARY 2011

- February 21 Legal holiday - *No school/extended care*
- February 25 2nd Annual BBCA Art Auction

MARCH 2011

- March 25 Annual Science Fair Open House - 7pm

APRIL 2011

- April 16 C.A.L. Volleyball Tournament
- April 19 - 21 Achievement Testing
- April 22 - 29 Easter Break - *No school/extended care*

MAY 2011

- May 14 BBCA Walk-A-Thon Fundraiser
- May 16 Sports Awards Presentations - 7pm
- May 25 Final Chapel - Awards Presentations - 9am
- May 26 K5 Graduation - 7pm
- May 27 School ends - ½ day - *No afternoon extended care*

SCHOOL ADDRESS

Berean Baptist Christian Academy
6298 Country Club Drive
Rohnert Park, CA 94928

Telephone (707) 584-7275 ~ Fax (707) 584-4641
Office Hours: 8:00 a.m. - 4:00 p.m.

web site: *www.bbcacrusaders.org* - e-mail: *office@bbcacrusaders.org*
Mr. Abshire's e-mail: *dabshire@bbaptist.org*

1. OBJECTIVES AND PURPOSE

1.1 PARENT / SCHOOL RELATIONS

Parent Orientation and conferences promote a good understanding between parents or guardians and the administration of this school. Every parent is required to participate in these informative and helpful programs. Parent conferences with the teachers are scheduled following the first and third quarter. Failure to attend these conferences does not relieve the parent or student from their responsibility to adhere to all policies and procedures of this school.

1.2 ANNUAL AWARDS CEREMONY

At the conclusion of each academic year, the students are recognized for academic excellence and success. The presentation of trophies, plaques, certificates, and special awards is always the highlight of the school year. Parents should encourage students to work toward the various awards.

2. ADMISSIONS POLICIES

2.1 DISCRIMINATION POLICY

Admission to Berean Baptist Christian Academy is considered for any young person who meets the entrance requirements. Berean Baptist Christian Academy admits students of any race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic or other school administered programs. As an inseparable ministry of Berean Baptist Church, students enrolled in this school will be taught the doctrines of our faith on a daily basis, as our belief necessitates the teaching of Biblical principles to our children. By virtue of our faith and religious beliefs, we reserve the right to refuse admission to anyone who does not accept our Statement of Faith. In the event this conflict of beliefs should arise after the student has been enrolled in Berean Baptist Christian Academy, we reserve the right to dismiss the student from enrollment. In such an event, Berean Baptist Christian Academy reserves the right to refuse any monetary refunds.

2.2 TRANSFER STUDENTS

Students transferring from another school may be required to take an assessment test before acceptance and entrance. The result of this test will help determine the curriculum level in which the incoming student will be placed. No transfer student will be accepted after March 1, unless the administration grants special permission. No transfer student will be considered for acceptance until the administration has been provided with a copy of the student's disciplinary and health records from his/her previous school. No transfer student will be accepted who has a record of behavioral problems or has been suspended and/or expelled from another school or school district for any reason. Enrollments into the Junior / Senior High School departments are closed and limited to members of Berean Baptist Church or students which are currently enrolled at Berean Baptist Christian Academy.

2.3 RE-ENROLLMENT

Students who are currently enrolled in Berean Baptist Christian Academy are eligible to re-enroll for the fall term beginning in March of each year. Open enrollment begins on April 1 of each year. All openings at that point are on a first come, first served basis.

2.4 ADMISSIONS PROCEDURES

1. Request an application packet from the school office.
2. Complete the application packet. Return it with a copy of the student's previous year's report card, disciplinary records, health and immunization records, and the non-refundable application fee to the school office. (Application cannot be processed until all of the above has been submitted)
3. Students enrolling in the K4 program must be four years old at the time of enrollment. Students enrolling in the K5 program must be five years old by December 1. A copy of the child's birth certificate must be attached. Each student entering Kindergarten is required by law to have proof of a medical examination.
4. A copy of the child's immunization record must be submitted.
5. Parents will be contacted for a date and time for diagnostic testing and a meeting with the Administrator. Children entering K5 must score 90% or better on the diagnostic test. Children scoring below 90% may enter the K4 program.
6. Parents will be notified of the student's acceptance, at which time all fees (registration and any applicable annual fees) will be due and payable.
7. All transfer students are automatically placed on probation upon entering this school. The administration reserves the right to dismiss any student who consistently demonstrates inappropriate behavior toward the school, school staff, church staff, school guidelines, or other students.

2.5 IMMUNIZATION REQUIREMENTS

New sections of the Health and Safety code of the State of California provide for Poliomyelitis Immunizations of all school students.

1. "No minor or adult will be admitted to any public or private elementary or secondary school as a pupil unless such a person has, prior to admission, been immunized against agents approved by the State Department of Public health."
2. This requirement applies in general to all pupils of any age admitted to public or private schools, including kindergarten.
3. Three Salk Types or Three Oral Type Immunizations are currently required. A pupil may be admitted with one immunization provided the series of three is obtained within a period of one year after school admission.
4. The State law requires that children entering kindergarten or any California School for the first time must have a DPT (Diphtheria, Pertussis, Tetanus) Immunization as well as Polio and Measles (Rubella) Immunizations, unless they have had the disease. Children not previously immunized must be given the necessary vaccination within two weeks of admission to school. A child cannot be accepted until a Health Information Form is completed and required immunizations are obtained.
5. Chapter 291 Statutes of 1995 states that a Hepatitis B immunization is required in California for entrance to school at Kindergarten level and below. Immunizations are the responsibility of each parent. Please ensure that all records are kept up to date.
6. AB 3381: Beginning July 1, 1999, all students entering, advancing to, transferring into and/or repeating the seventh grade will be required to present proof of Hepatitis B immunization.

IMMUNIZATION REQUIREMENTS FOR CHILD ENTERING SCHOOL

Age of child	Number of Doses Required
Under 2 months	None required
2 - 3 months	1 Polio, 1 DPT/DTaP/DT, 1 Hib, 1 Hepatitis B
4 - 5 months	2 Polio, 2 DPT/DTaP/DT, 2 Hib, 2 Hepatitis B
6 - 14 months	2 Polio, 3 DPT/DTaP/DT, 2 Hib, 2 Hepatitis B
15 - 17 months	2 Polio, 3 DPT/DTaP/DT, 2 Hepatitis B, plus 1 MMR and 1 Hib
18 months - 5 yrs	3 Polio, 4 DPT/DTaP/DT, 3 Hepatitis B, plus 1 MMR and 1 Hib*
	- both of these given on or after the child's first birthday
	* Mumps vaccine is not required for children 7 years of age and older.

3. FINANCES

3.1 2010 - 2011 TUITION SCHEDULE

		ANNUAL	INSTALLMENTS
Kindergarten - Grade 12	First Child	4,657.44	465.75
	Second Child	4,166.06	416.61
	Third Child	3,662.49	366.25
	Additional	1,607.15	160.72

Tuition is payable in one annual sum or in ten (10) monthly installments beginning August 1, 2010 and ending May 1, 2011.

3.2 2010-2011 FEE SCHEDULE

New Student Application Fee	100.00	Per child (non refundable)
New Student Registration Fee	200.00	Per child (non refundable)
Returning Student Registration Fee	100.00 150.00	One child (non refundable) Two or more (non refundable)
Curriculum Fee Per child	375.00 450.00 550.00	Grades K4 - K5 (non refundable after August 1) Grades 1 - 6 (non refundable after August 1) Grades 7 - 12 (non refundable after August 1)
Sports Activity Fee** Per child	50.00 75.00	Grades K4 – 5th (non refundable after first day of school) Grades 6 – 12 (non refundable after first day of school)
Retreat Fee	225.00	Grades 7 – 12 (non refundable after first day of school)
Financial Fee	350.00 10%/\$11 15.00 35.00	Administrative Fee Online Payments Late Payments Return Check Fee
Graduation Fee	125.00 350.00	Per child grade K5 Per child grade 12

** Sports activity fee provides the following:

Grades K4 - 3 ~ all playground equipment ~ padded mats ~ climbing structures ~ tricycles, etc.

Grades 4 - 12 ~ playground equipment ~ p.e. equipment, etc.

The graduation fee charged to all kindergartners and seniors pay for the following items:

1. Diploma and Cover
2. One partial or complete transcript*
3. Cap, Gown and Tassel
4. Commencement speaker expenses*
5. Senior gifts and souvenir table*

- These items are not included in the Kindergarten Graduation Fee

3.3 MISCELLANEOUS CHARGES

Students will replace any lost or damaged school property at cost for the item.

3.4 FINANCIAL POLICIES

All tuition payments **must** be made through the school office. A late fee will apply if the payment is made after the due date. Each family will receive, as a courtesy, a monthly reminder concerning your tuition payment. This reminder will be sent out via email on the first day of each month. Any questions you may have regarding your tuition account should be directed to the school administrator. Office staff does not have the authority to make financial arrangements on behalf of the school.

1. Tuition payments are due on the 1st of the month and are delinquent after the 20th of the month.
2. A late charge of \$15.00 will be assessed to your account if payment is not received by the 20th of each month.
3. In the event your account is delinquent, your child/children may not be allowed to return to school following the 20th of the month until the account is settled in full.
4. Final report cards, yearbooks and awards will not be released until your annual tuition account and any applicable fees have been paid in full.
5. **All tuition accounts** must be paid in full by May 5, 2011. Any student with an outstanding balance on their tuition account after May 5, 2011 will not be allowed to return to school until the balance is paid in full. Students scheduled to graduate will not be allowed to participate in the commencement exercises until all balances are paid in full. No academic credits will be issued for the spring semester until accounts are settled in full.
6. Any long term delinquent accounts may result in collection action being taken.
7. A bounced check fee of \$35.00 will be assessed to your account for any checks returned by your bank unpaid for any reason. Repeated occurrences may result in the loss of check writing privileges.
8. Refunds of any tuition and/or fees will be in accordance with the guidelines specified in this handbook.
9. We do not make any exceptions to any of our financial policies at any time. We ask that parents of our students do not ask us to make exceptions to any of our financial requirements.

3.5 WITHDRAWAL POLICIES

Withdrawals from school must be made through the school office. It is understood that the tuition is due and payable until the **SCHOOL OFFICE** has been notified of the withdrawal. If a student voluntarily withdraws, no Student Service Fee or Registration Fee is refundable. If

annual tuition has been paid in advance, the tuition will be refunded on a pro-rated basis for the actual time the student was in school and will be issued at the time of the withdrawal provided that the payment was made a minimum of sixty (60) days prior to withdrawal. If tuition is paid on a month-to-month basis, the tuition will be refunded on a pro-rated basis for the unused portion of the month and will be issued on the 20th of the month **following** the withdrawal. No exceptions will be made to this policy. A student may be dismissed from the school at any time he or she is found to be in violation of the rules and policies of Berean Baptist Christian Academy. In such an event, no refunds will be made. Decisions in these matters are at the full discretion of the administration, under the advisement of the school board, and further reviews or appeals will not be considered.

4. GENERAL PROCEDURES

4.1 VISITING THE SCHOOL

The administration of Berean Baptist Christian Academy welcomes and encourages parents to take an active part in the education of their children. With this in mind, we extend an invitation to any parent who would like to visit our school during operating hours, to do so; however, please remember that our teachers are under a very strict time schedule each day. Children are very easily distracted, and it can take a teacher several valuable academic minutes to recapture their attention and bring the classroom back into order. With this in mind, we ask that each parent strictly adhere to the following guidelines when visiting the school:

1. All visits to the school **must** be arranged at least twenty-four (24) hours in advance.
2. Parents and/or visitors coming to the school for any reason are to report to the school office first. Please do not go directly to the classrooms or knock on the classroom doors.
3. Parents delivering lunches, homework, books, etc. **must** leave the item(s) in the school office and they will be delivered to the appropriate student.
4. Animals, of any kind, may not be brought onto school property while visiting. Please make arrangements for your pets. Animals are not allowed in the school.
5. Smoking and/or drinking alcoholic beverage is not allowed at any time on church or school property.
6. Visitors are cautioned not to bring any weapons of any kind onto church or school property. A criminal complaint may be filed against any person or persons who would do so.

Please remember that by law in the State of California a school is a controlled and protected environment. Any person visiting the school without proper authorization from the school administration will be asked to leave the premises immediately. Failure to comply with this request may necessitate the summoning of local police to remove the unauthorized visitor from the premises.

4.2 TRANSCRIPTS

Copies of transcripts may be obtained through the school office for a fee of ten dollars. Transcript requests must be mailed or faxed to the school office in writing. A request for transfer of cumulative records must be mailed or faxed to the school office from the school to which the student is transferring. No records are given to parents. Please allow a minimum of two weeks for the transcripts or records to be forwarded.

4.3 OPERATING HOURS

The operating hours of the Berean Baptist Christian Academy are as follows:

Grades K – 12 8:30 a.m. until 2:45 p.m.

Parents will be notified, when possible, a minimum of 14 days in advance in the event that school will be closed earlier than the normal dismissal time.

The office hours of the Berean Baptist Christian Academy are from 9:00 a.m. until 4:00 p.m. Extended Care workers may be reached between 4:00 and 5:00 p.m. Incoming calls cannot be received after 5:00 p.m.

4.4 ARRIVALS / DEPARTURES

Students may not arrive at school prior to 8:10 a.m., and must be picked up no later than fifteen (15) minutes after the dismissal of the school day. **Please remember that there will be no extended care provided on half-days.** Any student arriving prior to the above stated time or being picked up later than 15 minutes after dismissal of school or at the end of the extended care at 6:00 p.m. will be assessed Extended Care Fees as follows:

- Early arrival \$10 per occurrence, per child
- Late departure \$15 for first quarter hour per child

4.5 EXTENDED CARE PROGRAM

To assist parents who need to drop off their children prior to 8:10 a.m. or need to pick them up later than 15 minutes after dismissal of school, we offer an Extended Care Program. Payment for extended care is due in advance and should be paid by the first of the month. Payments for extended care are made directly to the school office; do not make extended care payments through the PayPal program. Extended care services are for our K4 through 6th grade students only. The available plans are as follows:

		1 st child	2 nd child	Additional
Plan A	7:00 – 8:10 a.m.	125.00	100.00	50.00
Plan B	2:45 – 6:00 p.m.	125.00	100.00	50.00
Plan C	A.M. and P.M.	200.00	175.00	75.00

In the event you may need extended care services on a temporary basis, the following rates will apply:

Plan A	7:00 – 8:10 a.m.	\$ 15 per child per day
Plan B	2:45 – 6:00 p.m.	\$ 25 per child per day
Plan C	A.M. and P.M.	\$ 35 per child per day

Arrangements for temporary usage of the extended care program **must be made through the school office.** Do not attempt to make these arrangements with the extended care worker(s). These fees must be paid in advance. This temporary program is limited to 1 week per month, 1 month per quarter. If more than this is required, you will have to pay the regular monthly fee.

Students serving detention will not be charged extended care fees. However, this student must be picked up at the conclusion of his/her detention to avoid being assessed these fees. Brothers and/or sisters of students serving detention must be picked up on time and may not remain on school property unless they are enrolled in an extended care program.

Students in grades K4 through 6 may be picked up at the driveway gate at the south entrance. Students may not use the church lobby as a place to wait for a ride. The only exception to this rule is on extremely cold or rainy days, at which time all students will be dismissed to their rides through the main entry doors. Upon dismissal all Junior and Senior High School students must leave the church property. No loitering will be allowed. Any student in this age group waiting for a ride must do so at the south entrance.

4.6 PARKING LOT

No student will be allowed to loiter in the parking lot. If a student drives to school, he or she must leave the school premises as soon as dismissed. Students who ride their bike or skateboard to school must also leave the school premises immediately. Due to high traffic volume, and the potential for injury, our parking lot is not to be used as a gathering or meeting place for other teenagers or adults who are friends of our students. We will ask anyone not connected with our school to leave the premises. When dropping off or picking up your children please do not park and exit your vehicle **while in front of the entrance to the building**. If you find it necessary to enter the building with your child, please park in one of the designated parking spaces. Please also be aware of the traffic in the parking lot and do not allow your child to run in the parking lot.

4.7 STUDENT DRIVERS

Students possessing a valid California driver's license and insurance may drive to school. Students will be required to show a valid driver's license and proof of insurance prior to being allowed access to the school parking lot. Any student who drives in a careless or reckless manner in the parking lot will forfeit the privilege of driving to school. Students who drive to school must park in the church parking lot. No student may use their car during school hours without special permission from their parents and the school administrator. A written permission slip must be submitted to the school office before another student will be allowed to leave school property in the vehicle of a student driver. At no time will a student driver be allowed to transport students on field trips or athletic trips.

4.8 RELEASING STUDENT TO ANOTHER PERSON

If a student is to be picked up by someone other than parents or guardian with whom they are living, a note or phone call of explanation must be made in advance, otherwise the student will not be released to a third party. A definite form of verification of the person's identity must be provided to guarantee the safety of the child. This person should be prepared to present a picture I.D. when arriving to claim the child. Teachers have no authority to release a child to a party other than parents or guardians without prior authorization from the school office. Please go to the school office to sign the student out. You will be provided with a dismissal slip to present to their teacher for the student's release.

Berean Baptist Christian Academy holds a CLOSED CAMPUS POLICY. Students may not leave the school grounds during school hours without justified cause and then only with written permission from the school office. Requests for early release should be submitted to the school office in writing as far in advance as possible.

4.9 ATTENDANCE AND ABSENCES

A student will be allowed a maximum of seven (7) absences per quarter. Any student absent from school for 18 days per semester may be considered disinterested and therefore dropped unless sufficient reason is given or a doctor's excuse has been presented. Excessive absences may necessitate the student to be retained in the previous grade level for another academic year. When a student exceeds the maximum allowed absences, he or she is put on probation at which time if attendance does not improve, the student may be dismissed. Special circumstances such as long-term illness, long distance trips for funerals, weddings, etc. will be considered on a one-to-one basis. However, the administration must be aware of the special circumstances in advance of the absence. A written note, explaining specifically the nature of the student's absence, signed by a parent or guardian, must be presented to the supervisor when a student returns to school the day following the absence.

In accordance with **Education Code 48205, Justifiable Personal Reasons for Absences**, we will excuse absences for the following reasons:

1. Death in the immediate family. (Grandparents, Siblings, Parents)
2. Sickness. (Accompanied by a note from a physician or parent on the day of return)
3. Doctor, dentist or other appointment. (Accompanied by a note from the doctor)
4. Accompanying parents on an out-of-town trip. (Notify the school office in advance)
5. Definite emergencies at home. (Circumstances must be explained in writing, reasons will be held in confidence)

4.10 TARDY POLICY

A student is considered tardy if not present at his/her seat by 8:30 a.m. The following is our tardy policy.

GRADES K - 4	First Tardy	Note sent home
	Second Tardy	Parent(s) receive phone call from Administrator
	Third Tardy	Equals one day unexcused absence
	Fourth + Tardy	Loss of merits and privileges, Probationary review
GRADES 5 - 12	First Tardy	Note sent home
	Second Tardy	Parent(s) receive phone call from Administrator
	Third Tardy	Equals one day unexcused absence
	Fourth + Tardy	Administrative review, could result in suspension

When arriving for school late please do not simply "drop off" your child. We request that you accompany them to the school office and explain the reason for the tardiness. Continued tardiness will necessitate a conference with the parents and the school administrator to discuss a solution and the possibility of expulsion. The following are considered excused tardiness:

1. Doctor appointments. (Note from the doctor must accompany the student to school)
2. Emergencies. (Car trouble, accidents, etc.; A note must accompany the student to the school)

4.11 ILLNESS AT SCHOOL

Generally, a child will be sent home if he or she experiences an elevated temperature, is vomiting, or has other obvious symptoms of illness. Normally a child will not be sent home if he or she is just "not feeling well." Please keep your child home if he or she has symptoms of a communicable illness or is already showing symptoms as stated above. In instances where a student needs immediate attention, the school office will contact the parent or the family doctor (in that order).

No staff member will be allowed to administer any non-prescription medications to any student for headaches, fever and/or any other reason. A Medication Release Form must be completed by the parents, signed and on file in the school office prior to any student being allowed to take non-prescribed medication (Tylenol, Ibuprofen, etc.) while at school. Students should bring their own non-prescribed medications; however, these medications must be turned in to the school office for safekeeping.

All prescription medications to be taken during school hours must be kept in the school office. Staff members are not allowed to administer any prescription medications to any student. Staff members will only be allowed to observe students taking prescription medications. If your child is too young to be able to properly administer their own medication, please keep them home so that you may do so. A Medication Release Form must be completed by the parents, signed and on file in the school office prior to students being allowed to take a doctor prescribed medication.

4.12 SCHOOL CLOSINGS

In the unlikely event that school must be closed due to severe weather, earthquake, or other unforeseen circumstances, please tune in to your local T.V. or radio newscasts for information pertaining to Berean Baptist Christian Academy. For scheduled school closings (Holidays, Teacher In-service, Conferences, etc.), reminder notices will be sent home in advance.

4.13 STUDENT ACCIDENT

If a student is injured while at school, the school office will notify the parent. If the parent cannot be contacted, the person listed on the student registration form as the emergency contact will be notified. No student will be allowed to remain at school with a temperature of 101 degrees or greater, when vomiting, has signs of head lice, or has any type of communicable illness.

4.14 STUDENT BEHAVIOR

Berean Baptist Christian Academy has instituted some guidelines and rules based upon Biblical principles that will help instruct and form godly habits in the lives of our students. All students are to maintain a Christ-like attitude at all times. Constant complaining or griping will not be tolerated. Mocking or scorning Bible classes, chapel programs, guest speakers, school rules or school personnel will be considered inappropriate behavior and will necessitate a meeting between administration and parents. Continued behavior will place a student under probation and could result in suspension or possible expulsion. Following is an outline of the expectations placed upon each student.

1. Students will show respect to all school personnel. Disrespect and slang will not be tolerated.
2. The use of foul language; either in jest, anger, or absentmindedly; will not be tolerated. Repeated use may result in suspension or expulsion. Suggestive remarks or actions will be dealt with in the same manner.
3. Students will be expected to show respect for fellow students. Badgering, ridiculing, horseplay, hitting, kicking, or taunting other students will not be tolerated. The rule is "HANDS OFF OTHER STUDENTS." This will eliminate the possibility of someone being injured.
4. Students will be expected to show respect for school property. Defacing, mutilating, marring, stealing or destruction of the building, its contents, curriculum, library books, etc., will result in the student making monetary restitution and possible suspension. Continued behavior of this type may result in expulsion.
5. Students will be expected to show respect for other's property. Defacing, mutilating, marring, stealing or destruction of another student's property will result in the student making monetary restitution and possible suspension. Continued behavior of this type may result in expulsion.
6. Personal belongings may not be left lying about after school. Any items not neatly placed in the student's desk or placed in the student's locker will be disposed of appropriately.
7. Any BBKA student who smokes, drinks alcoholic beverages, or uses drugs either at or away from school will be expelled. Under certain circumstances this policy may also be extended to include association with others who do so.
8. Guns, knives, or other weapons brought to school will result in automatic expulsion. Students having knowledge of another student in violation of this rule, and failing to report this to the school administrator will be considered an accomplice in the matter and may result in suspension and/or expulsion.
9. Food and drink (with the exception of water bottles) will not be allowed in any area of the building other than the lunch tables. Students may not store food items or drinks in their classrooms.

Failure to adhere to these expectations will result in disciplinary action. The administration of Berean Baptist Christian Academy reserves the right to discipline or expel any student who, in the opinion of the administration, does not fit into the spirit of the school, regardless of whether or not he or she conforms to the specific rules and regulations of the school.

4.15 FORBIDDEN ITEMS

While we respect and acknowledge an individual's right to privacy, Berean Baptist Christian Academy reserves the right to search a student's backpack, locker and/or desk at any time the administration deems it necessary. No advance notice will be given in the event that such a search becomes necessary. The following articles are not permitted in a student's possession while on school property; therefore, students are requested to leave these items at home:

1. Guns, knives, or any weapons.
2. Playing cards, dice or other gambling paraphernalia.
3. Game cards or trading cards of any kind.
4. Comic books of any description.
5. Paperback books (unless approved by a teacher)
6. Magazines and/or circulars of any type.
7. Electronic gaming equipment.
8. Audio tapes, video tapes, CD, DVD, etc. (unless approved by a teacher)

Bringing these items onto school property will result in confiscation and disciplinary action. This list is not exhaustive, but is a generalization.

4.16 GUM CHEWING

Because of the problems associated with gum chewing (damage to property, clothing, etc.) students are not to chew gum at any time on school grounds. This restriction includes lunch hour, physical education class, and all break times.

4.17 TELEPHONE CALLS

The school phone is reserved for official school business and emergencies. Students desiring to place emergency calls will give the name and number to school personnel who in turn will place the call. The phone in the church kitchen is a church phone and is not to be used by students at any time. Students may receive phone calls from parents or guardians only. No personal calls will be permitted during school hours. Parents wishing to speak to their child should attempt to limit their call to scheduled break or lunch times so as not to distract the student from their academic duties.

4.18 CELLULAR PHONES

Realizing that some parents want their children to carry a cellular phone for emergencies, we will allow students to carry a cell phone to school; however, the following rules apply:

1. The cellular phone must be turned off at all times during normal school operating hours; 8:30 a.m. until 2:45 p.m.
2. The cellular phone must be stored in the student's backpack or school locker, and cannot be taken out during normal school operating hours without permission.
3. Violation of either of these rules will result in the student's cell phone being confiscated.
4. Repeated violations will result in the student's loss of privilege to carry a cellular phone into the school.

4.19 OFF LIMITS AREAS

Once the school day has begun, students will not be permitted to leave the secure area of the school. This secure area does not include the school parking lot or sidewalks. The secure area is defined by the fence around the playground and includes the interior of the building. Students found outside the secure area of the school during hours without permission will be subject to disciplinary action.

5. DISCIPLINE

Our goal in discipline is to match the consequence to the offense and counsel restitution to the offended party. **This is not a corrective institution;** consequently we ask that you do not enroll your child with the idea that we will reform him or her. We are here to work with the home, but not to take the place of the parents. Subsequently, all new students are admitted on probation and are subject to dismissal at any time the administration deems the student does not fit into the spirit of the school. If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give the school and staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the facts.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

When a child's attitude and/or behavior is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference with the principal. If the administration feels the situation has not changed within two weeks, parents may be asked to withdraw the child.

High school students in particular, because of their testimony before younger children, are expected to adhere to the school's philosophy and Christ-centered program. Such adherence includes (but is not limited to): *abstinence from smoking, sexual misconduct, the use of alcoholic beverages, the use of non-prescribed and/or the abuse of prescription narcotics, questionable use of interactive media (ie, internet), questionable entertainment, ungodly music, dancing, swearing, body piercing, tattoos, immodest dress, and other questionable practices; whether during or after school hours.* While we acknowledge that parents have the right to make choices for their children in these areas, we cannot allow such behaviors to influence and affect the testimony and students of our school either by participation or association. **Therefore, we reserve the right to dismiss any student that chooses to associate themselves in behaviors (whether at or away from the school campus) that violates our beliefs as outlined in our statement of faith.** This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We maintain a discipline that is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the classrooms through kindness, love, and a genuine regard for the students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

5.1 KINDERGARTEN DISCIPLINARY PROCEDURE

Per day / same offense:

First offense	Verbal correction by immediate supervisor
Second offense	Behavior Incentive Program Token taken away, Example: The student starts quarter with 5 apples on a tree, one apple is taken away.
Third offense	Time out given (1 minute for each year of child's age). Also, note sent home to parents.
Fourth offense	Sent to Principal. If behavior persists a conference with the student's parents may be called.

5.2 FIRST - TWELFTH GRADE DISCIPLINARY PROCEDURES

5.2a DEMERITS

The students enrolled in grades 1 through 6 are on a demerit/detention system. Demerits result from misconduct or violation of rules. Demerits are an indication that a student may need direction in the development of principles of character in his/her life.

If a student accumulates three or more demerits on any given day, a detention is given. When a student receives a detention, a "Detention Slip" (yellow) will be sent home with the student, listing the date and time the demerit is to be served and the rules that were violated. This slip is to be signed by **both** parents and returned the following morning. An unsigned "Detention Slip" will result in the length of the detention being doubled. Detention time will be served according to the following table:

3 demerits	20 minutes	may be served during school hours
4 demerits	30 minutes	may be served during school hours
5 demerits	45 minutes	must be served after school hours
6 demerits	60 minutes	must be served after school hours

More than 6 demerits in one day will necessitate a conference with the parents in addition to the detention. Detention time for the Elementary student will be served during the student's break, lunch, or after school, at the supervisor's discretion.

5.3 PROBATION

A student in grades 1 - 12 is placed on probation after receiving 90 minutes of detention time in one week, or 180 minutes of detention in one quarter due to misconduct or violations of the school rules. The probation period will continue for the remainder of the present quarter and a conference will be called with the parents to discuss the offense(s). While on probation, the student's behavior will be closely monitored and if the student accumulates an additional 100 minutes of detention time a suspension will result.

5.4 SUSPENSION

Suspension is a necessary discipline measure when other actions have little or no effect on the student's behavior. Following the guidelines set forth under Probation, the following suspensions will apply to all students enrolled in grades 1 - 6 for a given school year:

First suspension	One (1) day
Second suspension	One (1) week
Third suspension	One (1) quarter
Fourth suspension	Expulsion

5.5 EXPULSION

Expulsion from Berean Baptist Christian Academy is the final step in cases where extreme disciplinary measures must be taken. Expulsion will be at the discretion of the administration with the counsel of the school board. During the period of expulsion, the parents of the expelled student remain obligated for all tuition until the end of the semester. If academic work is continued at home requiring school involvement, tuition is required to be paid in full. For re-entry into Berean Baptist Christian Academy, the parents of the expelled student must submit in writing to the administration their request for readmission. All requests are considered on an individual basis for approval. Re-entry into the school is not guaranteed for a student who has been expelled.

The school board has predetermined that the following offenses warrant immediate punishment; commencing in suspension until a review is held, which could result in expulsion:

1. Sexual immorality or sexual harassment. (Making lewd and/or suggestive remarks)
2. Use of tobacco in any form, alcohol, and non-prescribed narcotics.
3. Striking and/or extreme disobedience or disrespect to a staff / faculty member.
4. Extreme abuse of school property or building.
5. Arrest or involvement in crimes other than minor traffic offenses.
6. Involvement in extremely offensive behavior. (Gambling, Pornography, etc.)
7. Excessive tardiness and absences.

These are guidelines only, and Berean Baptist Christian Academy reserves the right to treat each case individually in determining the appropriate disciplinary action to be taken.

6. INCENTIVE PROGRAM

Not only do we stress discipline in the lives of our students, but we also believe in positive reinforcement through incentive programs. Students are given the opportunity to earn privileges by meeting certain responsibilities.

6.1 MERITS

Merits are the positive side of our discipline program. At the end of each month a Merit Shop is set up and students can use merits earned to buy items. Some ways a student can earn merits are by doing extra work, having a positive and helpful attitude, answering special questions or performing special teacher-assigned tasks.

6.2 HONOR ROLL REQUIREMENTS

Students should be encouraged to strive for the highest possible achievement. Each quarter we honor and reward those students who have worked hard and earned this recognition. The requirements for honor roll are as follows:

6.6 "A" HONOR ROLL

Grade Point Average (GPA) - 94.0 and above
Academic Balance – on target with curriculum for the current quarter

6.7 "B" HONOR ROLL

Grade Point Average (GPA) - 88.0 and above
Academic Balance – on target with curriculum for the current quarter

7. DRESS CODE

7.1 UNIFORMS

The highest standard for dress codes is a top quality uniform.

We believe that proper dress is an outward sign of inward character. With this in mind, we stress the importance of orderly and decent dress standards. Therefore, please remember that our dress code is to be strictly adhered to by all students. Any student not in compliance with the expectations of the school administration will be sent home and will not be allowed to return to school until the student is prepared to comply with the dress code. There will be no exceptions to this dress code, and no compromise to our expectations therein.

7.2 UNIFORM LIST

7.2a 2010-2011 DRESS CODE

K4 thru 4th Grade	
GIRLS	BOYS
<p>Daily Uniform: Navy Culottes Burgundy Polo White Socks (No ankle socks) Tennis Shoes – No platforms, conservative styles And colors</p>	<p>Daily Uniform: Navy Pants (elastic waist or belted) Burgundy Polo Undershirt (Optional, if worn must be white) White Socks (No ankle socks) Tennis Shoes – Conservative styles and colors</p>
K4 thru 4th Grade	
<p>Chapel / Performance Uniform: Navy Jumper White Blouse White Socks (No ankle socks) Solid Black Shoes (Flats, no heels) Navy Cross-over Tie</p>	<p>Chapel / Performance Uniform: Navy Pants (elastic waist or belted) White Oxford Shirt Undershirt – White only, required Dark (Black or Navy) Socks (No ankle socks) Solid Black Shoes Navy Tie</p>
5th Thru 12th Grades	
GIRLS	BOYS
<p>Daily Uniform: Culottes – choice of Navy or Khaki Polo Shirt – choice of Burgundy, Gold or Royal Blue White Socks (No ankle socks) Tennis Shoes – No platforms, conservative styles and colors</p>	<p>Daily Uniform: Slacks w/ Belt – choice of Navy or Khaki Polo Shirt – choice of Burgundy, Gold or Royal Blue Undershirt (Optional, if worn must be white) White Socks (No ankle socks) Tennis Shoes – Conservative styles and colors</p>
5th Thru 12th Grades	
GIRLS	BOYS
<p>Chapel / Performance Uniform: Navy Kick-pleat Skirt White Blouse – Short Sleeved White Socks or Hosiery (No ankle socks) Solid Black Dress Shoes (Flats, no heels) Navy Cross-over Tie</p>	<p>Chapel / Performance Uniform: Navy Slacks w/ Belt White Oxford Shirt – Long sleeved Undershirt – White only, required Dark (Black or Navy) Socks (No ankle socks) Solid Black Dress Shoes (Leather only) Navy Tie</p>

All uniforms **must be purchased** through Hall Closet Uniforms. Catalogs may be obtained through the school office. You may order uniforms on-line at www.hallclosetuniforms.com, by e-mail to hallcloset@moscow.com, or telephone toll free 877-275-7903. If you have any questions please ask before purchasing.

7.2b PHYSICAL EDUCATION UNIFORM

GIRLS	BOYS
White T- shirt (no logos, in good repair) Navy Shorts (Slack style, no sweat or sports shorts) White socks Tennis shoes	White T- shirt (no logos, in good repair) Navy Shorts (Slack style, no sweat or sports shorts) White Socks Tennis shoes

7.3 GROOMING

7.3a BOYS

Hair must be clean, neatly combed and cut in a standard, conservative, tapered style. Shaved heads, mushroom cuts, sidewalls, ducktails, greased back, "spiked" and/or any other hairstyle other than a tapered cut will not be permitted. Bangs must be no longer than one finger width above the eyebrow. Hair is to be off the ears and collar. Sideburns are to be no longer than the middle of the ear. Students out of compliance with this rule will not be permitted to attend school until they have obtained a proper haircut. Boys with dyed hair will not be permitted to attend school until they have restored their hair to its natural color. No exceptions will be made to this rule. Boys must be clean shaven, no beards or mustaches allowed. No body piercing or tattoos of any kind will be permitted on boys. No earrings of any kind will be allowed on boys. No necklaces, chains or beads of any kind will be allowed on boys while on school property. No wallet or watch chains may be worn while on school property.

7.3b GIRLS

No shaved or cropped hairstyles allowed. Hair must be clean and cut in a conservative hairstyle. The use of hair dyes on girls (seventh grade and older) will be limited to natural hair tones only. Students with hair dyed in abnormal tones will not be permitted to attend school until they have restored their hair to a natural color. No exceptions will be made to this rule. Bandanas may not be worn at school or at any school sponsored activity at any time. REMEMBER: If you have any questions regarding a hairstyle, please contact the school office before cutting your hair.

7.4 JEWELRY

All jewelry worn should be conservative, tasteful and limited. Articles that depict religious beliefs apart from Christianity, or are identified with worldly or pagan lifestyles will not be allowed. Articles depicting anti-Christian values will not be allowed. Girls may wear conservative earrings. Earrings may be worn in the ear lobe only. Only one earring per ear will be allowed. No other body piercing on girls will be allowed. Ankle bracelets, false tattoos, and chokers will not be allowed at any time while on school property.

7.5 MAKE-UP

Make-up should be limited and not obvious. Dark shades of make-up and/or nail polish are not allowed. Only clear or light-colored nail polish is acceptable. Girls in Kindergarten through sixth grade will not be allowed to wear make-up of any kind.

7.6 MISCELLANEOUS

No student may change out of his or her school uniform while on school property. No student may attend school without an approved uniform as outlined in this handbook without written permission from the school office. Girls must wear a slip under jumpers and skirts. Girl's uniform hems must touch the floor when kneeling or hit the bottom of the kneecap when standing. Both boys and girls may wear only solid colored sweaters in the Learning Centers. No caricatures or messages allowed on the sweaters, sweatshirts, or jackets. Sweaters may be button up or pull over style. Hooded sweatshirts **may not be worn** in chapel services.

We have formed these guidelines in an attempt to be practical and comfortable, as well as uniform in appearance. PLEASE DO NOT ASK US TO MAKE EXCEPTIONS. If you have a question regarding an article of clothing or any other Dress Code questions, please call the school office before proceeding with the purchase. These rules are subject to change as the administration deems necessary. In the event of such a change, students will be given a sufficient grace period to adjust to the change. There are no exceptions to these rules.

8. ACADEMICS

8.1 CURRICULUM

The administration of Berean Baptist Christian Academy is committed to providing the finest, most advanced curriculum (which is biblically based) available today. Due to the fact that we use only curriculum that is BIBLICALLY CENTERED in its scope, traditional *Accreditation Agencies* do not extend accreditation to us. Therefore, we wish to make all parents, with students enrolled into our academy, aware of this fact. While we have never had another school, public or private, refuse our high school credits, the possibility does exist.

8.1a A-BEKA BOOKS

At the Kindergarten level, grades K4 and K5, and the elementary level, grades 1 through 6, we use the **A-BEKA** © Curriculum. This phonics-based curriculum is second to none in building the foundation of all education, **READING**, in the students enrolled in our Kindergarten programs. Our K5 students graduate with an exceptional ability to read and write.

8.1b ALPHA OMEGA PUBLICATIONS, SOS 2.0_R

Junior and Senior High School students complete their studies on the fully interactive **SWITCHED ON SCHOOLHOUSE** © computerized learning program. This program integrates academic learning with computer technology. Students enter into a world of animated and interactive studies that challenge each student to excellence. This curriculum's major academic concerns are: *BIBLE, ENGLISH, MATHEMATICS, HISTORY, GEOGRAPHY, SCIENCE, LITERATURE*, and a host of High School Electives, such as *ASTRONOMY, GEOLOGY, SPANISH, FRENCH, LATIN, GERMAN, U.S. GOVERNMENT, ACCOUNTING, ART, HOME ECONOMICS, CONSUMER MATH, HEALTH, COMPUTER LITERACY*, and many more. Each curriculum level consists of 10 units per subject, which represents a normal year of work for a student. Each student will be expected to complete a specified level of achievement in each subject during the academic year. Students failing to complete work required during the academic year may be required to attend summer school and complete the year's work, or may be held over in the same grade level for an additional year.

8.2 HOMEWORK

Should your child have homework, a "Homework Slip" will be sent home identifying the pages and subjects to be completed. The homework slip is to be signed by the parent or guardian and returned with the student the following day. If the student does not return the signed homework slip, elementary students will be issued a detention and the parent(s) will be notified of this infraction.

A student's repeated failure to complete their homework assignments and/or return the signed homework slip may necessitate a conference with the parent(s) or guardian and could result in the student being dismissed from the school program, having demonstrated a lack of interest on the part of the student and/or the parents.

8.3 TESTS

Student may have material with which to study for a test the night before the test is issued. Parents are encouraged to help the students prepare for each test. In the event a student does not obtain a passing score on his/her test, a notice informing the parents that the student will be required to repeat the unit will be sent home with the student. This allows us to insure that you are kept informed as to your child's progress.

8.4 PROGRESS REPORTS

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. Report Cards are issued four times yearly, following the end of each quarter. At the end of the first and third quarters the report cards are given to the parent at the Parent/Teacher Conference held at the school by appointment. The second and fourth quarter report cards are sent home with the students or mailed home.

8.5 SCRIPTURE MEMORY

Students are required to memorize certain Scripture passages on a weekly basis. This will be given as a grade on their report card.

8.6 KINDERGARTEN PROGRAM

Berean Baptist Christian Academy offers a full day kindergarten program for both four and five year old students. Children in both Kindergarten programs **must be potty trained**. These programs are academic with an emphasis on phonics, reading, writing, and numbers. This program is not to be considered "daycare." They are purely academic in nature. Students also participate in gym time. Each kindergarten class has a daily rest time. Please include an extra snack in your child's lunch for their daily snack time.

9. GRADUATION

At the core of all that we do here at Berean Baptist Christian Academy is the task of preparing young men and young women to go forward from this place and continue their education and to continue to seek God's will for their lives. Graduation is the pinnacle of this institution's journey. Following are the requirements and procedures governing the issuance of a diploma to a student, as well as information to assist the student and his/her parents to plan their academic course of study.

9.1 GRADUATION REQUIREMENTS

A candidate for graduation may choose one of three courses of study:

1. *Honors Program:* The Honors student must complete 270 credits and maintain an average G.P.A. of 94 percent. He or she should demonstrate the ability to communicate effectively in written and oral presentations. His or her composite reading rate should be in excess of 600 wpm as measured on the Readmaster program. He or she should score at least 22 on the ACT, 1000 on the SAT, and 12.9 on the CAT (or equivalent achievement test).
2. *College Preparatory:* The College Preparatory student must complete 255 credits. He or she must take the ACT or SAT test prior to graduation and must score at least 12 on the CAT (or equivalent achievement test).
3. *General Preparatory:* The General Preparatory student must complete 240 credits. He or she must score at least 11.9 on the CAT (or equivalent achievement test).

The decision as to whether a student pursues an honors, college, or general course of study is an important one. Some of the determining factors include the following:

- ☞ Expectations of the student
- ☞ Anticipated date for the student's graduation
- ☞ Student's age at time of enrollment
- ☞ Student's age at projected graduation date if pursuing a college preparatory program
- ☞ Credits earned in previous school
- ☞ Performance level as determined by diagnostic testing
- ☞ Mental maturity (Can he or she handle Geometry, English IV, Biology, Civics, etc.)
- ☞ Student's goals in life

Students entering high school will meet with the principal to determine an academic projection toward graduation. At that time, the choice of a course of study will be discussed and specific courses plotted for the future.

A total of 240 credits are required for graduation. Students earn 10 graduation credits for each high school course completed. Some electives, however, are only given half credit (5). High school transfer students must complete at least fifty units (40 credits) at Berean Baptist Christian Academy before receiving a diploma.

9.2 COMMENCEMENT EXERCISES

Students who have earned enough credits for graduation will be invited to participate in the annual commencement exercises held at the end of each school year. This program is designed to recognize and honor the accomplishments of each graduate. However, the administration reserves the right to deny participation in this program to any student, whose conduct and/or lifestyle, fails to demonstrate an acceptance of or compliance with the values and principles set forth by this school as defined in the Word of God. We believe that this action is necessary in order to preserve the dignity of our commencement program as well as clearly define acceptable behavior to our younger students. If a student fails to participate in the commencement exercises, either by choice or by being denied permission, he or she will still be responsible to pay the graduation fee assessed to all graduates.

9.3 COURSES OF STUDY LEADING TO A DIPLOMA

COURSE	HONORS PREP	CREDITS	COLLEGE PREP	CREDITS	GENERAL PREP	CREDITS	VOCATIONL PREP	CREDITS
MATH	Algebra I Algebra II Geometry Trig.	40	Algebra I Algebra II Geometry	30	Gen Math Algebra I Bus Math	30	Gen and Bus Math	40
ENGLISH	English 1 English 2 English 3 English 4	40	English 1 English 2 English 3 English 4	40	English 1 English 2 English 3 English 4	40	4 years	40
HISTORY	World Hist US Hist Govt/Econ Geography	40	World Hist US Hist Govt/Econ	30	World Hist US Hist Govt/Econ	30	2 years	25
SCIENCE	Phys. Sc Biology Chemistry Physics	40	Phys. Sc Biology Chemistry	30	Phys. Sc Biology	20	3 years	30
BIBLE	Bible 9 Bible 10 Bible 11 Bible 12	40	Bible 9 Bible 10 Bible 11 Bible 12	40	Bible 9 Bible 10 Bible 11 Bible 12	40	Bible 9 Bible 10 Bible 11 Bible 12	40
LANGUAGE	2 years	20	1 year	10	1 year	10		
P.E.	2 years	20	2 years	20	2 years	20	2 years	20
ELECTIVES	Health	5	Health	5	Health	5	Health	5
	Driver Ed	5	Driver Ed	5	Driver Ed	5	Driver Ed	5
	Comp Lit	10	Comp Lit	10	Comp Lit	10	Comp Lit	10
	Speech	5	Speech	5	Speech	5	Home Econ.	5
CHOICE		5		30		25		5
TOTALS		270		255		240		225

** English - College and General Preparatory transfer students must complete level 4 unless they score 12.9 on the language portion of a national achievement test after completing at least 1 Language Arts unit having earned 40 units of English credit. If level 4 is not completed, the transcript should note the following: "Student scored 12.0 (or whatever score) in English on the national achievement test but did not complete English curriculum requirements for College Preparatory."

*** Vocational Preparatory students must complete eighth grade level, but should complete the highest possible level in all subjects. Transcript states: "In recognition that (name) has fulfilled the requirements in vocational education." A maximum of 20 units can be earned in work experience.

10. ATHLETIC ACTIVITIES

10.1 PHYSICAL EDUCATION

It is our policy that no student is excused from the required Physical Education course without a doctor's written excuse. Clothes must be taken home and washed at least each Friday.

10.2 BOYS ATHLETICS

The Berean Baptist Christian Academy Crusaders is a member of the C.A.L. League (California Athletic League). Any male student enrolled in grades 6 - 12 may participate in the program provided the following guidelines are met:

1. A signed Parental Consent and Liability Release Waiver is on file in the school office.
2. A Medical Certificate (if necessary) is provided and on file in the school office.
3. An Eligibility Agreement form must be signed and on file in the school office.
4. All athletes must maintain a "C" average in each subject, as well as complete the required amount of work in each subject to remain eligible.
5. All athletes must be at all required practices. Failure to attend practices may affect the amount of time an athlete will be allowed to play. This decision is at the discretion of the coach.
6. Appropriate behavior and attitudes must be maintained both on and off the court.

10.3 GIRLS ATHLETICS

The Berean Baptist Christian Academy is able to offer two separate athletic programs to the girls in our school. Any female student enrolled in grades 6 – 12 may participate in Girls Volleyball during the Spring Semester. Any female student enrolled in grades 7 – 12 may represent their school and support our Basketball team through an organized cheerleading squad. To participate in either of these programs the following guidelines must be met:

1. A signed Parental Consent and Liability Release Waiver is on file in the school office.
2. A Medical Certificate (if necessary) is provided and on file in the school office.
3. An Eligibility Agreement form must be signed and on file in the school office.
4. All athletes must maintain a "C" average in each subject, as well as complete the required amount of work in each subject to remain eligible.
5. All athletes must be at all required practices. Failure to attend practices may deny an athlete the opportunity to compete at the next game. This decision is at the discretion of the coach.
6. Appropriate behavior and attitudes must be maintained both on and off the court.

11. CLASSROOM RULES

11.1 GENERAL

A student is not permitted to communicate or be out of his/her desk without permission. Activities not related to prescribed material are not to be conducted in a student desk unless privileges have been earned.

11.2 STUDENT DESKS

Desks are assigned and changed only by the supervisor, and the student must care them for. The student may bring in a chair cushion, a desk mat, and approved materials only. Anything to be placed in or on the desk must be approved by the supervisor before a student places it in his/her desk. Anything deemed inappropriate by the supervisor will be required to be removed

and taken home. Failure to do so by the end of that day will result in the article(s) being removed and disposed of by the supervisor. Students are not to lean on or sit on desks. The desks are not designed to support the weight of a person and damage will be caused by such actions. In the event a desk is damaged due to a student sitting on or leaning on it, the cost of the repair to the desk will be assessed to the parents of that student.

12. STUDENT SERVICES

12.1 HOT LUNCH

Hot lunch is available for students three times a week (Monday, Wednesday, and Friday). Student lunches must be ordered in advance using the following procedure:

1. An envelope is sent home on the last Monday of each month for the coming month,
2. Parents are to fill out the order form and place the order form and the money back into the envelope,
3. The envelope must be returned to school no later than the last Friday of the current month. No late orders will be accepted. Please note: In the event you do not wish to sign-up for hot lunch for the entire school year, please return the envelope with a note enclosed to that effect.
4. Students may bring extra money to purchase items at the snack bar.

12.2 LOCKER USE

The lockers at Berean Baptist Christian Academy are a convenience furnished by the school. Any student who defaces or misuses his or her locker will have this convenience taken away from them. Student lockers are subject to search at the discretion of the school administration without prior notification. Please note the following rules regarding locker use:

1. Lockers are not the property of the students and are provided as a convenience only.
2. Students are to provide their own locks for lockers.
3. Lockers are to be kept clean at all times and are subject to search and inspection without prior notification.
4. Any items stolen from lockers are not the responsibility of the school.
5. Do not put stickers on or in your lockers. Any items placed in or on the lockers are to be of an appropriate nature. Any items deemed inappropriate by the administration will be removed and disposed of.
6. Any student found opening another student's locker will be subject to disciplinary action.

12.4 HIGH SCHOOL JOBS

High school students with **50 or fewer** units remaining to graduate must maintain the following requirements to be excused from school early for outside work:

1. Attendance in school for four hours minimum per day until graduation.
2. Student must obtain a "Work Permit" from the school principal.
3. Work must correspond with a course of study provided by the school.
4. A conference must be conducted with the student, parent, and principal before beginning the work plan.

12.5 FIELD TRIPS

Classes regularly go on field trips to supplement the classroom instruction. Permission slips and liability waivers are sent home prior to the excursion for parent's signatures. Some field trips require entrance fees, which the student pays. Parents may be asked to volunteer to drive the students to and from the field trips.

Field trips are a privilege and are used as an incentive. If a child is having behavioral problems, a conference may be called to discuss losing the privilege of attending field trips.

12.6 LOST AND FOUND

Any articles of clothing found lying about will be placed in the lost and found. At the end of each month all items that have not been claimed will be given to a local charity.

12.7 SPECIAL ACTIVITIES

Any student who attend school activities after school hours are expected to conduct themselves in a manner consistent with the behavioral expectations of the school. Such activities include but are not limited to:

Athletic Events	Science Fair Open House
Parent/Teacher Conferences	Field Trips
Drama Presentations	

12.8 SHOW AND TELL

In the event your child's classroom regularly conducts a show and tell program, please remember the following:

1. The school is not responsible for the loss or damage of any item brought by the student for show and tell;
2. Pets, of any kind, brought for show and tell must be authorized by the school office prior to bringing the animal onto school properties. Pets must be adequately restrained at all times while on school property. In the interest of safety for both the students and the animal, pets will not be allowed to freely roam the building. There are no exceptions to this rule.

12.9 PARTIES

If the school office is notified at least 24 hours in advance, parents may bring cupcakes, cake and punch on a child's birthday. Please provide any paper-ware and utensils needed to eat with, and please be prepared to clean up the kitchen and/or learning center after the party. We are sorry, but no birthday gifts are to be given at school. Advance notice will be sent home for any special school party, such as, Christmas, Valentines, Easter, etc.

13.0 DISCLAIMERS

Berean Baptist Christian Academy cannot guarantee the progress or success of any student. We can, and do, promise to provide your child with curriculum that is in the forefront of Christian Education, and we promise to provide your child with an environment conducive to learning. Our staff will make every effort to instruct and assist your student in the learning process.

Berean Baptist Christian Academy is not an accredited school; therefore, we cannot guarantee the transfer of credits from our school to any other. We cannot guarantee the acceptance; by colleges or universities; of high school credits earned at BBKA. This should not imply that we offer an inferior education; it is simply based upon our non-accreditation.

Berean Baptist Christian Academy is first and foremost Christian. We do, and will continue, to teach Biblical principles and doctrine as outlined in; but not limited to; our statement of faith. We do not, and will not, allow principles and doctrines which are disagreeable with these to be promoted in our school. We reserve the right to refuse such expressions based upon our most deeply held beliefs.

This handbook is not exhaustive. The administration of Berean Baptist Christian Academy reserves the right to modify any existing rule as well as add additional rules as they may become necessary.