



BereanAcademy

2011-2012 Parent-Student Handbook

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Berean Academy exists to provide an academic education with a Christian worldview, to promote physical, spiritual and social growth through supervised activities and to prepare young people for a life of service to the glory of God.

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❖ INTRODUCTION ❖

History

Berean Baptist Church was founded in 1967. Wally Metts was called as pastor and a building program was immediately begun. After twenty months, the church auditorium was complete. In July of 1972, the church organized the school which began operation in September with an enrollment of 39 students in grade kindergarten through 5th grade.

In 1973, an education building was erected which accommodated ten classrooms and the church basement was reorganized. By 1979, enrollment had grown to 246 students in kindergarten through 12th grade. In 1981, Dr. Mitchell S. Seidler was called as pastor. The family life center was added in 1989, which accommodated a cafeteria, gymnasium, library, and three additional classrooms. In 1994, Dr. Randy Creel came to pastor Berean Baptist Church and to be the president of Berean Academy. Berean Academy continued a slow but steady growth. In 1999, the gym was renovated and a wood floor was added. In 2008, Glen Huguenin accepted the call to become pastor of Berean Baptist Church and president of Berean Academy.

Purposes

The purposes of Berean Academy are:

- 1) To offer a Christ-centered program of education with high academic standards relating subject matter to the truth of God's Word.
- 2) To teach the fundamental elements of education and bring each student to a place where he or she can reason intelligently, read with understanding, compute accurately, write legibly and spell correctly.
- 3) To direct according to Christian standards the total development of every student.
- 4) To promote a stable mental, physical, spiritual, emotional, and social outlook on life.

Philosophy

Berean Academy is dedicated to presenting Christ in every aspect of education in which we recognize God as the Supreme Source of all knowledge and wisdom. We believe that truth is to be found in the Word of God. "Sanctify them through thy truth; thy word is truth." (John 17:17) Therefore, we interpret and integrate all subjects with the study of Christian principles and ethics. "Hear, O Israel: The Lord our God is one Lord: And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee, this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shall talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down and risest up." (Deuteronomy 6: 4 – 7) Our goal is to develop genuinely well-rounded students who demonstrate academic excellence and display the spiritual and social maturity necessary to glorify God in their work and bring honor to their country.

Statement of Faith

We believe that the Bible, composed of the Old and New Testaments, is of final and supreme authority in faith and life, and, being inspired by God, is inerrant.

We believe in God the Father, God the Son, and God the Holy Ghost; this Trinity being one God, eternally existing in three persons.

We believe that the origin of man was by decree of God in the act of creation as related in the Book of Genesis; that he was created in the image of God; that he sinned and thereby incurred physical and spiritual death.

We believe that all human beings are born with a sinful nature, and are in need of a Savior for their reconciliation to God.

We believe in the virgin birth and deity of Jesus Christ. We believe that the Lord Jesus Christ is the only Savior, that He was crucified for our sins, according to the Scriptures, as a voluntary representative and substitutionary sacrifice, and all who believe in Him are justified on the grounds of His shed blood. We believe that salvation is by faith alone in Christ alone.

We believe in the bodily resurrection of Jesus, in His ascension into Heaven, and in the personal return to this earth of Jesus Christ.

We believe in the bodily resurrection of all persons, judgment to come, the everlasting blessedness of the saved,

and the everlasting punishment of the lost.

We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and woman. We believe that any form of homosexuality, lesbianism, bisexuality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance.

Patriotism

Berean Academy students will be expected to say the pledge of allegiance to the United States flag.

Accreditation

Berean Academy is accredited by the Tennessee Association of Christian Schools (TACS) and is Agency Approved by the State Department of Education.

School Affiliations

Berean Academy is a member of the American Association of Christian Schools (AACCS) and the Tennessee Association of Christian Schools (TACS).

Notice of Non-Discrimination

Berean 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic, or other school-administered programs.

Personnel

The faculty of Berean Academy is composed of dedicated teachers who believe that teaching in a Christian school is a special calling. All staff members are born-again Christians with a sincere love for children.

School Board

The school board of Berean Academy is responsible for all policy decisions for the school. It is appointed by the Deacons of Berean Baptist Church from membership of the church. It also consists of the pastor and administrator.

School Hours

School hours are from 8:05 AM until 3:05 PM. Students who stay after 3:05 PM will be supervised until 3:30 PM at which time they will be taken to after school care.

Office Hours of Operation

The school office is open Monday through Friday from 7:30 AM until 4:00 PM on school days and from 9:00 AM to 2:00 PM on other days.

Campus Visitor Policy

Anyone desiring to visit a classroom for any reason must first stop by the school office and sign in on the visitor's registration book. They will be asked to wear a visitor's tag. Parents' and visitors' cooperation in this matter is essential to help maintain order and safety in our school.

Berean Academy is a closed campus. Those who are not students or employees of Berean Academy may not roam freely around the facilities. If someone wishes to visit on campus, he/she should check in at the office and receive a visitor's pass. Guests must consider our dress code and wear appropriate attire.

Students may not have visitors (other than immediate family) at lunch except for special occasions. On these special occasions, arrangements should be made in advance with the office. All visitors and parents must sign in

at the office and receive a visitor's pass. Alumni may visit during lunch.

Parents, please check with the office if you need to see your child or a teacher. The office will make the contact for you. Please do not go to the classrooms.

Chapel

All grades attend chapel once a week. Elementary and secondary students attend chapel separately.

❖ ADMISSIONS ❖

Admission Policy

Requirements:

- 1) Students must be able to work on grade level in a traditional classroom setting.
- 2) New students entering grades 9 -12 must have two references.
- 3) New students entering grades 7-12 must have an interview with the administrator/principal.
- 4) Applicants in grades 1-12 will be notified by letter of their admission standing.

Procedure and paperwork:

- 1) a current transcript of grades and achievement tests
- 2) a conference with the parents
- 3) a conference with the prospective student in grades 7-12
- 4) a Tennessee health card with all required immunization shots
- 5) a medical examination signed by a physician (new students)
- 6) a signed statement that parents have received and read the rules and guidelines of the student handbook
- 7) entrance testing (to be scheduled with the school office)
- 8) copy of official birth certificate
- 9) references for students in grades 9-12

Berean Academy reserves the right to deny admission to any student who may not be in the best interest of its educational philosophy or student body's spiritual, emotional or physical welfare. Berean Academy will not knowingly admit nor retain any student who uses tobacco, drinks alcohol beverages, uses illegal drugs, engages in a sexually promiscuous lifestyle, is married or is pregnant. Students at Berean Academy must be under 20 years of age.

Withdrawal Procedure

All withdrawals from school must be arranged through the school office and all necessary fees, books, athletic uniforms, and locks must be turned in. Attendance in any portion of a month requires payment of that month's tuition. All records will be held until all accounts are current.

Immunization Policy

The school follows the Tennessee Department of Health guidelines in regard to immunizations.

Examinations

Physical examinations are required for all first-time students before entry into school. Sports physicals are required before participating in team sports.

Communicable Disease Policy

Berean Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. While it is not our desire to discriminate against any student, the need for protection of the entire student body is crucial. Therefore, any student at Berean Academy or any student who seeks to enroll who is diagnosed to be carrying any communicable or potentially lethal disease may not be given opportunity to remain or become a student. The concern is twofold: one that other students not be infected, and two, that the students in question not become infected with other diseases transmitted by fellow students or

others within the student body. Serious consideration for admission or continued attendance will be based on information provided by healthcare professionals.

❖ FINANCES ❖

Tuition

See the school office for specific details. Tuition payments are due by the 15th of each month for ten months beginning August 15th and ending May 15th. After 30 days of delinquency, your child may not return to school unless special financial arrangements are made through the administrator and school board. The first delinquent day is the 15th if payment is not received on that day. The August payment must be made on time. There will be no 30-day delinquency period for August.

Late Charges

Payment is due by the 15th of each month. There is a five- day “grace” period after which a \$25.00 late charge will be added. There is also a \$25 fee on all returned checks. Report cards and official transcripts will be held each quarter for those families with outstanding balances in tuition.

Registration Fees

This fee is paid at the time of application and is not refundable. Exception: If the child is not accepted by the school as a student, the registration fee will be refunded. Please note that if the registration fee is paid on or before March 1 of each school year, \$200.00 will be deducted from the following year’s tuition. All accounts must be current to receive this discount. It is necessary to pay the registration fee in order to reserve a place for the next school year. Places for current students will not be held after March 1 if the registration fee is not paid.

Kindergarten 3-5	\$235.00
Grades 1-12	\$335.00

Other Fees

K5 Graduation	\$30.00
12th Grade Graduation	\$60.00
Art Fee	
6 th - 8 th	\$10.00
9 th -12 th	\$30.00
Sports Fee	\$25.00

Referrals

A credit of \$100.00 toward the next year’s tuition is given to current students for referrals made to Berean Academy. The referred student must be accepted and enrolled in the school before the credit is applied to the current student’s account. The family making the referral must fill out a referral form which is to be signed by the referred family at the time of registration.

Daycare (Preschool)

Please see the *Berean Daycare Handbook* which is available in the school office.

Before and After School Care

- 1) Before and After School child care is available (on regular scheduled school days) for students currently enrolled at Berean Academy.
- 2) Before School Care: Our official morning care begins at 7:00 AM.
- 3) After School Care: After School Care hours are from 3:30 PM until 6:00 PM. The cost is \$3.00 per hour; however, any parent who arrives after 6:00 PM to pick up their child will be charged \$2.00 for every five minutes, thereafter. This service is provided strictly for our school families. Parents who make use of this service must maintain a prompt schedule for picking up their children. All students must go to car lines after

school. At 3:30 PM, students who remain must go to daycare or be at a supervised practice. They may not remain on campus unsupervised.

❖ ATTENDANCE ❖

Tardiness

School begins at 8:05 AM; therefore, a student is late if he/she arrives in classrooms after 8:05 AM. Tardiness disrupts the entire class in addition to affecting the late student's school routine and academic progress. When a student arrives after 8:05 AM, he/she must report to the office or other designated area. He/she must bring a legitimate, written excuse in order to have an excused tardy. If 7th-12th grade student receives three unexcused tardies during a nine-week period, he will be subject to a detention. If a student misses more than 25 minutes of a class, he/she will be counted absent from that class.

Early Dismissal

Students are not permitted to leave the school grounds during the day without permission. In elementary grades, if a student must leave early, a written note from the parents stating the reason is to be presented to the teacher before school begins. Secondary students are to turn in the written note to the school office. All parents who pick up their children for an early dismissal must report to the office, not to the student's classroom. Parents are asked to sign out their children in the office and receive a dismissal slip. High school students who drive must sign out when they leave the campus before the school day ends. The only students who may leave early without written or verbal permission are seniors who have permission on file in the office. Students will not be dismissed to anyone other than parents, grandparents, or guardians unless the student brings a written note from the parent to that effect. Students must be in school a MINIMUM of 4 hours to be considered present for the day. An early dismissal is excused for sickness, doctor appointments, death in the family or situations deemed "emergency" by the school.

An early dismissal for any other reason must be pre-excused or counted unexcused. Each set of three unexcused early dismissals during a nine-week grading period will receive the same penalty as an unexcused absence for the courses affected by the absences.

Absences

Regular attendance is essential for successful achievement in school. A student who has been absent must bring a written excuse to the school office or other designated area before going to his or her classroom. Office personnel will determine excused or unexcused status of the absence based on the handbook.

Excused Absence

1. illness
2. medical, dental or optical appointments
3. bereavement
4. verified emergency at home by approval of the administrator

These are the same reasons for excused early dismissals. The reason "personal" will not be rendered as an excused absence. A student will have twice the number of days that he was absent to make up the work when the absence is excused.

Pre-excused absence

A parent may request permission for a student to miss school. Written notification must be sent to the school at least one day prior to the day of the absence. Teachers need time to arrange for the make-up work. Assignments are to be obtained prior to the absence and are to be completed when the student returns to school. This is a special privilege. Students who are absent due to "pre-excuse" situations are directly responsible for all missed work. Please see "assignments related to pre-excused absences/school activity absences."

Absence due to school activities

A student who misses class because he/she is a participant in an official school sponsored activity will not be considered absent from school. Please see "assignments related to pre-excused absences/school activity absences."

Unexcused absence

Absences that do not meet any of the criteria for the preceding categories are rendered unexcused. An unexcused absence may require that the student receive a zero daily grade in all subjects for the day missed and that any missed test be taken with a 10-point penalty. The administrator will determine the specific consequences.

15-Days Absent per Semester

Students who miss 15 days of a course in a semester will not receive credit in the affected course. Possible exceptions to this policy include absences due to serious homebound illnesses or injury verified by a physician and special permission to attend the funeral of an immediate family member. If exceptions are approved, students who miss more than 15 classes in a semester must prove mastery of core course content to receive credit in affected courses. It will be necessary for us to report any absences beyond 15 days in a semester to the state truancy officer.

All elementary and secondary students are considered absent if they arrive at school later than 11:35 AM or leave school before 11:35 AM. Secondary students missing more than two classes will be considered absent for one-half of a day, and if more than four classes are missed, it will be recorded as a full day's absence. Secondary students arriving at school after 8:05 AM but prior to 10:05 AM will be considered tardy on the homeroom record but absent from any missed classes.

Assignments related to Pre-Excused Absences / School Activity Absences

- 1) Any long-term assignment that was made one week or more prior to the absence is to be turned in before the student leaves, i.e. compositions, book reports, term papers. Each day absent is a late day.
- 2) Partial day: homework is to be turned in that day and assignments obtained.
- 3) One or more days: homework is due when the student returns to classes. (Extent of required homework is at the discretion of individual teachers due to the varying needs of each class.)
- 4) Missed tests: made up as excused absence rule indicates.
- 5) Test after one day absent (day returning) should be taken on schedule. Basically the student should return to school and proceed as if he or she had been there with the regular rules applying to tests and with required homework done. If the student elects not to take the test on schedule, the test score will be assessed a late penalty. If a student is pre-excused to miss two or more days, the excused absence rule applies. Students must take responsibility for assignments and be prepared for class sessions.

❖ DISCIPLINE / BEHAVIOR GUIDELINES ❖

General Discipline Policy

The administration expects students at Berean Academy to maintain high standards of behavior at all times. Attendance at Berean Academy is a privilege, not a right. When a student conducts himself/herself in a manner not supportive of the general principles and philosophy of Berean Academy, he/she may lose the privilege of being a student at Berean Academy. The administration places much confidence in the judgment ability of godly, Spirit-filled teachers to help make such decisions.

By following the line of authority noted below, a student or parent will have questions answered and concerns addressed regarding a disciplinary procedure or method.

- First step: Talk with the student's teacher.
- Second step: Meet with the principal/supervisor or the administrator.

Disciplinary measures will be administered according to the offense and according to policy and may include detention, loss of privileges, suspension or expulsion. It is ultimately the parent's responsibility to assure that the child is obedient and respectful and manifests a Christian attitude in school.

General Conduct Rules

1. There is to be no running in the hallway (safety reasons).
2. Students are to be quiet in the hallways in consideration of other classes being conducted.
3. Students are not to touch the walls, bulletin boards, and art displays. This will help keep our school clean and inviting to everyone.
4. There is to be no loud talking, playing or scuffling in the rest room.
5. Unless students are with a teacher, they are not to be off of their immediate floor without a pass. The pass is to be carried in the student's hand so that it can be easily seen by teachers or staff. Secondary students must sign out and in when leaving and entering a classroom.
6. Students should follow directions the first time.
7. Students should keep hands, feet, bodies, objects, and negative comments to themselves. Self-control is encouraged and expected.
8. Students should always address and reply to teachers with the utmost respect. Students should always address the faculty or any member of the administration as Mr., Mrs., or Miss respectfully.
9. Mocking, mimicking, sassing, or publicly confronting or arguing with a teacher is considered a serious offense, and will not be tolerated.
10. Willful damage to or destruction of school property will not be tolerated. Sitting on desks, carving and defacing desks, eating in restricted areas, throwing an object, littering, etc., are not permitted. All damage must be paid for whether accidental or intentional. If any damage to school property is witnessed, the student (or students) should immediately report the incident to the office.
11. Gum chewing is not allowed in any building during school hours and is never allowed in the auditorium.
12. Mobile phones and other personal communication or technology devices may not be used during school hours (7:30 AM - 3:30 PM). If they are on, they will be considered in use. The administration may approve exceptions for educational purposes.
13. Cameras may not be used by students (7:30 AM - 3:30 PM) without faculty permission. (annual staff only)
14. A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

Elementary Discipline

In addition to general school discipline policy, elementary teachers have developed individualized classroom management plans which may be obtained from them on Orientation Day. These explain the rules as well as the positive and negative consequences incurred in a particular classroom. These rules include things like when to sharpen a pencil, when to talk and not talk, etc.

Parents are notified if there is a pattern of inappropriate behavior or if a serious offense occurs. The administration is in charge of detentions and suspensions. If a student is suspended or asked to remain home, he/she will receive a zero for the day. Below is a partial list of offenses that could lead to immediate suspension.

Harassment	Disrespect	Stealing
Fighting	Skipping class	Vulgarity
Pornography	Obscene Gestures	

1st offense	warning from teacher, report to principal
2nd offense	home detention
3rd offense	expulsion

In general, the elementary (grades1-5) disciplinary tool is missing varying amounts of recess. "Minutes" may be given for a variety of offenses. Parents are notified if a child gets 20 minutes any time during a week. If a child gets 35 minutes during a week, he/she is sent to the principal and parents are notified.

1st offense	First time to get 45 minutes in one week or receiving 35 or more minutes in three weeks: possible one-day home detention
2nd offense	Second time to get 45 minutes in one week or receiving 35 or more minutes in six weeks: one or two-day home detention
3rd offense	Third time to get 45 minutes in one week within same semester or receiving 35 or more minutes in nine weeks: may be expelled

Junior and Senior High Discipline

While discipline is basically positive training in the right direction - *Proverbs 22:6* - there is the negative side of correction. The teacher is therefore given the responsibility to enforce classroom regulations in a manner which is in accordance with Christian principles and discipline as set forth in the Scriptures and which complies with the code of Berean Academy.

It is important for parents and teachers to cooperate fully with one another. Anything said or done which eliminates the respect and confidence for either the home or school will harm the child. When there is a misunderstanding, even a note can clear up the difficulty. If the problem remains, the parent should feel free to consult the principal.

In an effort to hold true to our philosophy, the school's secondary student discipline system is vitally linked to communication between the school and the home. That is why we have adopted a referral system of discipline. Since most misbehavior involves minor offenses that do not necessarily call for a serious consequence from the school, our discipline system is designed to inform parents of their children's minor misbehavior with a referral slip.

The referral system is designed to accomplish two objectives. First, since the behavior is minor in nature, though still inappropriate, the referral slip informs parents of the offense and allows the parents to discipline their children as they see fit. In essence, the school is referring a child to his parents. Secondly, the referral serves as a record for the administration to document repeated misbehavior. Such repeated misbehavior will result in the administration disciplining students in addition to consequences chosen by the parents.

Minor Offenses

Each time a student commits a minor offense, he will receive a referral from a faculty member. A copy of the referral slip will be sent to the child's parents either by student delivery or e-mail.

Students will serve one hour of detention for every five referrals received in an academic quarter (one hour for five referrals, two hours for ten referrals, etc.) Once a student reaches more than fifteen referrals in a quarter, he may be suspended for a day. Subsequent referrals will be dealt with at the discretion of the administration.

Minor Offenses include...

- Appearance code violations
- Communication without permission
- Eating at inappropriate times or locations/Chewing gum
- Inappropriate responses
- Irresponsibility (late/unsigned papers, unprepared for class, incomplete homework, etc.)
- Tardiness to class, outside of class without permission
- Disrespect to peers
- Inappropriate behavior (disturbing class, horseplay, unsafe actions, etc.)

Major Offenses

Due to the seriousness of the misbehavior, the administration will deal with major offenses more harshly than with minor offenses. Although students will not receive referrals for these offenses, parents will be notified of the situation by the administration.

The circumstances of each major offense will be considered by the administration to determine the extent of the consequences. The following list indicates the **possible consequences** involved for the offenses. If the circumstances warrant more severe consequences, the administration reserves the right to invoke more serious consequences up to expulsion.

Offense	Consequences
<input type="checkbox"/> Defacing or damaging property.....	detention
<input type="checkbox"/> Inappropriate physical contact with the opposite gender.....	detention
<input type="checkbox"/> Fighting.....	detention
<input type="checkbox"/> Disrespect to authority.....	detention
<input type="checkbox"/> Skipping class.....	suspension
<input type="checkbox"/> Vulgarity/Profanity.....	suspension
<input type="checkbox"/> Lying (includes forging signatures).....	suspension
<input type="checkbox"/> Cheating/Stealing.....	suspension
<input type="checkbox"/> Vandalism.....	suspension
<input type="checkbox"/> Use of tobacco, drugs, or alcohol.....	expulsion
<input type="checkbox"/> Pornography/Immorality.....	expulsion
<input type="checkbox"/> Threatening to harm a peer or staff member.....	expulsion

Berean reserves the right to bypass the discipline system and expel or suspend any student if determined necessary.

Physical Contact/Immorality

Demonstrations of romantic involvement between students on school property are forbidden. Behavior should be above reproach.

In accordance with the school's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

Definition of "immoral act"

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

Definition of "identifying statement"

A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts.

Examples: "I am gay," "I am a homosexual," "I have a homosexual orientation."

Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at Berean Academy and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

Disciplinary Probation

1. All students who commit one or more major offenses or who habitually commit minor offenses will be placed

on disciplinary probation.

2. Students on disciplinary probation may be subject to immediate expulsion, if misbehavior continues.
3. If accepted back in school, any expelled student will be on probation for the following semester.
4. A student expelled a second time will not be allowed to attend Berean Academy again.

Suspensions

The administrator will determine whether or not a suspension will be an out-of-school suspension or an in-school suspension. Students who serve suspensions will receive a zero for a daily grade in each class missed due to the suspension. A test or major assignment missed during a suspension may be taken, but the student will receive a ten-point penalty.

Lunchroom Rules

1. Students in Grades 1-5 may talk at the discretion of the teacher.
2. Students going through the lunch line are to be orderly and mannerly.
3. There is to be absolutely no throwing of food or other disorderly conduct.
4. Elementary students are not to be out of their seats without teacher permission.
5. Students are not to touch another student's food.
6. Students are to practice good table manners and to avoid any crudeness of speech or behavior.
7. The table is to be cleaned and the floor checked for dropped food/spills before the students are dismissed to class for grades 1-8. Grades 9-12 are to clear the tables and not leave any messes.
8. Students misbehaving in the lunchroom will lose their recess (grades 1-5) or receive referrals (grades 6-12).
9. Students may not purchase drinks from the machines except at lunch or after 3:30 PM.
10. Secondary - lunch tickets must be purchased on Monday mornings in the gym or other mornings in the office.
11. No student may have more than five lunch charges.

Playground Rules

1. Line up to get balls - NO pushing or shoving!
2. Do not climb on top of horizontal ladder.
3. Swings:
 - a) NO standing or "doubles".
 - b) NO twisting the chains.
 - c) NO running between swings or under them.
 - d) NO jumping from a swing while it is still in motion.
4. Students may play on asphalt or grass, except when wet. Students must be within sight of teacher - not behind building.
5. There is to be no talking in the hallway while lining up, going out, returning, or getting drinks.
6. Students may not leave the playground without permission from the teacher on duty.
7. During inclement weather, there is to be absolutely no throwing of snowballs or ice. Rock throwing is never permitted.
8. When whistle blows - come IMMEDIATELY and line up by classes.

Study Hall Rules

1. The study hall is for studying, not visiting friends or recreational purposes.
2. The study hall teacher is to be obeyed.
3. The study hall must remain quiet at all times.
4. A student is expected to bring books with him/her to the study hall each day.
5. Students must sit in their assigned seats.
6. A student should go to the lockers prior to the study hall time.
7. Students may leave the study hall with teacher permission and a pass. They must sign out and in.
8. Tests may be taken in study hall only by special arrangement between the subject teacher and the study hall teacher.

❖ ACADEMICS ❖

Promotion and Retention

Students are promoted or retained on the basis of their total preparedness to do satisfactory work at the next grade level. Age, maturity, achievement, ability, and social factors are all taken into consideration when making such a decision. Information is gleaned from standardized tests, past achievement records, parental observations, and teacher evaluation. The school administrator makes all final decisions in regard to student retention. A student who fails three or more of the major subjects (math, language arts, science, history, reading, Bible) will not be promoted to the next grade until adequate summer work is completed and there is evidence of content or skill mastery.

Middle School: Students in Grades 6, 7 and 8 will not be promoted if they fail three or more of the major academic subjects (Language Arts, Social Studies, Science, Bible and Math). Students who fail Math or English will be required to do additional summer work or attend summer school in preparation for the next level.

Senior High: High school students must repeat and pass each semester of any required or elective course in which a failing grade is received in order to receive credit for the course. Students must be enrolled in at least five credit classes each semester.

Homework

Homework is an integral part of the school program, and is given for several purposes:

- 1) For drill: We believe that most students require solid drilling to master material essential to their educational progress.
- 2) For practice: Following classroom explanation, illustration, and drilling on new work, homework is given so that the material will be mastered.
- 3) For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- 4) For special projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently included in the homework.

It is ultimately the parent or guardian's responsibility to assure that a child does his/her assignment.

Bible

The Bible is the most important book used in the school. We will use the King James Version for testing and memorization purposes. Our goal is to integrate God's Word into all academic areas. It is our desire that our students learn to relate every area of their life to the principles of God's Word.

Textbooks

All textbooks are provided by the school. They are the property of the school and must be treated as such. Students are responsible for returning their textbooks in good condition. If books are lost or damaged beyond what is considered normal wear, the student will be charged an amount equivalent to the replacement cost of the book. All textbooks must be covered by the end of the first week of school, and students should refrain from writing anything in them other than their name.

Communication of Student Grades

Parents have online access to their children's grades through Sycamore Education. Parents may access this information by following the login link from www.sycamoreeducation.com. The Academy's school ID is 1548. Parents will be issued a username and password from the school. Teachers update grades each Monday afternoon.

Report cards are sent home at the end of each nine-week grading period. Final report cards are mailed home at the end of the second semester and after all tuition and fees are paid for the entire year. Transcripts will also be withheld until all accounts are up to date.

Parent-Teacher conferences are scheduled during the fall; however, a conference can be called at any time throughout the school year as parents or teachers see a need to discuss a student's performance. Parents are encouraged to contact their child's teacher if they have any questions or concerns regarding their child's progress

Grading Scale

A+	99-100	B-	85-86	D	72-73
A	95-98	C+	83-84	D-	70-71
A-	93-94	C	77-82	F	0-69
B+	91-92	C-	75-76	I	Incomplete
B	87-90	D+	74		

Exams

Semester exams (mid-terms and finals) will be given to students in grades 7-12. These exams will include material covered during each semester.

Honor Roll (must be passing all subjects and meet the following)

Star Honor Roll: Straight A's in academic subjects

Honor Roll: A's and B's in academic subjects (may have one C if have one A to average)

Standardized Tests

- The PSAT test is administered to all 11th grade students in October.
- The PLAN test is administered to all 10th grade students in October.
- The EXPLORE is administered to all 8th grade students in the spring.
- The Stanford Achievement Tests are administered to all students in grades K5 through 11 in the spring of each year. Tests are machine scored. Results of these tests are shared with parents.

Graduation Diplomas

Students in grades 9-12 must be enrolled each semester in at least five classes resulting in credits for graduation. Berean Academy offers two diplomas for graduation according to Tennessee guidelines. An academic diploma requires 24 units of credit and the completion of designated college-track core curriculum courses. A general diploma requires 22 units of credit.

The valedictorian for the class will be the student with the highest GPA earning the academic diploma. The valedictorian must also have attended Berean Academy both the junior and senior years.

Graduation Requirements for Class of 2012

The student must be in attendance at Berean Academy the entire senior year.

Academic Diploma (24 credits and meet attendance requirements)

English - 4

Social Studies - 3 (American History, World History, Economics, Government)

Science - 3 (General Physical Science, Biology, Chemistry)

Math - 3 (Algebra I, Algebra II, Geometry) Pre Calculus is an elective

PE - 1

Health - ½

Bible - one credit per year in attendance *

Computer Applications

Foreign Language - 2

Fine Arts - 1 (Music or Art)

Electives -

* Students must have one credit of Bible for each year they attend high school at Berean Academy.

General Diploma (22 credits)

English - 4

Social Studies - 3 (American History, World History, Government, Economics)

Science - 2

Math - 3

PE - 1

Health - 1/2

Bible - one credit per year in attendance*

Computer - 1

Electives -

* Students must have one credit of Bible for each year they attend high school at Berean Academy.

**All English courses contain grammar and literature

Graduation Requirements for Classes of 2013 and Beyond

Beginning with the senior class of 2013, students will graduate under guidelines consistent with new state requirements. A minimum of twenty-two credits will be required in addition to one credit of Bible for each year enrolled at Berean Academy.

Bible	one credit for each year enrolled
Math	4 credits
<i>(Algebra 1, Algebra 2, Geometry, and a fourth higher level math course)</i>	
Science	3 credits
<i>(Biology, Chemistry or Physics, and a third lab course)</i>	
English	4 credits
Social Studies	3 credits
Physical Education & Wellness	1.5 credits
Personal Finance	0.5 credits
Foreign Language	2 credits
Fine Arts	1 credit
Electives (Bible courses may count as electives.)	3 credits

Community Service Requirement

In an effort to encourage high school students to impact the lives of others, Berean Academy students have a community service requirement to graduate from high school. The goal of the program is to be "salt and light" in the community by serving and representing Christ to others.

Required Hours of Service

Class of 2012: 40 hours

Class of 2013: 60 hours

Class of 2014 & Beyond: 75 hours

Volunteer services may be for a not-for-profit organization or other verified charitable cause and should be pre-approved by the administration to assure its applicability to the graduation requirement.

Examples: hospitals, parks, summer camping programs, animal shelters, community projects, libraries, churches, etc.

Proof of service must be in the form of a letter from the organization on letterhead stating how much time students served and a brief description of the activities. Proof of service may also be documented by the completion the Academy's community service documentation form, which is available on the school website from the school office.

Community service hours will count toward the graduation requirement beginning the summer prior to the students' freshman year of high school.

A record of community service hours will be part of the students' permanent school records.

Honors

High school graduates are honored as follows:

Summa Cum laude	3.75 - 4.0
Magna Cum laude	3.5 - 3.74
Cum laude	3.25 - 3.49

Dropping / Adding Classes

Permission from the administrator and parent is required to drop or add a course after enrollment. No courses may be added after the first 15 days of the semester. No courses may be dropped after the first 30 days of the current semester. After this date, a student dropping a course will receive a failing grade in that course.

Technology Instruction

Students in grades 1-6 will be offered an instructional program in computer technology.

Students in grades 7-12 will have access to the computer lab for various projects. One credit of technology is required for graduation.

Internet Use

No student is permitted to access the Internet without signed permission on file. Anyone found to be, or to have been visiting an unacceptable site on the World Wide Web will be subject to an immediate suspension from school.

Discovery Center

Berean Academy offers an educational therapy program designed to assist students with average to superior ability yet have specific deficits in perception and/or cognitive skills. Educational and psychological test batteries are required to identify specific learning difficulties. A separate fee is charged for therapy in addition to regular classroom tuition.

Library

Students are encouraged to take advantage of the school library. Elementary grades have library time scheduled each week and may check out books at that time. The books may be checked out for two weeks. A fine of 10 cents per school day is charged for overdue books. All lost library books must be paid for by the student. The charge will be the replacement value of the book plus a lost book processing fee of \$1.00 to cover the time utilized to purchase and process a new book. Students' report card will be held each nine-week period for delinquent library fines.

Study Hall

Study hall is offered to students as an opportunity to do class assignments or study for tests during the day. It is a supervised time that will be beneficial to the student if used wisely. To insure that all students have the same opportunity, the students are required to adhere to established study hall rules (listed in Discipline/Behavior section). Each student is responsible for following these guidelines in order for study hall to serve its purpose.

Field Trips

Occasional field trips are scheduled by teachers. Permission slips (signed by the parent) must be on file for each trip. Parents may be asked to help with transportation and supervision.

Summer School

Summer school may be available at Berean Academy in a few selected courses and is offered based on demand. The charge is based on the current tuition per class.

Retest Policy

Students in grades 6-12 may retake a test on which they earned a D or F within one week of the return of the test in an effort to make a 75. No grade higher than a 75 will be recorded for a retest.

❖ PHYSICAL EDUCATION AND ATHLETICS ❖

Recess

Preschool through fifth grade students have scheduled, supervised, play time during the school day. Basketballs, footballs, etc. may be brought from home for use during this time. These items should be clearly labeled with the child's name. The school cannot be responsible for lost items. Recess will be held outside as weather permits. It is up to the teachers' discretion as to whether the children must wear jackets or sweaters at recess. Please send sufficient clothing with your child. Students (K3-4th grade) are not permitted to stay inside from recess.

NOTE: Playground rules are addressed under discipline/behavior guidelines.

Physical education (1st - 4th grades)

Students in 1st – 4th grades have organized Physical Education classes once per week. PE uniforms are not required for these students.

Physical Education (5th through 12th Grade)

1. Students will be required to take this instruction in grades 5 – 8.
2. Students taking physical education must furnish a written excuse from a doctor when, for medical reasons, they are unable to participate on a given day.
3. Students will be instructed by their teacher in the Physical Education Department in regard to the school's required dress during that class.
4. PE is a participation class. Attendance and dressing out is necessary. If a student is in school but does not dress out, the student will receive a "zero" grade for class participation. If the student has a medical reason for not participating, the student may be asked to write a report as designated by the teacher. Only a doctor's note or obvious health-related disability will be accepted as a medical reason to miss PE.

Physical Education Uniforms (See dress code.)

Sports Offered

School sports for students in grades 4-12 include:

Boys: Cross Country in the fall (3rd-12th)
 Soccer in the fall (coed 4th-8th)
 Basketball in the winter (4th-12th)
 Soccer in the spring (7th-12th)
 Golf in the spring (6th-8th)
 Baseball anticipated in spring of 2012 (6th-8th)

Girls: Cross Country in the fall(3rd-12th)
 Volleyball in the fall (7th-12th)
 Soccer in the fall (coed 4th-8th)
 Basketball in the winter (4th-12th)
 Tennis in the spring (6th-12th)
 Softball in the spring (6th-8th)

Athletic Guidelines and Rules

1. All athletes are required to have a physical examination each year before participation in sports.
2. Punctuality and attendance is required for all games and practices.

3. Students are required to be in school by 11:35 AM and attend the remaining part of the day on game day to participate in the game. Friday attendance is required for Saturday games.
4. Students may not be able to participate in games if they are on Academic or Disciplinary Probation. Exceptions must be approved by the administrator, but no exceptions to the eligibility guidelines set forth by the Tennessee Association of Christian Schools (TACS) will be allowed.
5. If an athlete or coach is ejected from a game, they may not participate in the following contest. This will be decided by the athletic director and administrator.
6. Always keep emotions under control without losing desire or aggressiveness.
7. Improper language or attitude will not be permitted. Disciplinary measures will be taken if this happens.
8. All athletes are expected to work at their full potential in classroom work. Anyone who is academically ineligible to play in games will be required to attend games (on the bench).
9. Any new student (at the beginning of the year) must abide by the transfer rules of the league.
10. The student must maintain a C average with no F's.

Gymnasium

Students and parents can help maintain our athletic facility by observing the following:

- 1) The floor must be protected by the designated covering for any special event (festivals, musicals, plays, book sales, homecoming, banquets, etc.).
- 2) All events must be scheduled through the high school athletics director to avoid conflicts.
- 3) Observe posted guidelines in gym and encourage others to follow them so that our facility will remain clean and attractive to all who enter our school.
- 4) Street shoes and tennis shoes that leave marks are not permitted on the wood gym floor.

❖ TRANSPORTATION ❖

Bus Service

Berean Academy does not maintain a bus service for students.

Car Pool

See the school office to obtain the name of families in your area to contact to coordinate car pooling.

❖ EMERGENCIES ❖

Student Illness

Students are to contact the school office when ill and desiring to go home. Students will be asked to go home when their temperature is greater than 100°F or when displaying symptoms which are an obvious threat to another person's health. Displaying a contagious condition will also result in the student being sent home.

Student Telephone Usage and Cell Phones

Students may use the school phone without charge for emergencies such as illness or a school activity being canceled. Mobile phones are not permitted to be in the student's possession, purse, bag, or locker during the school day. Students are to turn them in to the homeroom teacher and pick them up after school. They may not be used in the car line.

School Closings Due to Inclement Weather

When weather conditions force school closings, Berean Academy will make its own announcement on Channel 9 (cable 10). Berean Academy does not run busses and can have school when others may not be able to do so. Always make decisions in the best safety interest of you and your children.

Fire/Tornado Drills

State law requires periodic fire/tornado drills. At the sounding of the fire alarm system, each student should leave his room and walk, single file, to the designated place as outlined by the plan for that room. All doors and windows should be closed. Quiet must prevail during the entire procedure. Students are to stay together in their particular area outside with the teacher. Roll call will be taken and students are to remain in a group with their teacher.

First Aid

The school maintains first aid supplies on hand in the office. In case of illness or possible serious injury parents will be contacted to make arrangements to pick up the child.

❖ ARRIVALS AND DEPARTURES ❖

Arrivals

Adult supervision begins at 7:00 AM, and all students, K through 12, should report to assigned morning care locations. Teacher supervision begins at 7:45 AM with grades 1 through 4 reporting to the lower blacktop playground or to the gymnasium during inclement weather. Students in grades 5 and 6 report to the gym, and students in grades 7 - 12 report to the 2nd floor of the Educational Building at 7:45 AM. No student is to be in the parking lot (i.e., loitering) or in any other areas of the building not listed above during the arrival time.

Car Line Procedure

In order to insure a safe and problem free car line, please observe the following:

MORNING ARRIVAL: 7:45 AM - 8:05 AM

Parents of preschool and kindergarten students are to stay to far right of the parking lot forming a line to drop their children off at the wide double doors of the gym. Staff members will receive the children there and provide supervision.

Parents of students in grades 1-4 stay turn on the one-way road between the gym and the playground and drop their children off on the lower level behind the buildings. Staff members will receive the children and provide supervision.

Parents of students in grades 5-12 stay to the left of the preschool and elementary right hand lane and drop their children off in front of the Education Building. Staff members will provide supervision in the parking lot.

Parents with children in both grades 1 – 4 and older students should drop off all students on the lower level. The older students may walk to their designated places.

NOTE: On inclement weather days, secondary students may be dropped at either entrance on the upper level and at the entrance on the lower level. Choose the shorter line. An additional flag placed on the Berean sign in the front will indicate this condition exists.

NOON DEPARTURE: Car line procedures begin at 11:45 AM

Form one lane toward the right side of the parking lot (playground side). Do not pull up or form a double lane until 12:00 noon. Please form the car line as far to the right as possible. This helps enable a flow of other traffic to our school.

AFTERNOON DEPARTURE: 3:00 PM -3:30 PM

Please do not park by the playground fence in the afternoon and do not move the secondary car line beyond the playground until 3:05 PM. This will make allowances for other school and business traffic.

Form one line on the upper level RIGHT LANE for pick up of students in grades 7-12. The lane behind the gym is for picking up students in grades 1-6. The lane on the lower level is for picking up students in grades 1 and 2

only. Note: parents with both elementary and secondary students should pick up the elementary school children first.

Student Drivers

Driving to school is a privilege with certain responsibilities.

1. Students must register their vehicle with the administration.
2. Students will be assigned a designated area in which they may park.
3. Students are not to be sitting in their car (or other cars) before school starts. As soon as the car is parked, students are to go to designated area until school begins. After school, students are to leave immediately. Cars are off limits during the school day.
4. No horseplay around cars is permitted, especially jumping on cars, bumpers, or hanging on to moving cars.
5. The driver of an automobile shall not permit any student to drive his/her automobile on school property.
6. NO SPEEDING. The student shall observe the 5 mph speed limit. Safe driving skills should be used at all times.
7. No student may ride with another student without written parental permission.

Student drivers in violation of any of the above mentioned responsibilities may have the privilege of driving to school suspended by the administrator.

❖ PARENT-SCHOOL COMMUNICATION, GENERAL INFO ❖

School Information Provided in the Handbook

Parents and students are responsible for reading and following all handbook rules and guidelines. This will assist our school in operating at its fullest potential with minimal difficulties.

Contacting Teachers

Teachers may be reached by phone at periodic times during the school day. The office staff will assist in reaching teachers. Only emergency calls will warrant a teacher's leaving the classroom. Also, please contact teachers at their homes only in emergency situations, and not past 9:00 PM.

It is expected that parents will exhibit a gentle, supportive and non-critical spirit during any parent/teacher communication. Please keep in mind that our teachers are partners with parents in seeking the good of each student. When we work together, our goals are accomplished. Please do not go immediately to your child's classroom to see the child or teacher. This is very disturbing to the class. Go to the office and someone will help you.

If you need to discuss an incident, please discuss it with the parties that have first-hand knowledge. Please contact the teacher first and the principal or administrator second.

Newsletter

The school produces a bi-weekly newsletter for parents. This newsletter includes important dates, activities, and the lunch menu.

Parent Teacher Fellowship (PTF)

PTF meetings are held after the first and third quarters. Scheduled parent-teacher conferences are midway through the first quarter and in January. Every parent is requested to attend each meeting for the benefit of the child and to obtain information concerning the school program.

Non-School Related Fundraising

Non-school fundraising activities are not allowed at school. Students are not to sell items or solicit donations for fund raising projects for their youth group, ball team, scouts, or any other organizations. All fundraising by

student or parent groups at Berean Academy must have prior administrative approval.

Parties

All parties not planned by the classroom teacher must receive prior permission from the principal. We have two parties for elementary classes each year.

1. Christmas Party - on the last day of school before Christmas vacation
2. Valentine Party - on Valentine's Day or the Friday preceding if it falls on a weekend

Book Bags

Book bags may be brought to school. They may not be carried from class to class but are to be left in the homeroom or in the locker. Please be careful to consider the content being advertised on these bags. It needs to be in accordance with the general purpose and philosophy of Berean Academy.

Student Record

Please keep the office informed of current information so your child's records may be accurate as to any change of address, telephone number, place of employment of both the mother and father or legal guardian. In order to assure the fastest possible contact in an emergency, the school office must have current information. Please make sure all emergency phone numbers and addresses are current of the person to be called concerning your child in an emergency.

All changes of address which affect your child should be made with the office before the day the change is to go into effect.

Lost and Found

1. Items left in the building will be placed in the "Lost and Found" bin.
2. All items that remain unclaimed in "Lost and Found" after two weeks will be removed and donated to a local charity.

Lunches

Hot lunches, milk, and a variety of snacks are available.

Lunch Tickets: All students need to purchase their lunch tickets on Monday mornings. You may purchase as many lunch days as you like. The tickets do not expire (during the current school year) and do not have to be used in one week. Students in grades 1-6 will purchase their tickets from their teacher. Tickets will be sold on Monday mornings before homeroom in the gym to students in grades 7-12. We cannot refund money for lost lunch tickets; neither can we replace them. Your child should consider that his/her ticket is the same as lunch money and should be regarded just as carefully.

Medication

Students are not to carry any kind of medication. If it is necessary for them to take any kind of medication, students in grades 5 – 12 must turn it in to the office. Students in grades 1 – 4 must turn it in to their teachers. Medication should be in original prescription container or "over the counter" container with the student's name and instructions clearly visible. Parents are to send written instructions to the teacher or contact them personally to insure proper use of the medication. Proper medication forms must be filled out. Parents are encouraged to use prescription medication that does not require school time administration. Specific information and forms are given at orientation in August.

❖ DRESS CODE ❖

Goals and Standards

Our goal is to equip your child to live in our community while maintaining identification with the Lord. Therefore,

our standard of dress is based on Biblical principle of identification with God, not the world. (Romans 12:1-2; Ephesians 5:1-10; I Corinthians 6:19-20)

Girls School Day Appearance Code

1. Girls may wear khaki or navy cotton or cotton blend skirts. The length of these skirts must be to the top of the knee for girls in grades 4-12 and no more than two inches above the kneecap for girls in grades 1-3. Skirts with slits are allowed provided the slits are on the side or in the back and are not higher than two inches above the bend of the knee when the student is in a seated position.
2. Girls may also wear khaki or navy cotton or cotton blend pants. Jeans and cargo-style pants are not permitted. Pants may not be excessively worn, faded, have holes in them or be cut at the hem. A belt must be worn with pants that have belt loops. Pants must come to the upper side of the hip bone and not be too tight. Pre-approved skirts, jumpers, and pants are available from Educational Outfitters, but students are not required to wear a specific brand of skirts or pants.
3. Girls may wear oxford-style shirts (cotton/polyester-button down collar) of any color, print, plaid, stripe, etc. No flannel, corduroy, or denim shirts are permissible. Girls may also wear polo-style shirts of any color, plaid, stripe, etc. These shirts are also available at Educational Outfitters, but students are not required to purchase shirts from this vendor. Long-sleeved shirts are not to be worn under short-sleeved shirts.
4. Shirts are to be tucked into skirts or slacks with a clean, neat look. For modesty, a white t-shirt should be worn under white shirts. Long-sleeved shirts are not to be worn under short-sleeved shirts.
5. Sweatshirts must have a school logo. These may be purchased from Educational Outfitters or purchased during special fundraisers at the school. A collared shirt must be worn under any sweaters/vest or sweatshirt, etc. Collars must be visible.
6. TURTLENECK: any color and may only be worn under a closed sweater, jumper or sweatshirt
7. BIKE SHORTS: any color, may be worn under skirts/jumpers.
8. FORMAL OCCASIONS (such as Homecoming and various banquets) require formal dresses and have additional dress code requirements. All FORMAL DRESS LENGTH must be knee length or longer. No strapless, off-the-shoulder, low-cut dresses will be allowed. Open backs must come no lower than the shoulder blades. Absolutely no cleavage may be shown. All dresses must be visually approved by school administration. Dress shoes are appropriate and socks, hose, or tights are optional. **These requirements are also applicable for ladies attending a special function with a Berean Academy male student.
9. HAIR: should be neat, clean and attractively maintained. Styles should not be associated with trends/fads of the day. No abnormal hair coloring.
10. SHOES: Black, brown, or navy shoes for grades 6-12. (athletic shoes for PE only and must be such as does not mark the wood floor) White, black, gray, tan or blue tennis shoes for grades 1-5 with/without logos. All shoes must have a back on them. No boots or sandals. A shoe that comes above the ankle is defined to be a boot. No heel or sole higher than two inches. Socks, hose, or tights are to be worn at all times. They must be a solid color.
11. Personalized items such as: initials, names on uniform apparel are not permitted (only school logo).
12. Non-uniform apparel/coats, jackets, etc. are not allowed to be worn in the classroom. (Safety reasons)
13. JEWELRY: No excessive jewelry may be worn. Tongue rings and nose rings are not allowed. Jelly bracelets are not allowed.
14. Belts: braided or smooth leather (black or brown), no metal decorations.

Boys School Day Appearance Code

1. Hair: All boys are to wear their hair so that it is attractively maintained.
 - It may be no longer than mid-ear.
 - It may not hang on the collar.
 - It may not be longer than the eyebrows.
 - It should be neatly trimmed in the back; it cannot stick out past the ears, fad haircuts are not allowed, these distract from the learning environment and hinder the effectiveness of the teaching process.

- Haircuts, such as those with shaved design or hair with unequal lengths, that are extraordinary, will not be allowed.
 - The administration reserves the right to disallow any "new" or "old" hair style which they feel is in conflict with the mission and philosophy of Berean Academy.
 - Sideburns may not come below the bottom of the earlobe.
 - All boys are to be cleanly shaven. No beards or mustaches will be allowed.
 - No abnormal hair coloring
2. Boys may wear khaki or blue cotton or cotton blend pants. Pre-approved pants are available from Educational Outfitters, but students are not required to wear a specific brand of pants. Jeans and cargo pants are not permitted. Pants may not be excessively worn, faded, have holes in them or be cut at the hem. A belt must be worn with pants that have belt loops. Pants must come to the upper side of the hip bone and not be too tight or "baggy."
 3. Boys may wear oxford-style shirts (cotton/polyester-button down collar) of any color, print, plaid, stripe, etc. No flannel, corduroy, or denim shirts are permissible. Boys may also wear polo-style shirts of any color, plaid, stripe, etc. These shirts are also available at Educational Outfitters, but students are not required to purchase shirts from this vendor. Long-sleeved shirts are not to be worn under short-sleeved shirts.
 4. Shirts are to be tucked into slacks with a clean, neat look. Long-sleeved shirts are not to be worn under short-sleeved shirts.
 5. Sweatshirts must have a school logo. These may be purchased from Educational Outfitters or purchased during special fundraisers at the school.
 6. TURTLENECK shirt may only be worn under a closed sweater or sweatshirt
 7. SHOES must meet school guidelines. White, black, gray, tan or blue tennis shoes (1st - 5th grades) with/without logos. Tennis shoes may not have roller skates and must be in good repair. 6th -12th grades must wear black, brown, or navy dress shoes only. (Athletic shoes that do not mark the floor are to be worn in the gym.) . No sandals or boots. No heels and/or soles higher than 1½ inches. A shoe that comes above the ankle is classified as a boot. Socks must be worn with shoes at all times. Shoes must be tied at all times.
 8. JEWELRY: No excessive jewelry may be worn. No choker necklaces. No necklace can be visible. Earrings are not allowed on boys. Tongue rings and nose rings are not allowed.
 9. FORMAL OCCASIONS: (e.g. homecoming, banquets, etc.) Suit or tuxedo required. Ladies attending a special function with a Berean male student are required to meet dress code standards for female students. Boys attending a special function with a Berean young lady are required to meet dress code standards for male students.
 10. HATS/CAPS: are not to be worn inside the school building.
 11. Gang related items such as chains, bandannas, etc. are not acceptable.
 12. BELTS: braided or smooth leather, (black or brown) must be worn, no metal decorations.
 13. Personalized items, such as: initials, names on uniformed look apparel are not permitted
 14. Non-uniform apparel/coats, jackets, etc. are not allowed to be worn in the classroom. (safety related)

Choir Outfits

Elementary students in grades 4-6 and secondary Choir students will be participating in TACS Fine Arts Competition. An outfit will be chosen by the choir director or robes will be worn. The estimated cost for these outfits is \$30.00 - \$60.00. Choir shoes must meet the school shoe code.

Physical Education Uniforms

PE uniforms are required for each student. Students will be instructed by their teacher in the Physical Education Department in regard to the required dress during each class for that day's planned activity. All students taking PE in grades 5-12 will need to purchase a PE uniform from the school. The cost is approximately \$30.00. Students must have PE uniforms by the first week of school. After this, a zero will be given for each day that the student is not fitted in appropriate attire. Students will be responsible for marking their clothes for identification. Athletic shoes are required and may be purchased at the retailer of your choice. Please purchase shoes that will not mark the wood floor. Girls' PE shorts are not to be shorter than 2" above the knee cap.

Parent Dress

Parents who are serving as a volunteer in an official school position such as library workers, lunch program and

coaches are asked to follow our staff dress guidelines. Parents volunteering in other capacities or coming for parties please follow these guidelines: LADIES: skirt, dress, slacks or knee-length shorts. MEN: long pants or long shorts.

Special Events

Participants in special events like field trips, ball games, school plays and school retreats are to dress according to the school day dress code unless other instructions have been given. When other attire is acceptable, students must be careful not to wear stretch pants, hip-hugger pants, stretch shirts, T-shirts with unacceptable writing or pictures, or tank top shirts. When worn, shorts must be no higher than two inches above the knee.

Dress Code Violations

Students will not be allowed to attend class with dress code violations. They will be sent home or will be allowed to call home for appropriate clothing. In the secondary, referrals will be given for dress code violations. Elementary students will receive 5 “minutes.”

❖ STUDENT ORGANIZATIONS & ACTIVITIES ❖

Honor Society

Students in grades 9-12 have the opportunity to participate in the Tennessee Association of Christian Schools (TACS) Honor Society if they meet the requirements. Honor Society induction takes place early in the second semester.

Annual Staff

The annual staff meets during school hours and is available by application only. References are required.

TACS Competition

Each year students from Berean Academy have an opportunity to participate in the Tennessee Association of Christian Schools competition event. Preparation for this event begins early in the school year and the actual competition begins in February. Areas of competition include music (choirs, ensembles, solos and instruments), academics, art, Bible, speech, and drama. By participating in these events we hope to provide the student with opportunities to experience competition on a personal and group level. Our goal is that competition be a positive experience that can help prepare students for their future.

- Includes 4th through 12th grades.
- District level: held at Berean Academy and Calvary Baptist Church in Red Bank.
- State level: held at Franklin Road Baptist Church in Murfreesboro.
- National level: held at Bob Jones University in Greenville, SC. (Only 1st place Sr. High students participate and only in select areas of competition)

❖ Childcare Center Policy ❖

1. The center will be open from 7:00 AM to 6:00 PM, Monday through Friday. Children cannot be accepted earlier or kept later. In case of emergency, the parent must call the center for the child to remain past closing time. One dollar (\$1.00) every minute will be charged for each child kept after the center is closed.
2. Orientation – A mandatory meeting will be set aside each year in August. All parents will be required to attend. A ten-minute video on child abuse and policy will be discussed. Afterwards, parents are required to go to their child's classroom to meet with the teacher. Refreshments will also be served. Because of the nature of the evening we prefer that children do not attend.
3. Children must be signed in (not simply dropped off) and out every day by the adult responsible for them. Siblings are not allowed to bring or pick up preschool children.
4. Parents must fill out an authorization form that gives persons other than themselves permission to pick up their children. Persons not on the list will not be allowed to take the children. Childcare staff members will check for identification.
5. The parent must complete all enrollment forms for the child and a current immunization record signed by the health care provider must accompany the child upon admission. Each child must receive all immunizations at entry unless there is a medical reason certified by the health care provider why those immunizations should not be made.
6. Annual health examinations may be required and are the responsibility of the parent.
7. Parents will be promptly notified of the occurrence of a communicable disease among the center's children.
8. A child may not remain at the center if he/she is thought to be ill. If a child becomes ill during the day, the parent will be called to come and take the child home. More specifically, the center will ask a parent to pick up a child if his/her temperature is 100°F or if he/she is vomiting, has diarrhea or a severe cough or headache.
9. If a child experiences a fever, vomiting, or diarrhea the night before, parents are asked not bring him/her to school the following day. A child must be free from fever, vomiting, or diarrhea for 24 hours before returning to school.
10. A child with a rash cannot come to the center until a doctor has seen the rash. A note from the doctor is needed before the child may return to school.
11. Prescription medicines will not be given at school. Parents should ask their doctors for a dosage that can be given at home.
12. Parents are asked to see that children do not bring food, gum, money, or toys to the center.
13. A small blanket, pillow, and a sheet (one that is for a baby bed) should be provided for each child. These should be small enough to fit in the child's cubby. These should be labeled with the child's name and kept inside a bag or backpack that has a zipper. These will be sent home every Friday to be laundered and should be returned on Monday.
14. Dress Code – Berean Academy allows preschool and kindergarten children to dress in modest play clothes. However, we do have the right to ask a student not to wear something that would be out of line with our school policies. For example, boys do not wear earrings, ponytails, or T-shirts or sweatshirts with inappropriate messages. Please do not allow your child to wear pants with writing across the seat. We are required to take the children out each day if they are here more than three daylight hours, so please dress your child appropriately for the weather. Socks are required with shoes. No flip flops, jellies, or sandals. For safety reasons they are not allowed to wear jewelry except for earrings (girls) which do not hang off the ear.
15. Every child must be toilet trained. In the event of an accident (spill, vomiting, etc.), a change of clothes should be kept at school.
16. Parents are to notify the center of changes in work or home phone numbers in order to reach you in case of an emergency.

17. If your child is engaged in an activity when you arrive, allow your child to put all materials or toys away before you leave. This will teach order and neatness.
18. If your child is on the playground when you arrive, please inform the worker that you are leaving with your child. **Do not leave without informing the worker.** All preschool children need to be signed out.
19. If your child has a medical condition the staff needs to be aware of please list and explain at the bottom of the page.
20. The center will be closed on the following days:
Labor Day, Thanksgiving Holidays, Christmas Holidays, New Year Holidays, Easter Holidays, Memorial Day, Independence Day (Childcare is closed the week of July 4.)

❖ Acceptable Use of Technology Policy ❖

A. Introduction

The use of The Academy's computers, computer network, and Internet resources is a key element of the curriculum and instruction. Despite its tremendous educational potential, the Internet also presents the potential for security vulnerabilities and user abuses. For safety purposes, The Academy employs both an Internet filter and firewall.

All employees and students are expected to abide by The Academy's Acceptable Use Policy for using computers, computer networks, and Internet resources below. Failure to follow the guidelines listed herein will result in disciplinary action. Parent(s)/guardian(s) will be given the opportunity to determine their child's access to the Internet when they first enroll at Berean Academy. The Academy will not be responsible for any and all claims arising out of or related to the usage of this computer system. The Academy's computer network is regarded a limited forum. This means that The Academy may restrict speech for valid educational reasons.

B. Access

1. Students and their parent(s)/guardian(s) must sign an Acceptable Use Consent Form to be granted access to the Internet via The Academy's computer network.
2. A signature will be required when students first enroll. Parent(s)/guardian(s) can withdraw their approval at any time.
3. The use of The Academy's system and access to the use of the Internet is a privilege, not a right. The Academy reserves the right to limit or remove any user's access to the school's computer system at any time for any reason. Unacceptable use of The Academy's system may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; loss of credit and/or reduction of grade; discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

C. Educational Purpose

1. The Academy's computer network has not been established as a public access service and is not an *open* or *limited open* forum. Therefore, The Academy has the right to place reasonable restrictions on the material accessed or posted through the system.
2. Students and employees may not use The Academy's computer network for noneducational commercial purposes. The school administrator must approve any exceptions.

D. Rights and Responsibilities

1. Search and Seizure

- a. Students and employees should not expect any privacy in the contents of personal files on the school system. Administrators and faculty may review files, messages, and other materials on the computer network to maintain system integrity and user responsibility.
- b. Parent(s)/guardian(s) of students have the right at any time to request to see the contents of student's files.

2. School Employees

Rights, responsibilities, and duties of school employees as they relate to e-mail and Internet use are governed by The Academy. Employees may be disciplined or terminated for violating the school's policies, regulations, and procedures.

3. Due Process

- a. The Academy shall cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through The Academy's computer network.
- b. If the violation also involves a violation of other provisions of school policy, it shall be handled in a manner described in administrative and faculty policy manuals that deal with dismissal, including suspension, exclusion, and expulsion. Additional restrictions may be placed on use of individual Internet accounts, or could result in suspension, expulsion, and/or financial liability.

E. Unacceptable Uses

The following uses of The Academy's computer network are unacceptable:

1. Personal Safety

- a. Students shall not agree to meet with someone contacted or met online without parents' approval. Parent(s)/guardian(s) should accompany students to approved meetings.
- b. Students shall promptly disclose to their teacher or another school employee any message received that is inappropriate or causes discomfort.
- c. Students and employees shall not use the computer network to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable. Students using social networking tools and curriculum content management software for a teacher's assignment are required to keep personal information as stated above out of their postings.
 - (1) This paragraph does not prohibit the posting of employee contact information on school Web pages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - (2) This does prohibit using the computer network to post personal information about the user or another individual on school-approved social networks, for example, Facebook, or other administrative-approved social networks.

2. Illegal Activities

- a. Students and employees shall not attempt to gain unauthorized access to The Academy's computer network or to any other computer system through The Academy's computer network. This includes attempting to login through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b. Students and employees shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal, and criminal prosecution and/or disciplinary action will be pursued.
- c. Students and employees shall not use The Academy's computer network system to engage in any act that is illegal; that facilitates gambling; or that violates any local, state, or federal statute.
- d. Students and staff shall not use the Internet or The Academy's computer network to harass or threaten the safety of others, including the posting of derogatory comments on any Internet Web site in relation to The Academy's faculty or student body.
- e. Misuse of the computer equipment or network including, but not limited to, deletion or violation of password protected information, computer programs, data, password or system files; inappropriate access of files, directories, Internet sites; deliberate contamination of system, unethical use of information, or violation of copyright laws is prohibited.

3. System Security

- a. Employees are responsible for their individual e-mail accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no condition should staff provide their login identity and/or passwords to another person.
- b. Students shall immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not look for security problems, because this may be construed as an illegal attempt to gain access. Under no conditions should students provide other students with their login identity and/or network password.
- c. Students and employees shall avoid the inadvertent spread of computer viruses by following The Academy's virus protection procedures when downloading software or bringing disks into The Academy.
- d. Students who gain access to teacher computer files, directory, programs, and Web site without permission from a teacher will be disciplined as defined in the student handbook.
- e. Tampering with The Academy's computer security system, and/or applications, and/or documents, and/or equipment, will be considered vandalism, destruction, and defacement of school property. Please be advised that it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user and/or student's parent or guardian.

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Students and employees shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Students and employees shall not post information that could cause damage or a danger of disruption.
- d. Students and employees shall not engage in personal attacks, including prejudicial or discriminatory attacks, based on a person's race, gender, religion, national origin, or disability, or engage in any other harassment or discrimination prohibited by school policy.
- e. Students and employees shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If students or staff members are told by a person to stop sending personal messages, they must stop.
- f. Students and employees shall not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respecting Resource Limits

- a. Students shall use the system only for educational and career development activities and for Berean Academy curricular activities.
- b. Students and employees shall not post chain letters or engage in spamming. Spamming is sending an annoying or unnecessary message to a large number of people.
- c. Students shall not deliberately or knowingly delete another student's or employee's file.
- e. Students and employees shall only use software supplied by The Academy. Employees and students shall not install hardware or software on The Academy's computer system without express permission of the school administration.

6. Plagiarism and Copyright Infringement

- a. Students and employees shall not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

- b. Students and employees shall respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, follow the expressed requirements. If a student or employee is unsure whether or not a work can be used, request permission from the copyright owner.

7. Inappropriate Access to Material

- a. Students and employees shall not use The Academy's computer network to access material that is profane or obscene (pornography), that contains viruses, network hacking programs, or similar programs that advocate illegal acts, violence or discrimination towards other people (hate literature).
- b. If students mistakenly access inappropriate information, they should immediately tell their teacher or another school employee. This will protect them against claims that they have intentionally violated this policy.
- c. Parent(s)/guardian(s) should instruct students if there is additional material that they think would be inappropriate for them to access. The Academy fully expects that students shall follow their parent's instructions in this matter.
- d. Educators will monitor student use of the Internet in schools and will take reasonable measures to prevent access by students to inappropriate materials on the Internet and World Wide Web and to restrict access to materials harmful to students.
- e. The school maintains the right to monitor the online activities of employees and students, and operate technology protection measures (filtering/blocking devices or software) on all computers on The Academy's computer network as required by law. The filtering/blocking software will attempt to protect against access to visual depictions that are obscene, harmful to students, and child pornography, as required by law. Invasion or disabling of the filtering/blocking device installed by The Academy, including attempts to evade or disable, is a violation of the acceptable use policy.

F. Select Policies

1. Employees' and Students' Personal Web Presence

The Academy does not discourage the rights of students and employees to take part in school-approved, social-networking sites (e.g., Facebook), personal Web sites, blogs, discussion forums, and wikis away from the school. The Academy requires, however, that its employees, students, and other school representatives observe the guidelines listed below and throughout this document when making a reference in any form generally or specifically about any person or school-related activity on any Internet-related communicative device.

In addition, The Academy reserves the right to access an employee's or student's social networking Web site, blog, discussion forum, wikis, or any other Internet-related communication device in making decisions relative to employment promotions or awards and honors given in the name of The Academy. Furthermore, employees or students must post on their personal Web sites a notice that the site may contain copyrighted material that cannot be downloaded without the approval of the copyright owner; they are also to post a notice declaring who is the creator of the Web page.

A reproachful violation in any way of the following policies and guidelines can result in disciplinary action, including the termination of an employee or the expulsion of a student:

- a. Respectful in all forms of communications.
- b. Avoid the use of profanity, vulgar, or slang language in any communicative form.
- c. Intimidate or cast disparagement upon any person in any way.
- d. Exploit any Web site page or social-networking site to disparage conduct prohibited by school policies.

- e. Post photos of any person, including themselves, associated with The Academy in any way while wearing official attire or any other clothing that associates the photos to The Academy unless written permission has been granted by The Academy in writing.
- f. Display any form of behavior that harasses or bullies a school employee or student.
- g. Ridicule in any way a school-related activity or function, including any person associated with such activities or functions.
- h. Make derogatory or demeaning comments in respect to race, gender, nationality, disability, or physical features, including sexually suggestive comments.
- i. Make or imply a threat to harm an employee, student, or any other person associated with The Academy.
- j. Use The Academy's logo or name without written permission from The Academy.

G. Limitation of Liability

The Academy does not assume and, hereby, expressly disclaims liability for the misuse of its computers, equipment, e-mail, and Internet programs that violate this policy or any applicable law. The Academy makes no guarantee that the functions or the services provided by or through the school system shall be error-free or without defect. The Academy is not responsible for any damage suffered through the use of its computer system, including but not limited to, the loss of data, interruptions in service, the accuracy or quality of information obtained through or stored in the system, damages or injuries from improper communications damage to property used to access school computers or online resources, or financial obligations resulting from the use of school resources.



BereanAcademy

PARENT/STUDENT AGREEMENT & WAIVER FORM

Parent Name: _____

Student Name: _____

Grade: _____

I have read and understand the Berean Academy Acceptable Use Policy regarding in-school use of the computer network and the Internet. I agree to abide by its provisions.

I understand that I have no right to privacy when I use the Berean Academy computer network and the Internet, and I consent to the Berean Academy staff monitoring my communications.

I further understand that any violation of the provisions in The Academy's Acceptable Use Policy may result in suspension or revocation of my system access and related privileges, other disciplinary action, and possible legal action.

I understand that Berean Academy is not responsible for materials acquired or contacts made on the school's computer network or the Internet, and I will not attempt to hold Berean Academy responsible for any such materials or contacts.

Parent Signature: _____

Student Signature: _____

Date: _____



Parent Agreement Form

All Academy parents/guardians must read the *Parent/Student Handbook* and agree to support the rules and procedures therein. By signing this form, you are agreeing to read the *Parent/Student Handbook* in its entirety by the end of your child's first week of classes at the Academy.

Summaries of some critical policies are listed below. Please verify that you have read these overviews by signing the bottom of the sheet.

Attendance

After 30 days (or 15 days in a semester) absent from a class, credit will not be given for that class. Affected elementary or secondary students will be required to take summer school courses to fulfill credit requirements.

Classes missed due to unexcused early dismissals or unexcused late arrivals will receive a zero for a daily grade for those classes missed. A student will be considered absent when he/she has missed more than half of the class period. Please get pre-excused forms for doctor's appointments or necessary early dismissals. Please send a note with your child stating the reason for an absence. Note the handbook for excused criteria.

Child Abuse Policy

Berean Academy faculty and staff members are considered "mandatory reporters" of suspected child abuse by the state and will abide by the following guidelines:

1. Faculty and staff members will document suspected child abuse and report it to the administration.
2. The administration and the child's teacher, along with input from the pastor, will attempt to determine the validity of the teacher's observation.
3. School personnel will discuss the situation with the child involved to seek clarification.
4. If child abuse is suspected, the school will contact the Department of Human Services.

Communicable Disease Policy

Berean Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. While it is not our desire to discriminate against any student, the need for protection of the entire student body is crucial. Therefore, any student at Berean Academy or any student who seeks to enroll who is diagnosed to be carrying any communicable or potentially lethal disease may not be given opportunity to remain or become a student. The concern is twofold: one that other students not be infected, and two, that the ill student not become infected with other diseases transmitted by fellow students or others within the school body.

Health & Accident Policy

Parents or guardians are responsible for all medical bills associated with accidents involving their children. Berean Academy does purchase secondary coverage for students involved in accidents occurring during school-related activities.

Permission to Use Images

- By checking this box I give Berean Academy permission to use digital photos and other image of my child on its website or in print for news and advertisement purposes.

Names & Grades of Children Enrolled at Berean Academy: _____

Guardian's Name: _____

Guardian's Signature: _____ Date: _____