

Bible Baptist Christian Academy

2018-2019

Student Handbook



Psalm 78:4 "...shewing to the generation to come the praises of the LORD, and his strength, and his wonderful works that he hath done."



Home of the Patriots

Phone: (724) 539-8299

Fax: (724) 537-3958

232 State Route 217

Latrobe, PA 15650

www.bbcalatrobe.com

NOTE: This handbook makes use of the word “parent” to mean either an actual parent or a guardian. BBCA is an abbreviation for Bible Baptist Christian Academy, BBC is an abbreviation for Bible Baptist Church.

INTRODUCTORY REMARKS

The BBCA Vision

Bible Baptist Christian Academy exists because of the vision that God gave the people at Bible Baptist Church in 1974. As godly parents began to see the need to strengthen their children in the Christian faith, they began to realize that many schools were working against this most important thing they were trying to instill in their children. Something had to be done to help these parents who were burdened to train their children as the Bible commands (Deuteronomy 6:5-7; Proverbs 22:6).

The answer was a school of their own where godly teachers could not only provide the expertise in education, but also provide what was really needed—assistance in building their children’s faith. So, Bible Baptist Christian Academy was created, not as a mere institution of reading and writing, but as an active ally in the spiritual warfare which is the Christian life.

BBCA does not seek to replace parents; we are an extension of the home and Church. Ecclesiastes 4:12 “And if one prevail against him, two shall withstand him; and a threefold cord is not quickly broken.” Our vision is to provide the needed assistance to concerned, dedicated parents in the battle for their child’s spiritual well-being. It is our desire is to work hand-in-hand with you, the parents, helping to mold lives that will make a difference for Christ. May God help us work together, grant our parents grace to maintain Christian training in the home, and provide all the help and assistance that our school’s vision demands!

In His Service,
Matthew P. Schwender, Pastor

Statement of Faith

As BBCA is a ministry of BBC, we adhere to the church’s statement of faith. If you would like a copy of the church’s statement of faith, please ask and we will supply you with one.

Suggestions for a Successful Day:

1. Make sure the student has adequate rest.
2. See that the student eats a good breakfast.
3. Be certain the student is wearing appropriate school attire, making sure the student is prepared for the weather conditions.
4. Take an active interest in your child's education, providing opportunities to enhance the educational experience. Be willing to aid your student by providing a quiet study environment at home and giving advice in problem areas.

Church Attendance

Attending a Christian school must never take the place of regularly attending the Lord's house for scheduled services. BBCA will not attempt to replace the Church life of its students. Our school policy requires students to attend a minimum of two Church services per week. If a child attends Sunday School this does not count for one of their two regularly scheduled Church services for that week. A report will be submitted by each student weekly, and records will be kept on file as concerning their church attendance. Failure to maintain required Church attendance could result in a student's suspension or expulsion from BBCA.

Problem Solving

During a school year, various problems can arise. Some problems stem from a lack of student progress, a disagreement in the handling of a situation, or simply just a misunderstanding. If you perceive a problem with an area in the school, please contact the school as soon as possible. These problems can usually be rectified over the phone in just a few short minutes. If a problem persists, an appointment should be made with the proper staff member immediately. If a problem is ignored, it can grow until it becomes a major issue thus causing a potential for even further breakdowns.

Parental Involvement

At least one parent's attendance is required at the Orientation meeting before the beginning of each school year. When the roll of both parents and staff are clearly defined and understood from the

beginning of the school year, your child has a greater potential of being a success.

At times, parents will be asked to assist in various school functions. Your support and cooperation will be a good and positive testimony to your child. Through your support and encouragement, you will be taking an active part in your student's spiritual and academic life.

ADMISSIONS POLICY

BBCA is a ministry of Bible Baptist Church and therefore upholds its doctrinal position, philosophy, and practice. Because of our doctrine, philosophy, and practice, BBCA is selective in its admission policy. We reserve the right to refuse admission to any prospective student or to suspend or expel any student who violates the guidelines set forth in this handbook.

Acceptance into BBCA will be decided after a review of the prospective student's application and other necessary forms. New and transferring students may be required to take a diagnostic placement examination as part of their admission process to help determine their placement in the curriculum. Admission and grade placement are at the sole discretion of the Pastor and the administration. All prospective students and parents not attending Bible Baptist Church will be required to:

1. Visit BBCA and observe the facility.
2. Read the student handbook and agree to the contents.
3. Meet with the Pastor for a final interview and decision.

All potential Kindergarten students must be turning 4 by October 31st to be considered for enrollment.

FINANCIAL INFORMATION

Please see Appendix C for the financial policy and more information for the current year. Delinquent accounts may result in the student being financially suspended until the account has been brought current. In the event of a student's voluntary withdrawal or involuntary dismissal from BBCA, the final payment due will be based upon the guidelines provided on the current year's Financial Policy.

GENERAL INFORMATION

Telephone

Students are discouraged from using the office telephones. A student can have a Supervisor call for him/her if an emergency arises. Students will not be permitted to receive calls during school hours except for emergencies.

Delivery of Articles to Students

Articles brought to the school for students should be left with the receptionist or school secretary. No parents are permitted in the Learning Centers of the school without prior authorization from the administration.

Lost and Found

The school is not responsible for personal property left in the building or on the premises. All personal items should be well marked with the student's name. Lost articles should be turned into the learning center supervisor. Please do not delay in checking for any items which your child has lost.

Birthday Parties

Students may want to share their birthday with classmates. Parents will need to contact the L.C. Supervisor at least 2 days in advance to make the proper arrangements for any special activities.

Lunch

Lunches for students may be provided by the parents. The school provides a lunch counter with several items for sale daily. We also provide a microwave to heat up lunch items. Please keep these to a minimum and avoid items that take more than two or three minutes to heat. Items must be brought in a microwavable container. Occasionally, the school will have special days where a certain food is brought in and may be purchased. You will be notified of such days.

School Activity Participation

Only students enrolled in Bible Baptist Christian Academy will be

permitted to participate in school activities, programs, and field trips. Special consideration and exceptions to this policy may be made by the administration.

Snack Time

Students in kindergarten will have a snack time in the morning. The school will not provide the snack; however, they can be purchased from the lunch counter.

Required School Supplies

There is a list of required supplies based on your child's learning center in Appendix A. Please see this list and be sure that your student is prepared by having all the required supplies by the first day of school.

Take-Home Notebooks

Each student will be issued a take home notebook that will have homework assignments, academic updates, and other important information. Parents will be required to read and sign this Notebook every day for their child. Failure to do so will result in the student receiving a demerit for each offense. Students will be required to take good care of this notebook as it will be the main form of communication between the school and parents.

Academic Balance

Honor roll and privilege levels require students to maintain academic balance. To achieve academic balance, the student must average 1 ½ stars per week in core PACE subjects (Math, English, Science, Social Studies, Word Building). This keeps the student on track to attain 3 stars in each core subject for each quarter. If a student is also taking a PACE elective, it must also be tested in every three weeks.

Progress Reports

Grades will be reported at the end of each quarter by means of a Progress Report. In addition to grades, character traits that are observed will be reported. At times, additional comments may be made. These comments can offer valuable information and should be read over carefully.

We will update the parents concerning the academic progress of the students at the end of the first quarter with a parent teacher meeting. Any questions concerning Progress Reports should be brought to the attention of the L.C. Supervisor at this meeting.

Honor Rolls

There are two levels of Honor Roll at BBCA: the “A” Honor Roll and the “B” Honor Roll. Both honor rolls require academic balance as well as a “C” or higher average in electives. The “A” Honor Roll will be for those students who maintain a 94% or higher PACE average, while “B” Honor Roll will be for those students who maintain an 88% to 93% PACE average.

Standardized Testing

BBCA requires students to participate in nationally recognized standardized testing. These tests provide the school and parents with valuable information concerning the current aptitude of each student. All college bound Juniors and Seniors are encouraged to take the ACT college board test.

Attendance

Daily attendance is necessary for a student’s academic and character development. We realize that things do happen from time to time that prevent a student from coming to school or being on time for school. Here are the reasons for which the school will excuse an absence:

1. Illness
2. Bereavement
3. Necessary appointments
4. Family emergency

An absence can also be excused for special circumstances provided that the school is notified in writing about the absence at least two days prior. It is suggested that more notice be given for a multiple-day absence. Work missed during an absence must be made up by the student.

Important: When a student is absent, parents should call the

school by 9:30 a.m. If no call is received, the school will contact the student's home to find out where the student is. This guards against truancy and should give parents peace of mind. Absences will only be excused by written communication from the parent within three days of the absence; otherwise, the absence will be considered unexcused. Multiple unexcused absences can lead to a state truancy call, suspension, or even expulsion.

Being Tardy to School

A tardy is only excused for the following reasons:

1. Failure of transportation (bus company/personal) to get the student to school on time
2. Family emergency
3. Necessary appointments.

Students with unexcused tardiness will be issued demerits increasing each successive day within a given week.

School Cancellation Information

BBCA is within the Derry Area school district. On inclement weather days, BBCA observes the same status as Derry Area school district, regardless of what other surrounding school districts may do. Parents should check with their local TV station to find out the status of Derry Area and, subsequently, BBCA. Bus companies in other school districts should contact parents if schedules are different than Derry Area.

Early Dismissal

Students who need an early dismissal from school due to illness must go to the learning center supervisor to make arrangements to go home. Students who need to leave early because of a doctor's appointment or other reason must bring a signed, dated note from their parent stating the time they are picking up the student. This note should be given to the L.C. Supervisor upon arrival at school. Parents are to use the courtesy phone to pick up a student for early dismissal.

Student Employment

To be in compliance with the mandatory state attendance laws, students must attend each day of the academic year. Permission may be granted for limited school time employment for seniors. This must not interfere with required school participation or church attendance and must be approved by the administration prior to the start of employment.

Off limits areas

Students are to be in the designated areas of their classes at all times. They are not permitted to be in vehicles during school hours. Areas such as church offices, kitchens, and closets are only accessible with permission from the supervisor.

Visitors

Visitors are not permitted in the Learning Centers without prior administrative approval. All visitors are to follow proper school dress code when in the Learning Centers.

Transportation

For the safety of your child, your signed permission granting another individual to transport your child must be presented to the school. Signed and dated permission with exact drop off or pick up instructions is necessary for any change in bus transportation. If your child is to be picked up from school, rather than riding their normal bus, please contact the school as soon as possible so we can inform the bus company. We cannot keep a child off the bus without parent permission.

Vehicles

Students who are permitted to drive to school must park in the assigned area. Students who drive to school should not arrive before 8:15 or stay beyond 3:15 unless they are involved in a supervised activity. Students may not transport other students without written permission in advance from the students' parents.

Monthly Scripture

Students will be assigned a Scripture passage each month according to their grade. They will be allowed two mistakes or helps per passage. Once the passage is recited to a staff member they will be rewarded with merits.

Medication

All medications must be in possession of and administered by a staff member. Medications will not be given without written instructions from the parent. All medications (including Tylenol, Tums, etc.) that are permitted to be given to a student must be provided by the parent.

CLASSROOM PROCEDURES

Student Offices

Student offices are assigned by the L.C. Supervisor. Offices should be kept neat and clean. Students may decorate their offices with approved materials. Coats and P.E. bags are not to be in a student's office.

School Conducted Searches

The school reserves the right to inspect and search lockers, offices, backpacks, coats, gym bags, lunch boxes, and any other students' belongings brought on school property. Personal searches may also be conducted by the appropriate staff members if the administration feels it is necessary for the protection of other students or the school property.

The school has not had trouble with weapons, drugs, and other contraband, but the school reserves the right to search for these and other illegal materials without the student being present. This includes a student's personal effects. The school will cooperate with civil authorities where applicable. The school reserves the right to check for materials that are not illegal in society but are inconsistent with the school's nature and philosophy, and/or against school rules and standards. This includes, but is not limited to such items as tobacco, alcoholic beverages, supplies for the sexually active, worldly magazines, and unapproved music.

Books and Equipment

All non-assigned reading material must be approved by the L.C. Supervisor before it can be carried or read during the school day. Any equipment used should be returned in the same condition as when given other than normal wear and tear.

Scoring Table

The scoring table is the place where a student's Christian character is tested. A student's academic success can be determined by his concentration and honesty at the scoring table. The student's scoring is closely monitored and spot-checked for accuracy by staff or volunteers. If scoring violations are found during the checks, demerits may be issued. If there are too many mistakes in any given PACE, the student will have to be issued a new PACE and charged according to the financial policy.

Testing Table

All testing will be done at a designated testing table or desk. Students are permitted to take only authorized materials to the testing table as determined necessary by the L.C. Supervisor. Once students are at the testing table they are not to leave the table until the test is completed. Tests should be taken before lunch to allow the student ample time to complete the tests for the day. It is best to avoid testing on a Monday and to limit students to two tests per day if possible.

Pace Procedures

1. After the PACE number is entered on the Supervisor's Progress Card, the PACE is issued to the student with their name and the date written in ink on the front cover.
2. The student scans the PACE and reads over the Self Test to become familiar with the basic content of the PACE and what concepts they should master as they progress through the material. The student enters exact goal Pace pages on the goal chart.
3. The student studies the introduction pages. After this, they read the vocabulary words aloud to a staff member who in turn initials this section.

4. The student begins working the PACE in pencil.
5. When the student completes their goals in each subject, they should have also scored and corrected their work and set new goals for the following day.
6. In order to score their work he/she requests permission to go to the scoring station, taking only their PACE. Answers are then checked with the proper score key. Every answer, word, letter, and even punctuation should be checked for accuracy according to the score key. If there is a wrong answer, they mark it with a red X. If the score key reads “answers will vary”, the student goes back to their seat and raises their flag. A staff member will read over the answer. If the answer is acceptable, it will be given a green staff initial. When the pages have been scored completely, and the score strips properly marked with an X, the student replaces the score key and the red pen in the proper place. The student returns to their office to correct the answers that were missed.
7. The student may then seek permission to return to the scoring station to rescore their answers. When their answers are correct, the student circles the red X with a red circle. Then they will follow the procedures outlined in number 6 and return to their office. (However, if the student should still have incorrect answers, it will be necessary for them to repeat numbers 6 and 7 until all red X’s are corrected and circled). Only one red X should ever be marked at any one item. When a student completes scoring and rescoring each page and all answers are correct, they circle the page number and fill in the final score strip properly.
8. Before the student takes a Checkup, preceding material should be scored, corrected and the checkup signed by the learning center supervisor. The Checkup is taken in the student’s office. The student scores, corrects, and rescors according to numbers 6 and 7. A Supervisor initial will be required after the checkup is completed as well.
9. Numbers 6 – 8 are repeated throughout the remainder of the PACE until the student reaches the Self Test. The student reviews the PACE, especially concentrating on the Checkups and

vocabulary. When the student is ready to take the Self Test, the Supervisor scans through the PACE to be sure everything up to this point is correct, and that they are ready to take the Self Test. The Supervisor then initials the Self Test.

10. The student takes the Self Test in their office. After completing the Self Test, they go to the scoring station to score the Self Test.
11. The student scores their Self Test. They will figure the grade and write it in red in the proper place. They are then to use the same procedures that they used to score their PACE work (numbers 6 and 7) for correcting the Self Test.
12. The student thoroughly studies the Self Test giving special attention to the questions they have missed. He/she lists beside each wrong answer the page number on which the right answer is given.
13. The Supervisor has the responsibility to determine if the student is ready for the PACE Test by asking questions concerning items missed, especially those on the Self Test. At this point, the Supervisor takes the time needed to make sure the student understands the concepts covered in the PACE. The Supervisor then initials the PACE for the test to be taken and the PACE is kept by the Supervisor.
14. The student takes the PACE Test the following morning. They are called to the testing table with only approved materials and given the PACE Test. The student does not leave the table until the test is completed. There is absolutely no talking or disturbance at the testing table.
15. If the student scored 80% or better on the PACE Test, the Supervisor briefly reviews the PACE Test with the student, giving them a star and a new PACE. If the student makes less than 75% on the PACE Test, the Supervisor issues them another PACE of the same number to master the material before testing again. First-time test scores of 75% to 79% will not allow the student to proceed to the next PACE, however, the student will be permitted to re-take the test within two days. Should the student score below an 80% on the re-take, the PACE is failed and must be reissued. Should the student pass the re-test, the

grade from the re-take will be recorded as the next lowest multiple of five (i.e. a 92% would become a 90%).

16. Parents will be notified when a student fails and must retake a PACE test. Because of the extra cost of the PACE and shipping, there will be a replacement charge according to the financial policy. This charge must be paid within three days and the student cannot continue in that subject until the replacement charge is paid. When a failed PACE is reissued, the student will have approximately half of the normal allotted days to complete the reissued PACE. This must be done or the student will not remain on academic balance and thus he will only fall further behind in his work.
17. Parents will be notified of passed PACE tests with a “Congratulations” slip. Parents are encouraged to keep these in case any questions arise concerning their child’s completed PACEs.
18. As the student is going through the PACE, they are encouraged to keep a separate notebook of terms, vocabulary words, facts, formulas, etc. The student will be given up to 3 points on the test for this notebook, depending on the number of pages and content of the notebook.
19. If students or parents would like an extra day with the PACE after the self-test is taken, students may work extra pages throughout the PACE. This would allow the student to take the self-test one day, set a “Notebook” day for the next day and take the PACE home. Then, they can turn in the PACE on the notebook day to take the test the following day. Example:
 - a. Student takes the self-test Tuesday
 - b. Student turns in the PACE on Tuesday
 - c. Student takes the test on WednesdayOR
 - a. Student takes the self-test Tuesday
 - b. Student sets notebook day Wednesday
 - c. Student can take the PACE home Tuesday night
 - d. Student turns in the PACE Wednesday
 - e. Student takes the test Thursday

Bible Baptist Christian Academy Sample Daily Schedule

8:15	Doors Open
8:30-8:45	Opening
8:45-11:30	PACE Work with break
11:30-12p	Lunch
12:00-1:00	PACE Work
1:00-1:15	Break – Responsibilities to be done during this break
1:15-2:00	PACE Work or Electives
2:00-2:45	PACE Work or Electives
2:45-2:55	Set goals, finish responsibilities
2:55	Dismissal

	Monday	Tuesday	Wednesday	Thursday	Friday
12:00-1:00	Pace Work				
1:00-1:15	B	R	E	A	K
1:15-2:00	Pace Work	Electives	Pace Work	Electives	Privilege Time/ Pace Work
2:00-2:45	Pace Work	Electives	Electives	Electives	P.E. 1 and 2

GENERAL GUIDELINES

Dress Code

When choosing school clothes please follow these required guidelines. If there are violations to the dress code, parents will be called or a note sent home in the student's notebook depending on the severity of the violation.

1. Any color polo or button-down shirt may be worn. Shirts must have sleeves and an appropriate t-shirt or tank top must be worn under a button-down shirt. Form fitting tops are not permitted. Shirts may be un-tucked if not presented in a sloppy manner.
2. Shoes may be dress, casual, or tennis shoes. The soles and heels of shoes should be no more than 2 inches thick. Sandals are not to be worn to school.
3. Appropriate button down and zipper sweaters may be worn in the Learning Centers upon the Supervisor's approval.
4. Jackets, coats, hoodies, and windbreakers are not to be worn in the Learning Centers.
5. P.E. uniforms will be knee length basketball shorts and t-shirt. Gym socks and **non-marking** tennis shoes are required for P.E. class.
6. Jewelry with occult symbols or zodiac signs are not permitted.

Girls

1. Skirts and dresses may be worn and must be modest in style allowing enough room so that the knee cannot be seen at any time during the acts of walking, sitting or kneeling. The skirt/dress must be loose fitting so that undergarments are not apparent. Wrap, pencil, denim, and cargo skirts are not permitted. All slits should not come above the knee. Learning center 3 students are required to wear a slip with all skirts/dresses. Dresses must have a collar or be worn with a shirt that has a collar.
2. Girls are required to wear some type of socks, tights, or hosiery.
3. Facial make-up must present a natural appearance and not

draw attention. Nail polish must not be dark or cultish.

4. Earrings are limited to one per ear lobe and may not exceed 2 inches. One bracelet or watch may be worn per wrist.

Boys

1. Pants must be dress or casual style. Cargo and denim pants are not permitted.
2. Socks and belts must be worn at all times.
3. Hair must be a neat, tapered cut. No bowl cuts, bleached or other faddish styles are permitted. Hair must be off the ears and shirt collar. Sideburns should be no longer than the middle of the ear. Students capable of growing facial hair must be clean shaven. If a boy is in need of a haircut, the parents will be notified and given two days to comply before demerits are given.
4. Boys are not permitted to have any body piercing. Boys are permitted to wear medical alert devices, a watch, and one ring.

Personal Hygiene

In the day and age in which we live, children are physically maturing at a faster rate. As to avoid an awkward situation at school, we are asking parents to instruct their children in proper personal hygiene. These areas may include: fresh, clean clothing (including socks and shoes); regular showers/baths; brushing teeth; combing hair; and use of deodorant. Each student is in close proximity to staff and other students which makes personal hygiene very important.

Sports Participation

Participation in school sports is a privilege. Participation may be denied because of academic issues or behavioral problems. To be eligible for practice and games, students must have said all previous monthly Scriptures and maintain a minimum of 1 star per week average. Students must attend practice to participate. If BBCA does not have school because of weather conditions, after school activities will be cancelled.

Graduation

See Appendix B for current graduation information.

Food

No open food may be placed in offices or in the school refrigerators. All students must report to the lunch area at lunch time and remain there until dismissed by a staff member. No food of any kind is to be kept in the student's office or locker overnight.

Hand-Carried Items

Items such as book bags, lunch boxes or notebook covers may not picture characters that defy Deity or Scriptural principles. Check with the administration with any questions.

Student Participation

All students are required to attend all school sponsored services such as: Graduation, Awards night, and other special services or programs.

Electronic Devices

Electronic devices are not to be in a student's possession. Such items are to be held by the learning center supervisor during the school day. The school will not be held responsible for items left unclaimed.

Worldly Associations

The purpose of BBKA is to give direction to our young people, not only academically, but also spiritually. We believe tobacco, drugs and paraphernalia, alcohol, certain music, etc. all take part in planting a seed of rebellion. We take a firm stand against any form of these worldly associations.

CONDUCT AND DISCIPLINE

Discipline

Discipline of all students is a joint responsibility of the parents and staff. We welcome your questions, comments, and suggestions; however, any changes in policy must reflect godly spiritual principles

and the best interests of the school and its students. Most minor discipline problems which occur in the classroom are handled by the learning center supervisor. Other problems are referred to the administration, which may impose some form of discipline or counseling. Severe or repetitious behavioral or procedural problems may require a meeting with the parents.

Important: The administration reserves the right to make any changes or updates to the conduct, discipline, dress code, or demerit system at any time during the school year. These changes and updates may be made immediately at the administration's sole discretion. Parents will be notified of the changes by way of a letter in their child's notebook.

Off-Campus Behavior

Students' testimonies are greatly affected by how they act at all times. If they do damage to their testimonies away from school, it can carry over to the school and become a stumbling block for other students and their testimonies. If any student behaves in a manner that the administration feels brings reproach upon the testimony of BBKA, and more importantly, Jesus Christ; that student will be subject to school disciplinary action or immediate dismissal.

Merits and Demerits

We believe that proper instruction of a child requires both corrective action as well as positive reinforcement. We have instituted a merit system in order to provide a positive atmosphere in our school that rewards good behavior and character. The following is a list of ways to earn/spend merits.

I. Ways to earn merits:

A. Monthly Scripture

1. 1st-8th of month 50 merits
2. 9th-15th of month 20 merits
3. 16th-23rd of month 10 merits
4. 24th-31st of month 5 merits

B. Weekly cleanest office/locker 20 merits each

C. Responsibilities (10 per week)

D. Character demonstration (20)

II. Ways to redeem merits:

- A. Merit shop (snacks and toys, amounts vary)
- B. Out to lunch with Pastor (100)
- C. End of year Merit Trip (500)

It is our desire to have a positive school atmosphere at all times. We seek to honor Christ with our attitude and actions as well as our speech. We desire for each student to have their speech "...always with grace..." so as to glorify God and edify each other. The following list is not extensive, but covers many of the areas that can be a problem in the school and would warrant a demerit.

- I. One demerit given for each violation
 - A. Leaving your office or Testing Table without permission
 - B. Being late for class
 - C. Talking in the Learning Center
 - D. Disrupting the learning center
 - E. Bringing gum, food, or drink into the Learning Center
 - F. Taking red pen to office
 - G. Carrying a pencil to Score Station
 - H. Writing in Score Key (replacement cost in addition to demerit)
 - I. Paces left home (1 demerit per pace)
 - J. Dress code violations
- II. Three demerits given
 - A. Disrespect
 - B. Wrong scoring
 - C. Swearing
 - D. Cheating
 - E. Lying
- III. Three demerits or more constitutes a detention
 - 3-4 demerits - 1 break
 - 5-6 demerits - 30 min. after school
 - 7-9 demerits - 60 min. after school
 - 10 demerits in a given day will necessitate an immediate Parent Conference

Suspension

If the demerit system does not correct the continued, undesired behavior, the administration will move to suspensions of varying degrees up to the need for expulsion.

Appealing Disciplinary Measures

If a problem is perceived by the parent to exist with any disciplinary measures, a written appeal may be submitted to the supervisor with the signed correction form. A meeting will be set up between the supervisor and parent.

Privilege Levels

BBCA uses three Privilege Levels as motivational incentives. These levels are "A," "C," and "E." Privilege Level "A" is the easiest to obtain, but has the fewest privileges. Privilege Level "E" is the hardest to obtain and has the most privileges.

"A" Privilege

Requirements:

Average 1 star per week

Earn no more than 45 minutes of detention in that week.

Have memorized previous month's Scripture.

Privileges:

Eligible for athletic events

"C" Privilege

Requirements:

Maintain academic balance (2 stars/week)

Earn no more than 15 minutes of detention in that week.

Have memorized previous month's Scripture.

Privileges:

The student will be eligible for any Friday activities.

The student will be permitted to have special privileges after that day's goals are completed.

The student will have scoring privileges after the morning break.

The student may take part in casual day on Friday.

"E" Privilege

Requirements:

Maintain academic balance (2.5 stars/week).

Earn no detentions in that week.

Have memorized previous month's Scripture.

Writes a 1 page report on a subject the Supervisor chooses

Privileges:

The student will be eligible for the Friday activity.

The student will be permitted to have special privileges after that day's goals are completed.

The student will have free scoring privileges.

The student may take part in casual day on Friday.

Student may have "roaming privilege"

"Roaming Privilege" is the ability to go to the rest room, library, get a drink, etc. in the downstairs of the building without waiting for a flag to be answered. Student just tells a staff member on their way out of the room and can take the proper pass and go.

Appendix A

Bible Baptist Christian Academy

School Supply List

KINDERGARTEN

King James Version Bible	Scissors
Facial Tissues	Eraser (2+ good quality)
Small supply box	Glue stick
Pencils (10 or more)	Cough Drops
Crayons (24 + pack)	Construction paper

LEARNING CENTER I & II (1st – 6th)

King James Version Bible	Glue stick
Facial Tissues	Construction paper
Small supply box	Tape
Pencils (10 or more)	Ruler (English/metric)
Crayons (24 + pack)	Loose-leaf paper
Scissors	Blue Pens (4 th -6 th only)
Eraser (2+ good quality)	Cough Drops

LEARNING CENTER III (7th – 12th)

King James Version Bible	Ruler (English/metric)
Facial Tissues	Loose-leaf paper
Small supply box	Blue ballpoint pens
Pencils (10 or more)	Spiral notebooks
Crayons (24 + pack)	Colored pencils
Scissors	3 X 5 note cards
Eraser (2+ good quality)	Compass
Glue stick	Calculator
Construction paper	Protractor
Tape	Cough Drops

This list is only meant to be general in nature. During the year, other materials may be necessary. Parents will be notified of any other needed items.

Appendix B

Graduation

All graduating seniors will be required to pay a graduation fee according to the current financial policy. Announcements or invitations are the responsibility of each student.

Students typically complete eight semesters of high school academic attendance. Once the required course for graduation has been completed based on the current “Schedule for Graduation Requirements”, a student may apply for early release after their seventh semester. Any changes in this procedure would go before the administration prior to the beginning of that school year.

Schedule for Graduation Requirements

General Diploma (21 credits)

<u>Credits</u>	<u>Subjects</u>
3	Bible
4	English (to Pace 1120)
3	Math (to Pace 1108)
3	Science (to Pace 1108)
3	Social Studies (to Pace 120)
½	Physical Education
½	Health
½	Computer
½	Graduation Project
3	Electives

College Preparatory Diploma (24 credits)

<u>Credits</u>	<u>Subjects</u>
3	Bible
4	English (to Pace 1120)
3	Math (to Pace 1120)
3	Science (must include Chemistry or Physics)
4	Social Studies (to Pace 1132)
3	Arts and Humanities (must include Speech)
½	Physical Education
½	Health
½	Computer
½	Graduation Project
2	Electives

Honors Diploma (27 credits, may not always be offered)

<u>Credits</u>	<u>Subjects</u>
3	Bible
4	English (to Pace 1144)
4	Math (must include Advanced Math)
4	Science (to Pace 1144)
4	Social Studies
2	Arts and Humanities (must include Speech)
½	Physical Education
½	Health
½	Graduation Project
1	Computer
1	Foreign Language
2	Electives

Appendix C

Bible Baptist Christian Academy 2015-2016 Financial Policy

Tuition:

First Student :	\$2,400.00
Each additional student	\$1,200.00

Standard Yearly Fees

PACES	\$200
Materials/Testing	\$50
Events	\$50
Sports	\$50
P.E. Uniform	\$50

Total Yearly Fees \$400 (per child)

Tuition Discount:

If full year's tuition payment is received by August 1st, you may deduct 10% off entire tuition and fees.

PACES

Bible Baptist Christian Academy uses a curriculum called Accelerated Christian Education or ACE. The ACE curriculum uses what we call PACES. These are booklets that take a student approximately three weeks to complete. The student in one year will work to complete 12 PACES in each subject. With 5 core subjects and an elective the child will have completed between 60 and 66 paces in a year.

PACE Reorder Fee:

Due to reordering and shipping costs of failed (scoring below 80%) PACES, there will be a \$10 charge before ordering and reissuing the student a new PACE

Fund-Raisers:

It is becoming increasingly hard to keep up with the growing needs of our students, staff and facilities. In the event that extra funds are needed, fund-raisers will be used and all students will be expected to actively participate in the fund-raising efforts. If a student decides not to participate, a “fund-raiser” fee must be paid by the parents. All parents will be notified at the beginning of the fund-raising effort of what this charge will be should their child or children choose not to participate.

Student Withdrawal or Dismissal:

In the event of a student’s withdrawal or dismissal from B.B.C.A., the following guidelines will be used to determine the final payment due. If a student’s account is paid monthly, that student will be charged for the entire month if he is enrolled at least one day of that month. If a student’s account is paid yearly, a pro-rated refund will be given under the same guidelines used for monthly accounts.

Convention

The estimated fee for Regional Student Convention will be \$320 for 8th-12th graders. We have instituted a convention savings plan for all those parents who would like to put away a monthly amount rather than pay the entire fee at once. If you put \$40 per month from September through April, the total cost would be covered. Just write the check and put convention in the memo. We will credit it to the students convention account.

Replacing Lost/Damaged Property

Goal card	\$1	Flag	\$5
Pace	\$10	Score Key	\$10
Star chart	\$5		

Any other damage or defacing of church/school/personal property must be repaired or replaced by the student.

Graduation

Seniors will be required to purchase a graduation package which includes their cap, gown, and diploma. The Cost per senior for this school year will be \$90. This must be paid prior to purchasing these materials.

Important Notice

All payments made to B.B.C.A. (Registration, Tuition, PACE deposit, yearbook fee, etc.) are nonrefundable and nontransferable under any conditions.

FACTS

Here at Bible Baptist Christian Academy parents have several options that they can use to pay their yearly school bill.

The first way is in a full year tuition payment. If that is received by August 1st you can deduct 10% from your entire tuition for the year.

If parents would like to pay half and half, one payment per semester, you can also take 5% off each semester at the time of payment.

Another way is through our FACTS Tuition Management Program. Parents give their financial information to a reputable company called FACTS that will charge the account of their choosing once a month for their child's tuition. We will total the tuition and all the fees together and divide that by 12 months. This will be the total that will be debited from your account on a monthly basis. If you have any other questions about this system you can ask the administration at any time.