

# Bible Baptist Christian Academy

## 2022-2023 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*

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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 And thou shalt love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. (6) And these words, which I command thee this day, shall be in thine heart: (7) And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. Proverbs 22:6 Train up a child in the way he should go: and when he is old, he will not depart from it.

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.

## **Church Attendance**

Attending a Christian school must never take the place of regularly attending services at the Lord's House: Hebrews 10:25 Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching. Our academy will not attempt to replace the church life of its students although we do maintain Bible classes, lessons, and chapel services on a regular basis. Our school policy is that students regularly attend their home church.

## **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 (Proverbs 18:13 He that answereth a matter before he heareth it, it is folly and shame unto him.). Our administration and staff follow the philosophy of chain-of-command problem solving. Matthew 18:15-17 Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. (16) But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. (17) And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican. We believe if we start with the person nearest the problem and work our way up the chain from there, it will form stronger bonds between students, parents, and staff. If you perceive a problem with an area in the school, please contact us 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. If a problem is ignored, it can grow until it becomes a major issue thus causing a potential for even further breakdowns. We desire for the mind of Christ and the will of God to be done in every situation. Let us all determine to act Scripturally and as Christians in all perceived problems. Colossians 4:6 Let your speech be alway with grace, seasoned with salt, that ye may know how ye ought to answer every man.

## **Parental Involvement**

At least one parent's attendance is required at the Orientation meeting before the beginning of each school year. When the rolls of both parents and staff are clearly defined and understood, you and your child have a greater potential for succeeding. Philippians 1:27 Only let your conversation be as it becometh the gospel of Christ: that whether I come and see you, or else be absent, I may hear of your affairs, that ye stand fast in one spirit, with one mind striving together for the faith of the gospel;

At times, parents will be asked to assist in various school functions. Through your support and encouragement, you will be taking an active part in your student's spiritual and academic life as well as have a positive influence on them.

# 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 but admits students of any race, color, and national or ethnic origin. 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. New and transferring students may be required to take a diagnostic placement examination as part of their admission process to help the administration determine their placement in grade and curriculum. All prospective students and parents 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/administrator for a final interview and decision.

## GENERAL INFORMATION

### **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.

### **Telephone**

Students will not be permitted to send or receive calls or texts during school hours except for emergencies. Only the school phone may be used by students with supervisor permission. See Electronic Devices section for policy on cell phones and tablets.

### **Delivery of Articles to Students**

Articles brought to the school for students should be left with the school secretary. Parents are only permitted in the Learning Centers of the school with prior authorization from the administration. This helps prevent unnecessary distractions and interruptions to the school day.

### **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 school secretary. Please do not delay in checking for any items which your child has lost. The school has a designated lost and found area that can be accessed with the school secretary's permission. Items left in lost and found may be discarded after a three-month period.

## **Lunch**

Lunches for students should 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 microwaveable container.

## **Holiday and Birthday Celebrations**

Birthday Parties – Students may celebrate their birthday by bringing treats for their classmates and teacher. We ask parents to make arrangements with their child's teacher first.

Holiday Celebrations – Holidays at BBKA will be celebrated in such a way as to give glory to the Lord. You may coordinate sending in treats, etc. with your child's teacher.

Please note that children may have allergies. We ask that you check with your child's teacher before sending in treats.

## **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. The application has an extra-curricular agreement that gives the school permission for all such activities throughout the school year.

## **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 are asked to read and sign this notebook every day for their child. Failure to do so will result in the student receiving a demerit. 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. Parents should feel free to write notes to teachers using this notebook.

## **Attendance**

Daily attendance is necessary for a student's academic and character development. 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, although more notice is appreciated. Work missed during an absence must be made up by the student and should be arranged with the teacher.

**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 excused for the same as attendance with the addition of transportation issues (i.e. bus company problems). Students with unexcused tardiness will be issued demerits increasing each successive day within a given week.

### **School Cancellation Information**

On inclement weather days, BBCA observes the same status as Derry Area school district, regardless of what other surrounding school districts may do. Bus companies in other school districts should contact parents if schedules are different than Derry Area. We also try to send out a school mass text to keep you informed.

### **Early Dismissal**

Students who need to leave school due to illness must go to the school office to make arrangements to go home. Students who need to leave early because of a doctor's appointment or other reason must bring a note from their parent stating the time they are picking up the student. This note should be given to their teacher upon arrival at school. Parents are to use the courtesy phone located in the foyer 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. 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 a staff member.

### **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. Be aware that some school districts will not allow students to ride busses if they do not reside in that district, even on a one-time basis with a note. If your child is to be picked up from school, rather than riding their normal bus, please contact the school **before 2:00pm** so we can inform the bus company.

## **Vehicles**

Licensed student drivers 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 both students' parents.

## **Scripture Memory**

Students will be assigned Scripture passages to memorize. Once the passage is recited to a staff member they will be rewarded with merits. Completion of this Scripture is required for honor roll and privilege status.

## **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. Doctor's orders must be included for any prescription medications or treatments whether routine or as needed. All medications must be in original packaging or bottles with clear instructions.

## **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
1:15-2:30	PACE Work or Electives
2:30-2:45	Set goals, finish responsibilities
2:45	Dismissal

### **Friday Schedule**

Because most of our electives occur on Friday, the schedule is slightly different than the other weekdays. Art, music, physical education, and other electives happen throughout the day at different times for different grades. Most of the academic work for the week is scheduled for Monday through Thursday so that core subjects are not required for Fridays.

# CLASSROOM PROCEDURES

## **Student Offices**

Student offices are assigned by school staff. Offices should be kept neat and clean. Students may decorate their offices with approved materials. Coats and P.E. bags are to be stored in their locker and should not be in their 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**

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.

# GENERAL GUIDELINES

## Dress Code

We believe that the Bible outlines important principles relating to the dress and attitude of our young people. The philosophy for BBKA's dress code is to promote modesty and appropriateness (Titus 2:1-8, Philippians 4:5). Our policies have been designed as positive guidelines to enable our young men and ladies to honor the Lord in the way they dress, while also being able to be comfortable in their academic environment. When choosing school clothing, please follow these guidelines. Please note that if there are violations to the dress code, parents will be called or a note sent home in the student's notebook.

1. All students should be modest. We define this as every person being covered, no matter what they wear (skirt, dress, shorts, etc.), from the neckline to the knees. This also means that clothes should be loose enough as to not show undergarments or draw attention to specific body parts.
2. We ask that all hair be natural in color (from blonde to black). Students are not permitted to wear hats or hoods inside the buildings.
3. Jewelry with occult symbols or zodiac signs are not permitted. Permanent markings are not allowed to be visible.
4. Shirts may be any color, material, or pattern, but must have sleeves. A t-shirt or tank top must be worn under a button-down shirt.
5. Jackets, coats, and windbreakers are not to be worn in the Learning Centers. Appropriate sweatshirts, hoodies, and sweaters may be worn during the school day.
6. Pants must be dress or casual style and have no cuts, shreds, patches, or artwork.
7. Shoes may be dress, casual, or tennis shoes. The soles and heels of shoes should be no more than 2 inches thick. Flip-flops, crocs, and slides are not to be worn to school. All shoes must have a back or back strap on them.
8. P.E. uniforms will be knee length basketball shorts and a t-shirt. Gym socks and non-marking tennis shoes are required for P.E. class.
9. Casual days – students are permitted to wear their P.E. clothes for casual days. In addition, jeans and sweatpants will be allowed providing they follow all other dress guidelines.

## Girls

1. Facial make-up must present a fairly natural appearance. Nail polish can be worn. We ask that make-up and nail polish not be dark or gothic in nature.
2. Earrings are limited to one per ear lobe and may not exceed 2 inches. All other piercings must contain spacers and no other jewelry. One bracelet or watch may be worn per wrist.
3. Pants must be dress or casual style. No leggings, jeggings, skinny pants, or capris. Denim and sweatpants pants are only permitted on casual days. All girls (K-12<sup>th</sup>) that choose to wear pants to school must wear a top (t-shirt, sweatshirt, hoodie, or sweater) that covers their entire bottom.
4. Skirts and dresses can be worn and must be modest in style. Wrap and denim skirts are not permitted. All slits should not come above the knee.

## **Boys**

1. 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 needs a haircut, the parents will be notified and given five days to comply before demerits are given.
2. Pants must be dress or casual style. Denim and sweatpants are only permitted on casual days.
3. Boys are not permitted to have any body piercing. Boys are only 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 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 Scriptures and maintain "A" privilege. Students must attend practice to participate. If BBKA does not have school because of weather conditions, after school activities will be cancelled.

## **Food**

No open food may be placed in offices, lockers, 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.

## **Personal School Supplies**

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.

## **Participation**

All students and parents are encouraged to attend 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 during the school day. Such items are to be held by the learning center supervisor.

# 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, including online activities. 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. 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. 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 on- or off-campus.

## 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. Scripture (10 per week)
  - B. Weekly cleanest office/locker 10 merits each
  - C. Responsibilities (10 per week)
  - D. Character demonstration (20)
- II. Ways to redeem merits (amounts vary):
  - A. Merit shop (snacks and toys)
  - B. Out to lunch with Pastor
  - C. Merit trips/lunches at school

It is our desire to always have a positive school atmosphere. 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. Gum, food, or drink into the Learning Center (water bottles from home are allowed)
  - 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 or more demerits given for:
- A. Disrespect
  - B. Wrong scoring
  - C. Swearing
  - D. Cheating
  - E. Lying
- III. Detentions
- 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.

# Academic Information

## Academic Balance

Honor roll and privilege levels require students to maintain academic balance. To achieve academic balance, the student must average a minimum of 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 fellowship. 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 BBKA: 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 93% or higher PACE average, while “B” Honor Roll will be for those students who maintain an 88% to 92% PACE average.

## Standardized Testing

BBKA participates 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.

## Privilege Levels

BBKA 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 60 minutes of detention in that week.

Have memorized previous Scriptures.

#### Privileges:

Eligible for athletic events

The student may take part in casual day on Friday.

### "C" Privilege

#### Requirements:

Maintain academic balance (1.5 stars/week)

Earn no more than 30 minutes of detention in that week.

Have memorized previous Scriptures.

#### 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 Scriptures.

Writes a 1-page report on a subject the Supervisor chooses

#### Privileges:

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".

Student may do their schoolwork in the library (or other designated area) with permission to talk and enjoy snacks while working.

"Roaming Privilege" is the ability to go to the rest room, library, get a drink, etc. in the building without waiting for a flag to be answered. Student must tell a staff member and take the proper pass before leaving the room.

# Appendix A

## Bible Baptist Christian Academy

### School Supply List

#### *KINDERGARTEN*

King James Version Bible	Eraser (2+ good quality)
Facial Tissues	Glue stick (Elmer's)
Small supply box	Cough Drops
Pencils (10 or more)	Emergency clothing
Crayons (24 + pack)	Nap blanket & pillow
Scissors	

#### *1<sup>st</sup> – 12<sup>th</sup> Grade*

King James Version Bible	Notebooks
Facial Tissues	Colored pencils (7 <sup>th</sup> -12 <sup>th</sup> )
Small supply box	3 X 5 note cards
Pencils (10 or more)	Compass (4 <sup>th</sup> -12 <sup>th</sup> )
Scissors	Calculator
Eraser (2+ good quality)	Protractor (4 <sup>th</sup> -12 <sup>th</sup> )
Crayons (1 <sup>st</sup> -6 <sup>th</sup> )	Cough Drops
Tape	Hand sanitizer
Ruler (English/metric)	Lysol wipes
Loose-leaf paper	Glue stick (Elmer's)
Blue ballpoint pens	

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

### Financial Policy

**Application Fee:**

New Student:	\$100
Returning Student:	\$50

**Tuition:**

First Student:	\$3,000
Second Student:	\$2,000
Each Additional Student:	\$1,000

**Standard Yearly Fees**

Covers PACES, materials, testing, sports, etc.  
Per Student: \$500

**Tuition Discount:**

Discount applications are available for families that pay in full or by the semester. No personal financial information is needed in order to apply; however, payments must be made by August 1<sup>st</sup> for yearly and first semester payments, and December 1<sup>st</sup> for second semester payments. Failure to make the payment on time may result in loss of discount. Applications can be found on the website or paper copies may be requested from the Academy. Tuition discounts are not able to be stacked on top of financial aid.

**Financial Aid:**

Several different types of financial aid are available to families of all income ranges. Financial aid is disbursed as needed and on a first come first served basis. Applications can be found on the website or paper copies may be requested from the Academy.

**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., a prorated amount of tuition will be credited to the family's account. Please note that fees are not able to be prorated. Once a student is withdrawn, the account is due immediately and will fall under the Past Due Accounts section of the Financial Policy.

**Convention**

The estimated fee for Regional Student Convention (8<sup>th</sup>-12<sup>th</sup> grades) will be \$400, with International Convention costing approximately \$500. These are estimates based on convention costs and location. 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.

**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 \$100. This must be paid prior to graduation.

**Important Notice**

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

**ACH**

All families who wish to make monthly payments will fill out an ACH Authorization Form picking the day of the month for automatic withdrawal from a checking or savings account. Payments are made through a secure, third-party provider. Alterations to monthly payments are only able to be made by contacting the academy.

**Past Due Accounts**

All academic records will be held for any students whose financial account is past due. Records will not be released to another institution without payment in full. Delinquent accounts may result in the student being financially suspended until the account has been brought current. A student whose tuition is not current may become financially ineligible to attend classes. Days missed due to non-payment of the school bill will be considered days absent and will be included in the total number of absences. No report cards, transcripts, or diplomas will be issued to students unless all tuition and other incidental fees are paid.