

Bible Baptist Christian Academy

2025-2026

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. BBKA is an abbreviation for Bible Baptist Christian Academy, BBC is an abbreviation for Bible Baptist Church.

INTRODUCTORY REMARKS

The BBKA 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 to open in the fall of 1975, not as a mere institution of reading and writing, but as an active ally in the spiritual warfare which is the Christian life.

BBKA 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 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 BBKA 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 roles of both parents and staff are clearly defined and understood, you and your child have a greater potential for success. 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 having a positive influence on them.

School cell

The best way to contact someone during the school day is through the school cell phone, 724-221-0267. This is especially important for changes to bussing in the afternoons. Also, please make sure to add the school pager number as a contact in your cell phone to ensure you are receiving text message updates – it is 874-47. Many phones will consider it spam and delete it if you don't have it as a contact. Please add both of the numbers into your phone as separate contacts because some phones will try to text to the school pager system (which does not receive texts) instead of the actual cell phone. I have a contact, School Cell, in my phone with the full phone number and a contact, School Pager, with the short code number. Please let us know if you have any questions.

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

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.

Delivery of Articles to Students

Articles brought to the school for students should be left with the school secretary.

Lost and Found

The school is not responsible for personal property left on the premises. All personal items should be well marked with the student's name. The school has a designated lost and found area. Items left in lost and found may be discarded after a two-week period.

Lunch

Lunches for students should be provided by the parents. The school offers a lunch counter with several items for sale. 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 plan this ahead with their child's teacher.

Holiday Celebrations – Holidays at BBCA will be celebrated in such a way as to give glory to the Lord. You may coordinate sending 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 for students throughout the school year.

School Supplies

There is a list of needed supplies given out at the beginning of the year.

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. 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 or tardiness:

1. Illness
2. Bereavement
3. Necessary appointments
4. Family emergency
5. Public bus transportation issues

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. 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.

School Cancellation Information

On inclement weather days, BBBCA observes the same status as Derry Area school district, regardless of what other surrounding school districts may do. Bus companies in other school districts tend to follow their district's schedule but should contact parents if something is different. We also try to send out a school mass text from the pager system.

Early Dismissal

Students who need to leave early because of a doctor's appointment or other reason must bring a note in their notebook from their parent stating the time they are picking up the student.

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-limit 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 (including parents) are not permitted in the Learning Centers without prior administrative approval. This helps prevent unnecessary distractions and interruptions to the school day. 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 the bus 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 7:55 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.

Medication

All medications must be in possession of and administered by a staff member. Medications will not be given without written instructions from a 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

7:50	Doors Open
8:05-8:15	Opening
8:15-11:30	PACE Work/electives with break
11:30-12p	Lunch
12:00-2:30	PACE Work/electives with break
2:30-2:50	Set goals, finish responsibilities
2:50	Dismissal

Tentative Electives Schedule

Learning Center 1:

Monday, chapel 8:15am
Thursday, Art 8:15am
Friday, PE 1:00pm
Music classes TBD

Learning Center 2:

Monday, chapel 8:15am
Thursday, Art 9:00am
Friday, PE, 1:45pm
Music classes TBD.

Learning Center 3:

Monday, chapel 8:15am; Fine arts 1:00pm
Thursday, PE 1:00pm
Music classes TBD.

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.

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, 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. Extreme hair styles such as razor lines, shaving of the head, mohawks, etc. are not permitted.
3. Jewelry with occult symbols or zodiac signs is not permitted. Permanent markings are not allowed to be visible.
4. Shirts 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 but must have a shirt with sleeves worn underneath.
6. Pants/jeans/shorts must have no cuts, shreds, patches, or artwork.
7. The soles and heels of shoes should be no more than 2 inches thick. Flip-flops 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.

Girls

1. Facial make-up must present a fairly natural appearance. We ask that make-up and nail polish not be dark or gothic in nature.
2. All piercings other than ears must contain only spacers.
3. No leggings, jeggings, spandex, biker shorts, or skinny pants. All girls that choose to wear pants or shorts to school must wear a top (t-shirt, sweatshirt, hoodie, or sweater) that covers their entire bottom unless they are basketball shorts.
4. Skirts and dresses can be worn and must be modest in style. Wrap skirts are not permitted. All slits should not come above the knee.

Boys

1. Hair must be off the ears, eyebrows 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.
2. Boys are not permitted to have any piercings. Boys' jewelry should be minimal and not distracting. Necklaces must be worn under shirts.

Personal Hygiene

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 near 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 lunchtime 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 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..." 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 in 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
- K. Homework not complete (1 per PACE per day)

II. Three or more demerits given for:

- A. Disrespect
- B. Wrong scoring

- C. Swearing
 - D. Cheating
 - E. Lying
- III. Detention
- 3-4 demerits - Lunch break
 - 5-6 demerits - 30 min. after school
 - 7-9 demerits - 60 min. after school
 - 10 demerits in a 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 the same number of stars in core PACE subjects (Math, English, Science, Social Studies, Word Building). This keeps the student on track to attain their target number of stars in each core subject for each quarter. If a student is also taking a PACE elective, it follows the same guideline.

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.

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: Principal Honor Roll and Pastor Honor Roll. Both require students to quote assigned Scripture memory passages. Principal Honor Roll is a student on track towards a general or college prep diploma. Pastor Honor Roll is a student on track for college prep or honors diploma. The requirements are as follows:

	Principal # of PACES	Pastor # of PACES	Principal Overall PACE average	Pastor Overall PACE average
Grades 1-3	12	12	88	93
Grades 4-8	10	12	88	93
Grades 9-12	Per Graduation Projection		88	94

Privilege Levels

BBCA uses three Privilege Levels as motivational incentives. These levels are:

"A" Privilege

Requirements:

Earn no more than 60 minutes of detention in that week.

Recited assigned Scripture memory passages.

Privileges:

Eligible for athletic events

"C" Privilege

Requirements:

Maintain academic balance towards Principal Honor Roll

Earn no more than 30 minutes of detention in that week

Recited assigned Scripture memory passages.

Privileges:

The student will be eligible for any extra 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

"E" Privilege

Requirements:

Maintain academic balance towards Pastor Honor Roll

Earn no detentions in that week

Recited assigned Scripture memory passages.

Write a ½ 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

Student may do their schoolwork in a designated area with permission to talk quietly while working

The student will be able to take part in an extra break throughout the day as available