

Berea Christian Academy

Parent & Student
Handbook

2011-2012

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ADMISSION

Admission to Berea Christian Academy is a privilege and not a right, which may be forfeited by any student or family who does not conform to the standards and regulations of the school. The school may request the withdrawal of any student at any time who, in the opinion of the administration of the school, does not fit into the spirit of the school, regardless of whether or not he conforms to the specific rules and regulations of the school.

Admission is limited to the children of parents who are active members of Berea Baptist Church. A student is admitted to Berea Christian Academy on the basis of former record and/or placement tests. The status of current students will be reviewed yearly, and the student will be re-enrolled on the basis of academic progress and disciplinary record. Families who are not faithful to the above-stated admission policies may be denied re-enrollment.

Berea Christian Academy was formed to provide a Christian education for students. Admission policies have been established to conform to that purpose.

Berea Christian Academy admits students of any race, color, and national or ethnic origin.

ENROLLMENT PROCEDURE

- Parents must complete an application to Allendale Academy.
- Parents must complete an application to Berea Christian Academy. Complete a Medical Release Form, sign a parent cooperation statement, and provide BCA with a copy of your child's most current report card.
- Enrollment is not complete until the full registration fee is paid and we receive the attendance card and blank report card from Allendale. (These forms will be mailed to you by Allendale. When you receive these forms, please turn them into the school Administrator.)

FINANCIAL INFORMATION

Allendale Registration Fees

All students enrolling in Berea Christian Academy will be required to register with Allendale Academy. Allendale Academy will keep all academic and health records required by the state.

One Time New Student Enrollment Fee:

Kindergarten - 9th grade \$25

10th grade - 12th grade \$10

Registration fee for Kindergarten – 8th grade \$65

Registration fee for 9th grade – 12th grade \$95

7208 Amhurst Way
Clearwater, FL 33764
(727) 531-2481

www.allendaleacademy.com

BCA Registration Fees: \$135 per student

BCA Registration fees are due on June 30th.

Your child will not be considered enrolled until these fees have been paid. These fees are NON-REFUNDABLE.

Estimated Curriculum Fees:

These costs are estimated for each grade level. **Each family is responsible for paying and ordering their child's curriculum.** You will receive the list of materials required for your child's class. We, as a school, will be making an order. If you would like to share in the cost of shipping and be sure your books arrive on time, you are welcome to place your order with the school. If you choose to place your order through the school, you will receive an exact amount and bill after the books are received.

K5	\$140	5 th	\$330	10 th
\$290				
1 st	\$290	6 th	\$340	11 th
\$280				
2 nd	\$300	7 th	\$320	12 th
\$340				
3 rd	\$340	8 th	\$320	
4 th	\$340	9 th	\$320	

Tuition Rates: \$1,000 per child

Monthly tuition (\$100 per child) is due the first day of the month with the first payment due August 1st and the last payment due May 1st. If a child is withdrawn or dismissed from school, the current month's tuition is due and is non-refundable. A withdrawal fee may be assessed.

Start up Fee: \$250 per family

The start up fee is a one-time cost per family. This cost is used to fund the purchase of equipment needed to provide your child with his education.

Responsibility to Volunteer

In order to keep tuition cost to a minimum, one parent (guardian/family member/friend) from every family is required to volunteer at least one day a week or equivalent to one day a week.

ACADEMIC INFORMATION

Grading Scale

Our reporting system is designed to give parents and students an indication of the progress or lack of progress being made. The academic grade is based upon the actual work completed on homework, quizzes, tests, exams, etc. The grading scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Homework and Make-up Work

- Each student is to do his own work. Any student who copies work from another source or another student has cheated on the assignment and will be disciplined accordingly.
- Seatwork/homework is due on time. A weekly homework grade will be given for each subject. Work is due the following school day by 8:45. Every day the work is late 10 points will be deducted from the weekly grade.
- Bob Jones Home Sat is designed for use as a home school curriculum. Therefore, if the student does their required work in class, there will be little or no homework.
- A student who has an excused absence is required to make up regular assignments upon returning to school and at the direction of the facilitator.
- A student who is absent from school on the day of a scheduled test or quiz is required to complete that test/quiz upon return.
- All work assigned prior to an absence must be submitted upon return. Make-up work for a long period of absence will be given special consideration and handled on an individual basis.

Report Cards

Report cards are sent home at the end of each nine-week period. To evaluate progress effectively, parents should note carefully all details of the report card. Academic grades are based upon the actual work done on homework, quizzes, tests, exams, and projects. The student's participation and cooperation in the class can be a factor in the student's academic grade.

- A student who earns a grade of "A" is one who demonstrates outstanding scholarship and understanding of the designated subject matter.
- A student who earns a grade of "B" is one who demonstrates above-average scholarship and grasp of the designated subject matter.
- A student who earns a grade of "C" is one who usually demonstrates average scholarship and grasp of the designated subject matter.
- A student who earns a grade of "D" is one who usually is somewhat deficient in the mastery of the knowledge and skills of the course.
- A student who earns a grade of "F" is one who does not fulfill course requirements.

Honor Roll

To recognize academic achievement, the Principal's List and Honor Roll are published at the end of each semester. Students may not qualify for these honors if there are incomplete grades at the time of the computation. Students will qualify for academic honors based on the following:

- ▶ Principal's List Student must have all A's
- ▶ Honor Roll Student must have all A and B grades

Incomplete

An “I” is used at any marking period to indicate that the student has not completed the required work. It is not a grade in the subject. It is only used for circumstances beyond the student’s control, such as illness. An incomplete automatically becomes a failure unless the work is completed during the following three (3) weeks of school or if special arrangements have been made.

DRESS CODE

The purpose of the dress code is to teach the students to dress neatly and modestly. In determining the dress code we do consider, above all else, the Scriptural principles of modesty, testimony, deference, distinction from the world and the opposite sex and appropriateness. We ask that you support our application of the Scriptural principles. Some of our policies are institutional policies. The dress code has been written to be easily understood. Students should dress neatly, not sloppily. Our dress code will be strictly enforced. Regular dress code is as follows:

GIRLS

- ◆ All girls must wear skirts, dresses, or capris that have hemlines that cover the knee completely, even when sitting. Skirts may have a slit/kick pleat as long as the top of the slit/kick pleat is no higher than the middle of the knee. When the slit/kick pleat is higher or longer than permitted it must be sewn not pinned to meet dress code.
- ◆ Necklines should not go beyond two inches below the clavicle.
- ◆ Clothing should fit comfortably. To avoid tight clothing, there should be at least two inches of loose material around the **chest, hips, and buttocks**. Clothing should drape the body rather than be form fitting.
- ◆ Blue jean capris will not be permitted. Girls may wear jean skirts and dresses.
- ◆ Sleeveless shirts or dresses worn without a blouse underneath or jacket over the top are not acceptable.
- ◆ Sheer material is not permitted.
- ◆ Tops must be long enough to cover skin at all times – no matter what the activity.
- ◆ Proper undergarments must be worn.
- ◆ Girls should maintain a feminine and neat appearance at all times.
- ◆ Jewelry must be moderate and conservative, not excessive.
- ◆ Make-up must be moderate and conservative, not excessive.
- ◆ Conservative tennis shoes and sandals may be worn.
- ◆ Hairstyles should be feminine and hair color should be a natural color. Hair highlights should be subtle and natural looking.

BOYS

- ◆ Hair must be a standard, conservative cut. It should be off the ears, tapered in the back, and bangs should be off the eyebrows. Boys are not permitted to dye their hair.
- ◆ Boys are not permitted to wear neck chains, bracelets, or traditionally feminine jewelry.
- ◆ Shirts must be tucked in unless they were made to be worn on the outside. Shirts should fit properly. Boys will not be permitted to wear oversized shirts.
- ◆ Boys may wear slacks or solid colored jeans. No blue jeans are permitted. Pants of any style that have a sloppy appearance will not be permitted. (Neat colored jeans are those that are NOT faded and DO NOT HAVE RAGGED CUFFS.) If pants have belt loops, a belt must be worn for boys in 3rd grade and older. Waistlines must fit at the waist – not below.

Students repeatedly violating the dress code or whose attire is immodest may be sent home. We would appreciate parents adhering to the dress code policies when you visit the school or attend school activities. Volunteers are required to follow school dress code.

MEDICAL INFORMATION

The following measures need to be taken if your child is to receive any type of medication during the school day:

- STUDENTS ARE NOT TO CARRY ANY MEDICATION WITH THEM. All medication must be given to the administrator in its original container, and it must have the student's name on it. This includes non-prescription medicines such as Tylenol, Advil, aspirin, etc.
- Medication Authorization Forms may be obtained from the administrator and must be filled out by the parent for non-prescription and prescription medications.
- Any student with 100 degrees or more temperature and/or is vomiting will not be allowed to remain at school.
- If your child has an allergy to ANYTHING, please notify the school in writing. Please state what the allergy is and how it is to be treated. This information must be placed on the student's application **and** medical release form. If special medication is needed for your child, please see that there is an adequate supply of the medication at school.

PARENT/SCHOOL RELATIONS

Please note the following:

- Keep in mind the dress code for students and make sure that before your child leaves home, he/she is complying with it. We also ask that our parents set an example by following our principles of modesty and neatness.
- If any question arises over a decision made or a rumor heard, please contact the administration, and we will be glad to discuss the situation with you. To complain to your children, criticize the school, or call another parent undermines our position and greatly hurts our efforts with your child. We are most effective when we work together.
- Schoolwork will be sent home on a weekly basis. Parents are to review, note any problems your child might be having in a particular area, and return the signed packet of papers. **It is the parent's responsibility to be sure their child fully comprehends their subjects.** If there is a specific problem or concern, please speak with the administrator/facilitator.

MUSIC STANDARDS

2 Corinthians 5:17 states, "Therefore if any man be in Christ, he is a new creature: old things are passed away; behold, all things are become new." When we are saved, we have a new birth, become a new creature and have a new song. Psalm 40:1-3 says, "I waited patiently for the Lord; and he inclined unto me, and heard my cry. He brought me up also out of a horrible pit, out of the miry clay, and set my feet upon a rock, and established my goings. And he hath put a *new song* in my mouth, even praise unto our God: many shall see it and fear, and shall trust in the Lord." The word *new* means new in kind. It refers to a different, fresh and pure song. The word *new* is used in connection with our music more frequently in Scripture than with any other concept in the changed life. A believer's music, therefore, should reflect the nature and character of our holy God. It should not be characterized by the old and fleshly life prior to the new birth. 1 Peter 1:14-15 says, "As obedient children, not fashioning yourselves according to the former lusts in your ignorance: but as He which hath called you is holy, so be ye holy in all manner of conversation." The word conversation is referring to the believer's lifestyle.

In applying Biblical principles to the area of music, we believe that rock music and modern pop music deadens the spiritual life and greatly harms the development of godly young people. Christian rock, contemporary Christian, and modern "Gospel" music is likewise harmful. If music is Christian, then it will be conformed to the image of Christ and reflect the holy character of God. It will give one the proper opinion of God.

Parents should cooperate with and support this policy at home. Although not everyone will be in complete agreement with the standards set by Berea Christian Academy, they can support them in the following ways:

- not criticizing the policy
- not willfully exposing the student to the rock element
- not attending rock and Christian rock concerts
- not promoting Christian rock artists, their music, or their concerts

If you have questions about our music policy, please contact Pastor, and he will discuss this position with you.

MOVIES, TELEVISION, VIDEOS, INTERNET

We believe that multimedia has the potential to be a powerful and corruptive influence. Television that is not controlled is detrimental to spiritual growth. Students should refrain from watching R, NC-17, and X rated movies. Hollywood's rating system can be very inconsistent, and its value system may be very different than that of a Christian's. As an example, Hollywood tends to view violence (even if it may depict reality or may be historically accurate) as more offensive than an act of sexual immorality. Therefore, movies with a rating of G, PG, and PG-13 may have content that is unsuitable for students to watch due to the sexual themes, sexual innuendos, nudity, language, and gratuitous violence that many of those movies contain. Students who watch movies with the aforementioned content will be disciplined according to the content rather than according to the rating and may receive a penalty that is appropriate to the level of inappropriate material that was seen. Please be advised that, although all families should agree on certain biblical principles on forming standards for movie viewing, not all families will apply those principles exactly the same way. Therefore you should encourage your family and children to make their viewing habits a private matter. This will also alleviate any peer pressure to view particular films.

Internet services should be monitored and controlled. Although the Internet can be a useful tool, it can pose serious dangers. Students involved in Internet sites that are harmful to their character and spirituality and students who use e-mail or instant messaging inappropriately may be disciplined at school.

CLOSING OF SCHOOL

When severe weather approaches, Berea Christian Academy will follow Pinellas County School closings. However, once the storm has passed, we will reopen based on the condition of our facility. Every family will be notified by phone.

SOCIAL FUNCTIONS

The school will not be held responsible for any party or social function that is not officially approved or sponsored by the school. For all school-sponsored functions, school regulations (including the dress code) apply to both students and their guests.

CELL PHONE POLICIES

Parents who desire their child to have a cell phone due to concerns of safety getting to and from school, should note the following policies:

- ◆ Cell phones may be brought to and from school, but should be turned off during the school day.

- ◆ Students are not allowed to use the cell phone during the school day unless they get permission from a facilitator.
- ◆ Cell phone use should be limited to contacting family only.

WITHDRAWAL POLICIES

Students must be formally withdrawn from Berea Christian Academy. Students must return all school-owned materials. An official withdrawal form must be completed and personally delivered to the school Administrator. Parents are responsible for full payment of all charges through the calendar month in which the withdrawal is made.

INFORMATION CHANGES

It is important to maintain a current record of address and telephone numbers. This information is used for mailing and for emergency purposes. All changes in names, address, telephone numbers, health insurance and work information should be directed to the administrator.

ATTENDANCE

Absences

Regular attendance is essential for success in school. Students are advised to avoid being absent whenever possible. When an absence does occur, please observe the following:

- The parents are expected to assume responsibility for reporting the absence of the student to the school. Parents will need to pick up school work for the day in order for their child to receive credit for the school day. Your child will be able to stay on schedule by watching their classes at home.
- A student is considered truant from school or a particular class when he has not obtained prior approval by the school to be absent.
- When a student/parent fails to notify the administrator of a "planned absence" the absence is unexcused. Any test or quiz missed during an unexcused absence cannot be made up and will result in a zero.
- All absences are recorded on the student's record, whether excused or not (excluding school-sponsored trips).

Early Dismissals

Arrangements need to be made with administrator if a student needs to be taken out of class early.

Planned Absences

In the event that the parents believe they must take their children out of town, the following should be noted:

The parents must plan with the administrator the planned absence. The responsibility for completing assignments missed will rest with the student and parents. Your child will have the opportunity to watch all his/her courses at home the same way he would in class. You will be allowed to borrow the DVD's for the classes your child will be missing.

DISCIPLINARY SYSTEM

The purpose of Christian discipline is Christ likeness. A well-disciplined life is an effective and productive life. Discipline helps to develop students who are obedient, responsible and strong in godly character. We believe discipline should be an effort of the home and the school working together to help students conform to the image of Christ.

The administration is given full discretion in the discipline of our students. This would include after-school detention and suspension. Parents will be notified before any such disciplinary measures are taken.

As a Christian school, we reserve the privilege of setting and maintaining standards for student conduct, dress, cleanliness and scholarship. The school reserves the rights to refuse admittance, suspend, expel or withdraw any student who violates the standards of conduct as defined by the administration.

Proper Christian educational and moral principles can be attained only through a well-disciplined program. As students and parents, your cooperation is essential.

These guidelines are intended to develop godly character and a strong Christian testimony in the lives of students. If at any time a student does not understand a policy or rule, we encourage him to seek out an administrator for a full explanation.

The following is a guide for discipline at Berea Christian Academy. It is important that students do not just conform to the "letter of the law," but understand and follow the "spirit" of the system. Listed below are the actions considered to be detrimental to the testimony of a student at Berea Christian Academy.

Minor Offenses

- o Being in an off-limit area
- o Breach of dress or hair regulation
- o Chewing gum / eating in class
- o Disturbance
- o Excessive talking
- o Passing / possessing / writing notes during class
- o Horseplay
- o Cell phone on during school
- o Late to class / school
- o Littering
- o Sleeping in class / chapel / study hall
- o Working on unrelated material in class / chapel
- o Unprepared for class / study hall
- o Mistreatment of other students or their property
- o Fast forwarding videos
- o Not following class schedule

Major Offenses

- ▶ Defacing school property
- ▶ Cheating
 - Homework
 - Quiz
 - Test
 - Mid-Term / Final Exam
- ▶ Failure to follow instructions (oral or written)
- ▶ Disrespect to staff

- Direct disobedience
- Overt disobedience
- Challenging authority of any staff member
- Insubordination
- ▶ Intentional class absence (per class)
- ▶ Improper social conduct (on the premises or at school activities)
- ▶ Lying (verbal misrepresentation of the truth)
 - to administration
 - to teacher
 - to another student
- ▶ Dishonesty (deliberate withholding of the truth) / Deception
- ▶ Tussling / fighting / physical contact
- ▶ Improper movies / videos
- ▶ Profanity / vulgarity / obscenity
- ▶ Pornography
- ▶ Smoking
- ▶ Plagiarism
- ▶ Unacceptable music
- ▶ Inappropriate Internet / e-mail use

Offenses Resulting in Automatic Expulsion

- ▶ Drinking
- ▶ Stealing
- ▶ Immorality
- ▶ Possession or use of drugs
- ▶ Attending a rock, jazz, soul, rap, country/western, Christian rock, contemporary Christian, or heavy metal concert as well as attending any nightclub
- ▶ Persuading, promoting, or encouraging others to violate the theological policies of Berea Christian Academy

Whether at school or away from school, we should desire to do all things to the glory of God (1 Cor. 10:31); therefore, students should be aware of those things that please God and refrain from those that do not glorify Him. Examples of ungodly activities are smoking, drinking intoxicating beverages, taking narcotics and seeing worldly movies (whether in the theater or at home) that promote and portray things that God's Word condemns. The students should avoid those things that tend to conform their thinking to worldly philosophies and desires. Rock music, worldly books and magazines, inappropriate computer software, inappropriate Internet services, and most of today's television programs are illustrations of things that tend to be a detriment to spiritual growth and take away the fervency a Christian should have.

The school will request the withdrawal of any student who does not fit into the spirit of the school or who consistently and habitually disregards the policies and rules of the school.

Parent Notification

Parents will be notified by note for repeated or excessive minor offenses. Note will need to be signed and returned to administrator the following school day. For major offenses a parent will be called, and a conference may be requested. Excessive notes and/or major offenses may result in discipline, probation, suspension, or expulsion. If your child is suspended from school, no make up work will be permitted.

Expelled Students

A student who has been expelled may not return to Berea Christian Academy or attend school activities unless accompanied by a parent. School dress requirements must be met. The administration reserves

the right to ask any returning student to leave the school or school activity when necessary. The expelled student is not allowed to attend for two full semesters.

Articles Prohibited

Cigarettes, alcoholic beverages, narcotics, playing cards, knives, guns or explosives of any kind, radios, and newspapers and books not directly related to class work are not permitted. All books and magazines should be appropriate for school use. Gum should not be brought to school for any reason, and candy is to be restricted to the lunchroom.