



# **BereanAcademy**

## ***2019-2020 Parent-Student Manual***

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Berean Academy exists to glorify God by challenging students to follow Jesus Christ, educating them in the wisdom of God as it applies academically, spiritually, and socially.

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## ❖ INTRODUCTION ❖

### History

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

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

### Purposes

The purposes of Berean Academy are:

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

### Philosophy

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

### Statement of Faith

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

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

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

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

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

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

*We believe in the bodily resurrection of all persons, judgment to come, the everlasting blessedness of the saved, and the everlasting punishment of the lost.*

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

## **Patriotism**

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

## **Accreditation**

Berean Academy is accredited by the Tennessee Association of Christian Schools (TACS), by the Southern Association of Colleges and Schools (SACS/AdvancED), and is Agency Approved by the State Department of Education.

## **School Affiliations**

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

## **Notice of Non-Discrimination**

Berean Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, finances, athletic, or other school-administered programs.

## **Personnel**

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

## **School Board**

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

## **School Hours**

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

## **Office Hours of Operation**

The school office is open Monday through Friday from 7:45 AM until 4:00 PM on school days and from 9:00 AM to 2:00 PM on other days.

## **Campus Visitor Policy**

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

Berean Academy is a closed campus. Those who are not students or employees of Berean Academy may not roam freely around the facilities. If someone wishes to visit on campus, he/she should check in at the office and receive a visitor's pass. To gain entrance into the school building during the school day, visitors must press the intercom button at the main entrance to request entry from school personnel. Guests must consider our dress code and wear appropriate attire.

Students may not have visitors (other than immediate family) at lunch except for special occasions. On these special occasions, arrangements should be made in advance with the office. All visitors and parents must sign in at the office and receive a visitor's pass. Alumni may visit during lunch.

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

## **Chapel**

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

## ❖ ADMISSIONS ❖

### **Admission Policy**

#### Requirements:

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

#### Procedure and paperwork:

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

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

### **Withdrawal Procedure**

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

### **Immunization Policy**

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

### **Examinations**

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

### **Communicable Disease Policy**

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

## ❖ FINANCES ❖

### **Tuition**

See the school office for specific details. Tuition payments are due on the monthly date(s) established by the school for ten months beginning in August and ending in May. After 30 days of delinquency, your child may not return to school unless special financial arrangements are made through the administrator and school board. The August payment must be made on time. There will be no 30-day delinquency period for August.

## Policies and Procedures for Delinquent Accounts

Berean Academy believes parents or guardians have a moral duty to pay all tuition and fees as in a timely manner. It is the parent (s)' or guardian (s)' responsibility to contact the school in advanced to make alternate arrangements should they be unable to meet their financial obligations on the dates due, or their account will be in default. If an account reaches 31+ days past due, guardians will be contacted by the school with an explanation of their account details. If an account reaches 61+days past due, Berean will disable family access to its online school management program (Sycamore Education). In addition, 61+ day delinquent accounts will not be permitted to incur further debt, including, but not limited to, lunchroom items. Berean may notify parent (s) that the student (s) will no longer participate in extracurricular activities, including sports and fine arts unless the parent (s) have met with an authorized school representative to discuss payment arrangements. If an account reaches 90 days past due, the school will notify parent (s) that the student (s) may no longer attend class until such time as the balance is brought back to current (or within a 31-60 day past due balance). Any payment made must be applied to past due charges before being applied to current charges.

Berean Academy partners with FACTS Management Company to help manage tuition payment programs. School families register with FACTS through a brief online enrollment process. The link to access the FACTS registration page may be accessed by visiting the school homepage at <http://www.bereanacademy.net> and clicking on the FACTS icon. From this site, families will create login credentials, choose a payment plan, and enter payment information.

The fee for enrolling in FACTS is determined by the chosen payment option. Families may choose a bi-monthly, monthly, semi-annual, or annual payment plan. These are annual fees per family – not per student.

Payments are processed through a secure electronic funds transfer. Automatic payments can be made from a checking or savings account or from a variety of credit cards. Families can choose to have email reminders sent in advance of payment due dates, if preferred.

Parents may check their personal online accounts anytime to view payment history, the next scheduled payment, or make a payment online.

### Late Charges

Past due accounts will be charged late fees. Report cards and official transcripts will be held each quarter for those families with outstanding balances in tuition.

### Registration Fees

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

### Other Fees

K5 Graduation	\$30
12th Grade Graduation	\$85 (includes caps & gowns)
Art Fee	
6 <sup>th</sup> - 8 <sup>th</sup>	\$20
9 <sup>th</sup> -12 <sup>th</sup>	\$40
Sports Fee	\$30 per sport

### Referrals

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

## **Before and After School Care**

- 1) Before and after school child care is available (on regularly scheduled school days) for students currently enrolled at Berean Academy.
- 2) Before School Care: Our official morning care begins at 7:00 AM.
- 3) After School Care: After School Care hours are from 3:30 PM until 6:00 PM. The cost is \$3.50 per hour; however, any parent who arrives after 6:00 PM to pick up their child will be charged \$1.00 for every minute, thereafter. This service is provided strictly for our school families. Parents who make use of this service must maintain a prompt schedule for picking up their children. All students must go to car lines after school. At 3:30 PM, students who remain must go to daycare or be at a supervised practice. They may not remain on campus unsupervised.

## ❖ ATTENDANCE ❖

### **Tardiness**

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

### **Early Dismissal**

Students are not permitted to leave the school grounds during the day without permission. In elementary grades, if a student must leave early, a written note from the parents stating the reason is to be presented to the teacher before school begins. Secondary students are to turn in the written note to the school office. All parents who pick up their children for an early dismissal must report to the office, not to the students' classrooms. Parents are asked to sign out their children in the office. High school students who drive must sign out when they leave the campus before the school day ends. The only students who may leave early without written or verbal permission are seniors who have permission on file in the office. This senior privilege allows seniors to leave campus with written parental permission at the end of sixth period, provided that the senior does not have a seventh period class. Students will not be dismissed to anyone other than parents, grandparents, or guardians unless the student brings a written note from the parent to that effect. Students must be in school a MINIMUM of 4 hours to be considered present for the day.

### **Absences**

Regular attendance is essential for successful achievement in school. Parents must provide a written explanation of their child's absences; this documentation must be given to the school office or other designated person before the child returns to his or her classroom.

According to Tennessee State Law, parents, legal guardians, or persons having control of a student subject to compulsory attendance have the duty to monitor the student's school attendance and require the student to attend school. If a student is absent from school for an aggregate of five (5) days during the school year without adequate excuse, then the student is subject to referral to juvenile court. For further information concerning state attendance laws, refer to Senate Bill 196, which was passed on May 9, 2017.

### **Pre-Excused Absence**

In the event of a planned absence, parents are asked to notify the school at least one day prior to the scheduled absence. This will assist teachers by giving them some notice to arrange a list of assignments and due dates for the student.

### **Absences Due to School Activities**

A student who misses class because he/she is a participant in an official school sponsored activity will not be considered absent from school.



## Assignments Related to Absences

- 1) A student will have twice the number of days absent to make up work assigned during the absence.
- 2) For pre-planned absences, any long-term assignment that was given one week or more prior to the absence is to be turned in before the student leaves, i.e. compositions, book reports, term papers. Each day absent is a late day.
- 3) If a student is scheduled to leave school early due to a school activity, homework assignments are to be turned in that day and new assignments for missed classes are to be obtained.
- 4) Homework assigned before an absence is due when the student returns to classes. (The extent of required homework is at the discretion of individual teachers due to the varying needs of each class.)
- 5) If a student is absent on the day a test is given, the student is expected to take the test on the day the student returns to school. If the student elects not to take the test on schedule, the test score will be assessed a 10-point late penalty. If a student's absence involves missing initial instruction (not necessarily a review) over testing material, the student will have twice the number of days absent to make up the missed test. Students must take responsibility for assignments and being prepared for assessments.

## Unexcused absence

Absences that do not meet any of the criteria for the preceding categories are rendered unexcused. An unexcused absence may require the student to receive a daily grade of "60" in all subjects missed that day, and any missed tests to be taken with a 10-point penalty. The administrator will determine the specific consequences.

## 15-Days Absent per Semester

Students who miss 15 days of a course in a semester may not receive credit in the affected course. If a student exceeds 15 absences in a course, the additional absences require a written explanation from a physician or special permission to attend the funeral of an immediate family member. If exceptions are approved, students who miss more than 15 classes in a semester must enroll in the Extended Academic Term to validate their grades in the affected courses. Please refer to the Extended Academic Term section in this handbook for more information about this program.

All elementary and secondary students are considered absent if they arrive at school later than 11:35 AM or leave school before 11:35 AM. If a secondary student misses more than four classes in a day, the student's attendance will be recorded as a full day's absence.

## ❖ DISCIPLINE / BEHAVIOR GUIDELINES ❖

### General Discipline Policy

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

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

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

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

### General Conduct Rules

1. There is to be no running in the hallways (safety reasons).
2. Students are to be quiet in the hallways in consideration of other classes being conducted.
3. Students are not to touch the walls, bulletin boards, or art displays. This will help keep our school clean and inviting to everyone.
4. There is to be no loud talking, playing or horseplay in the restroom.
5. Unless students are with a teacher, they are not to be off their immediate floor without a pass. The pass is to be

carried in the student's hand so that it can be easily seen by teachers or staff. Secondary students must sign out and in when leaving and entering a classroom.

6. Students should follow directions the first time.
7. Students should keep hands, feet, bodies, objects, and negative comments to themselves. Self-control is encouraged and expected.
8. Students should always address and reply to teachers with the utmost respect. Students should always address the faculty or any member of the administration as Mr., Mrs., or Miss respectfully.
9. Mocking, mimicking, sassing, or publicly confronting or arguing with a teacher is considered a serious offense, and will not be tolerated.
10. Willful damage to or destruction of school property will not be tolerated. Sitting on desks, carving and defacing desks, eating in restricted areas, throwing an object, littering, etc., are not permitted. All damage must be paid for whether accidental or intentional. If any damage to school property is witnessed, the student (or students) should immediately report the incident to the office.
11. Gum chewing is not allowed in any building during school hours and is never allowed in the auditorium.
12. Cameras may not be used by students (7:30 AM - 3:30 PM) without written faculty permission.
13. A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

### **Personal Technology Devices (PTDs)**

Students may bring their own personal technology devices (mobile phones, tablets, etc.) to school at their own risk. The school is not responsible for any loss or damage that might occur to these personal items. Furthermore, students must abide by the following rules concerning personal technology devices.

1. Students are responsible to secure and care for their own PTDs.
2. Students may use their PTD's before school, between classes, during lunch, and after school.
3. Students may not use their PTD's during classes, unless their teachers allow use for a specified activity.
4. Students must place their PTD's on their teacher's desk before leaving the classroom during a class period.
5. PTD's should not be heard at any time during the school day. Earphones may not be used without administrative permission.
6. Students may not use any PTD's camera (still or video) without permission from the administration or faculty member.
7. Students may not use their PTDs in bathrooms or locker rooms.
8. Students are responsible for all communication sent or received on their PTDs and cannot expect any privacy concerning any content on these devices. The administration has the right to review the content on any student's device upon request. If a student receives inappropriate communication on their device, the student should notify a staff member as soon as possible.

Students who violate these rules will at a minimum receive disciplinary referrals. If personal technology devices are used to commit a major offense, greater consequences will be issued. The administration reserves the right to prohibit offending students from using their personal technology devices at school.

## Elementary Discipline

In addition to general school discipline policy, elementary teachers have developed individualized classroom management plans which may be obtained from them on Orientation Day. These plans explain the rules as well as the positive and negative consequences incurred in a particular classroom.

Parents are notified if there is a pattern of inappropriate behavior or if a serious offense occurs. The administration is in charge of detentions and suspensions. If a student receives an out-of-school suspension, he/she will receive a failing grade of a "60" in each course for the day. If a student receives an in-school suspension, the family will be required to pay a \$75 fee for each day of in-school suspension. Offenses that could lead to immediate suspension include harassment, disrespect, stealing, fighting, skipping class, profanity, vulgarity, pornography, and obscene gestures.

Consequences for major offenses committed by elementary students are as follows:

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

In general, the elementary (grades 1-5) disciplinary tool is missing varying amounts of recess. "Minutes" may be given for a variety of offenses. Parents are notified if a child gets 20 minutes any time during a week. If a child gets 35 minutes during a week, he/she is sent to the principal and parents are notified.

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

## Middle and High School Discipline

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

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

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

The referral system is designed to accomplish two objectives. First, the referral informs parents of the offense and allows the parents to discipline their children as they see fit. In essence, the school is referring a child to his parents. Secondly, the referral serves as a record for the administration to document repeated misbehavior.

### Minor Offenses

Each time a student commits a minor offense, a faculty member will issue a referral. A copy of the referral slip will be sent to the child's parents either by e-mail or student delivery. Consequences enforced by the school for the accumulation of disciplinary referrals are as follows:

- 3<sup>rd</sup> disciplinary referral in a quarter.....lunch detention
- 5<sup>th</sup> disciplinary referral in a quarter.....one-hour, after-school detention
- 7<sup>th</sup> disciplinary referral in a quarter.....Saturday school & \$25 fee
- 10<sup>th</sup> disciplinary referral in a quarter.....suspension & disciplinary probation

Minor Offenses include...

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

Note: some disciplinary offenses listed above may result in more than a disciplinary referral sent to parents. Each situation will be evaluated for context and severity. If it is determined that an infraction is major, greater consequences will be enforced.

### Organization & Care of Lockers

Secondary students are expected to maintain a neatly organized locker. Textbooks and other school-related items are to be neatly stored inside lockers, and locker doors are to remain closed. Students who participate in P.E. classes or have after-school athletic events may use lockers in the gym locker rooms on a first-come, first-serve basis. Students may use their own locks for gym lockers, but the locks must be removed by the end of each day.

### Dress Code Violations

The first time a student receives a disciplinary referral for being out of dress code, there is no additional consequence. Subsequent dress code violations will result in lunch detentions. Depending on the nature and severity of a dress code violation, students may be sent home or be allowed to call home for appropriate clothing.

### Major Offenses

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

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

Berean reserves the right to bypass the discipline system and expel or suspend any student if determined necessary. Furthermore, students may be subject to disciplinary consequences for committing major offenses whether they occur on or off campus, regardless of whether school is in session.

## **Physical Contact/Immorality**

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

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

### *Definition of "immoral act"*

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

### *Definition of "identifying statement"*

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

*Examples:* "I am gay," "I am a homosexual," "I have a homosexual orientation," "I am transgender," "I identify as another gender."

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

### *Definition of "Identifying Act"*

Any act taken by a student that shows a proclivity for, agreement with, or support for homosexual behavior, transgender behavior, or other immoral behavior.

*Examples:* Wearing apparel and/or accessories that shows and/or implies support for homosexual, transgender, and/or other immoral behavior. Wearing apparel, makeup, and/or accessories that are commonly associated with another gender than the student's naturally-born gender. Attempting to use the bathroom and/or locker room facilities of another gender than the student's naturally-born gender. Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at Berean Academy and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

## **Disciplinary Probation**

1. All students who commit one or more major offenses or who habitually commit minor offenses will be placed on disciplinary probation.
2. Details concerning disciplinary probation will be established by the administration on a case-by-case basis.
3. Students on disciplinary probation may be subject to immediate expulsion, if misbehavior continues.
4. If accepted back in school, any expelled student will be on probation for the following semester.
5. A student expelled a second time will not be allowed to attend Berean Academy again.

## **Suspensions**

The administrator will determine whether or not a suspension will be an out-of-school suspension or an in-school suspension. Students who serve an out-of-school suspension will receive a failing grade of "60" for a daily grade in each class missed due to the suspension. Students who serve an in-school suspension will attend school, but will be separated from classmates and will be subject to a \$75 fee each day to cover the cost of supervision.

## **Lunchroom Rules**

1. Students in Grades 1-5 may talk at the discretion of the teacher.
2. Students going through the lunch line are to be orderly and mannerly.
3. There is to be absolutely no throwing of food or other disorderly conduct.
4. Elementary students are not to be out of their seats without teacher permission.
5. Students are not to touch another student's food.
6. Students are to practice good table manners and to avoid any crudeness of speech or behavior.
7. The table is to be cleaned and the floor checked for dropped food/spills before the students are dismissed to class for grades 1-8. Grades 9-12 are to clear the tables and not leave any messes.
8. Students misbehaving in the lunchroom will lose their recess (grades 1-5) or receive disciplinary referrals (grades 6-12).
9. No family's lunch account may exceed \$20 at a given time.

## **Playground Rules**

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

## **Study Hall Rules**

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

## **❖ ACADEMICS ❖**

### **Promotion and Retention**

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

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

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

## Homework

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

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

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

## Bible

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

## Textbooks

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

## Communication of Student Grades

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

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

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

## Grading Scale

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

## Exams

Semester exams (mid-terms and finals) will be given to students in grades 6-12. These exams will include material covered during each semester.

## Honor Roll

Star Honor Roll: All A's in academic subjects

Honor Roll: All A's and B's in academic subjects (may not have any grades below a B on their final report card)

## Standardized Tests

- The PSAT test is available to 11th grade students in October.
- The Iowa Tests of Basic Skills are administered to students in grades K5 through 9<sup>th</sup> grade in the spring of each year. 10<sup>th</sup> graders take the Pre-ACT or the ACT, and juniors and seniors take the ACT. The results of these tests are shared with parents.

## Graduation Diploma

Students in grades 9-12 must be enrolled each semester in at least five classes resulting in credits for graduation. The valedictorian for the class will be the student with the highest GPA; the salutatorian will be the student with the second highest GPA. The valedictorian and salutatorian must have attended Berean Academy for their junior and senior years, and they both must have taken only track one math courses including Pre-Calculus or dual enrollment math.

A minimum of twenty-two credits will be required in addition to one credit of Bible for each year enrolled at Berean Academy.

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

## Community Service Requirement

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

Required Hours of Service: 75 hours

Volunteer services may be for a not-for-profit organization or other verified charitable cause and should be pre-approved by the administration to assure its applicability to the graduation requirement. Examples: hospitals, parks, summer camping programs, animal shelters, community projects, libraries, churches, etc.

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

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

## Honors

High school graduates are honored as follows:

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



## **Dropping / Adding Classes**

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

## **Technology Instruction**

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

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

## **Internet Use**

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

## **Library**

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

## **Study Hall**

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

## **Field Trips**

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

## **Extended Academic Term**

The Extended Academic Term is an opportunity for certain high school students to extend their semester, so course grades might be raised or verified. The first category of students who may benefit from the extended academic term involves those who earned a semester average between 60 and 69 in a course required for high school graduation. These students may register for the extended academic term to continue working in the affected courses. It is possible for these students to raise their failing grades to a final grade of 70, the lowest possible passing grade.

The second category of students who may benefit from the extended academic term includes those who did not meet the attendance requirements (15+ absences in a semester) to receive credit in a core course. Students in this scenario will have their semester grades verified by averaging their grades earned during the extended term with their semester grades.

Additional information concerning the Extended Academic Term, including dates, times, and costs, will be published near the end of the spring semester.

## **Alternatives for Credit Recovery**

Students in the above scenarios (failing grades or having excessive absences) may choose to repeat the affected courses in their entirety; however, Berean Academy does not offer a traditional summer school program. So, any such alternative credit recovery programs must be pre-approved by the school administrator.

## Retest Policy

Students in grades 6-12 may retake a test on which they earned a D or F within one week of the return of the test in an effort to make a 70. No grade higher than a 70 will be recorded for a retest.

## ❖ PHYSICAL EDUCATION AND ATHLETICS ❖

### Recess

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

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

### Physical education (Kindergarten - 4th grades)

Students in kindergarten – 4<sup>th</sup> grades have organized Physical Education classes at least once per week. PE uniforms are not required for these students, but students are required to wear gym shoes with non-marking soles.

### Physical Education (5th through 12th Grade)

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

### Sports Offered

School sports for students in grades 4-12 include:

#### Boys:

Cross Country in the fall (3<sup>rd</sup>-12<sup>th</sup>)  
Soccer in the fall (coed 4<sup>th</sup>-8<sup>th</sup>)  
Basketball in the winter (3<sup>rd</sup>-12<sup>th</sup>)  
Soccer in the spring (7<sup>th</sup>-12<sup>th</sup>)  
Golf in the fall (9<sup>th</sup>-12<sup>th</sup>)  
Golf in the spring (6<sup>th</sup>-8<sup>th</sup>)  
Baseball in the spring (6<sup>th</sup>-12<sup>th</sup>)

#### Girls:

Cross Country in the fall (3<sup>rd</sup>-12<sup>th</sup>)  
Volleyball in the fall (9<sup>th</sup>-12<sup>th</sup>)  
Volleyball in the spring (4<sup>th</sup>-8<sup>th</sup>)  
Soccer in the fall (coed 4<sup>th</sup>-8<sup>th</sup>)  
Basketball in the winter (4<sup>th</sup>-12<sup>th</sup>)  
Golf in the fall (9<sup>th</sup>-12<sup>th</sup>)  
Golf in the spring (6<sup>th</sup>-8<sup>th</sup>)  
Soccer in the spring (9<sup>th</sup>-12<sup>th</sup>)

### Athletic Guidelines and Rules

- 1) All athletes are required to have a physical examination each year before participation in sports.
- 2) Punctuality and attendance is required for all games and practices.
- 3) Students are required to be in school by 11:35 AM and attend the remaining part of the day on game day to participate in the game.
- 4) Students may not be able to participate in games if they are on Academic or Disciplinary Probation. Exceptions must be approved by the administrator, but no exceptions to the eligibility guidelines set forth by the Tennessee Association of Christian Schools (TACS) will be allowed.
- 5) If an athlete or coach is ejected from a game, they may not participate in the following contest. This will be decided by the athletic director and administrator.
- 6) Always keep emotions under control without losing desire or aggressiveness.
- 7) Improper language or attitude will not be permitted. Disciplinary measures will be taken if this happens.

- 8) All athletes are expected to work at their full potential in classroom work. Anyone who is academically ineligible to play in games will be required to attend games and sit on the bench unless the coach gives permission for the student to miss a game.
- 9) Any new student (at the beginning of the year) must abide by the transfer rules of the league.
- 10) The student must maintain a C average with no F's.

## **Gymnasium**

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

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

## **❖ TRANSPORTATION ❖**

### **Bus Service**

Berean Academy does not maintain a home-to-school or school-to-home bus service for students. When a school vehicle is used to transport students for field trips or extracurricular activities, students are to abide by the following rules:

1. Remain seated while the bus is moving and until it reaches its destination.
2. Do not stand on the seats.
3. Before exiting the bus, do not leave seat belts hanging on the floor; fasten the seatbelt in its buckle.
4. Pick up all trash before exiting the bus and place it in the trash bag.

### **Car Pool**

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

## **❖ EMERGENCIES ❖**

### **Student Illness**

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

### **Student Telephone Usage**

Students may use the school phone without charge for emergencies such as illness or a school activity being canceled.

### **School Closings Due to Inclement Weather**

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

### **Fire/Tornado Drills**

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

### **First Aid**

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

## ❖ ARRIVALS AND DEPARTURES ❖

### Arrivals

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

### Car Line Procedure

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

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

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

Parents of students in grades 1-4 enter the left driveway and use the lower parking lot to drop off their children. Staff members will receive the children and provide supervision. Parents following this route will make a u-turn and exit the lower parking lot.

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

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

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

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

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

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

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

Form one line on the upper level RIGHT LANE for pickup of students in grades 7-12. Girls in grades 7-12 will wait for transportation in the gym, and boys in grades 7-12 will wait for transportation under the awning beside the church building. The lane behind the gym is for picking up students in grades 1-6. The lane on the lower level is for picking up students in grades 1 and 2 only. Note: parents with both elementary and secondary students should pick up the elementary school children first.

### Student Drivers

Driving to school is a privilege with certain responsibilities.

1. Students must register their vehicle with the administration.
2. Students will be assigned a designated area in which they may park.
3. Students are not to be sitting in their car (or other cars) before school starts. As soon as the car is parked, students are to go to designated areas until school begins. After school, students are to leave immediately. Cars are off limits during the school day.
4. No horseplay around cars is permitted.
5. The driver of an automobile shall not permit any student to drive his/her automobile on school property.
6. NO SPEEDING. The student shall observe the 5 mph speed limit. Safe driving skills should be used at all times.

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

## ❖ PARENT-SCHOOL COMMUNICATION, GENERAL INFO ❖

### **School Information Provided in the Handbook**

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

### **Contacting Teachers**

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

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

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

### **Parent Teacher Fellowship (PTF)**

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

### **Non-School Related Fundraising**

Non-school fundraising activities are not allowed at school. Students are not to sell items or solicit donations for fund raising projects for their youth group, ball team, scouts, or any other organizations. All fundraising by student or parent groups at Berean Academy must have prior administrative approval.

### **Parties**

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

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

### **Book Bags**

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

### **Student Records**

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

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

## **Lost and Found**

1. Items left in the building will be placed in the "Lost and Found" bin.
2. Unclaimed items in the "Lost and Found" bin will be removed and donated to a local charity every two weeks.

## **Lunches**

Hot lunches, milk, and a variety of snacks are available. Students purchasing school lunch may pay daily or in advance. Lunch account balances may be viewed online. If a student forgets to bring a lunch, the student may charge for that day.

## **Medication**

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

## **❖ DRESS CODE ❖**

### **Dress Code Goals and Standards**

Our goal is to equip your child to live in our community while maintaining identification with the Lord. Therefore, our standard of dress is based on Biblical principle of identification with God, not the world. (Romans 12:1-2; Ephesians 5:1-10; I Corinthians 6:19-20)

### **Girls School Day Appearance Code**

1. Girls may wear khaki or navy cotton or cotton blend skirts. The length of these skirts must be to the top of the knee for girls in grades 4-12 and no more than two inches above the kneecap for girls in grades 1-3. Skirts with slits are allowed provided the slits are on the side or in the back and are not higher than two inches above the bend of the knee when the student is in a seated position.
2. Girls may also wear khaki or navy cotton or cotton blend pants. Jeans and cargo-style pants are not permitted. Pants may not be excessively worn, faded, have holes in them or be cut at the hem. A belt must be worn with pants that have belt loops. Pants must come to the upper side of the hip bone and not be too tight. Pre-approved skirts, jumpers, and pants are available from Educational Outfitters, but students are not required to wear a specific brand of skirts or pants.
3. Girls must wear collared shirts with short- or long-sleeves. All but the top button of shirts must be buttoned.
4. Shirts are to be tucked into skirts or slacks with a clean, neat look. For modesty, a white t-shirt should be worn under white shirts. Long-sleeved shirts are not to be worn under short-sleeved shirts.
5. Sweatshirts must have a school logo. These may be purchased during special fundraisers at the school. A collared shirt must be worn under any sweatshirt or sweater.
6. Pullover sweaters of any color may be worn. Cardigan sweaters of any color may also be worn.
7. Bike shorts: any color, may be worn under skirts/jumpers.
8. Formal occasions (such as homecoming, junior-senior banquet, 8<sup>th</sup> grade recognition, high school graduation, etc.) require formal dresses and have additional dress code requirements. All FORMAL DRESS LENGTH must be knee length or longer. No strapless, off-the-shoulder, low-cut dresses will be allowed. Open backs must come no lower than the shoulder blades. Absolutely no cleavage may be shown. All dresses must be visually approved by school administration. Dress shoes are appropriate and socks, hose, or tights are optional. \*\*These requirements are also applicable for ladies attending a special function with a Berean Academy male student.
9. HAIR: should be neat, clean and attractively maintained. Styles should not be associated with trends/fads of the day. No abnormal hair coloring.
10. SHOES: Students may wear shoes of any color; gym shoes must have non-marking soles. All shoes must completely enclose the students' feet, so students may not wear sandals or backless shoes. Boots are not permitted. (A boot is defined as a shoe that rises above the ankle.) Students' shoes may not have heels or soles higher than two inches. Socks, hose, or tights are to be worn, and shoes must be tied at all times.
11. Non-school coats or jackets are not allowed to be worn in the classroom.
12. Jewelry: No excessive jewelry may be worn. Tongue rings and nose rings are not allowed. Jelly bracelets are not allowed.

13. Belts: braided or smooth leather (black or brown), no metal decorations.
14. Leggings cannot be worn as pants but may be worn under skirts that meet dress code requirements.
15. No undergarments are to be visible, whether at the collar or waistband (i.e. straps from sports-type bras and back of the neck).

### **Boys School Day Appearance Code**

1. Hair: All boys are to wear their hair so that it is attractively maintained.
  - It may be no longer than mid-ear.
  - It may not hang on the collar.
  - It may not be longer than the eyebrows.
  - It should be neatly trimmed in the back; it cannot stick out past the ears, fad haircuts are not allowed, these distract from the learning environment and hinder the effectiveness of the teaching process.
  - Haircuts, such as those with shaved design or hair with unequal lengths, that are extraordinary, will not be allowed.
  - The administration reserves the right to disallow any "new" or "old" hair style which they feel is in conflict with the mission and philosophy of Berean Academy.
  - Sideburns may not come below the bottom of the earlobe.
  - All boys are to be cleanly shaven. No beards or mustaches will be allowed.
  - No abnormal hair coloring
2. Boys may wear khaki or navy cotton or cotton blend pants. Pre-approved pants are available from Educational Outfitters, but students are not required to wear a specific brand of pants. Jeans and cargo pants are not permitted. Pants may not be excessively worn, faded, have holes in them or be cut at the hem. A belt must be worn with pants that have belt loops. Pants must come to the upper side of the hip bone and not be too tight or "baggy."
3. Boys must wear collared shirts with short- or long-sleeves. All but the top button of shirts must be buttoned. Shirts are to be tucked into slacks with a clean, neat look. Long-sleeved shirts are not to be worn under short-sleeved shirts.
4. Sweatshirts must have a school logo. These may be purchased during special fundraisers at the school. A collared shirt must be worn under any sweatshirt or sweater.
5. Pullover sweaters of any color may be worn. Cardigan sweaters of any color may also be worn.
6. SHOES: Students may wear shoes of any color; gym shoes must have non-marking soles. All shoes must completely enclose the students' feet, so students may not wear sandals or backless shoes. Boots are not permitted. (A boot is defined as a shoe that rises above the ankle.) Students' shoes may not have heels or soles higher than two inches. Socks are to be worn, and shoes must be tied at all times.
7. Non-school coats or jackets are not allowed to be worn in the classroom.
8. JEWELRY: No excessive jewelry may be worn. No choker necklaces. No necklace can be visible. Earrings are not allowed on boys. Tongue rings and nose rings are not allowed.
9. FORMAL OCCASIONS: (e.g. homecoming, junior-senior banquet, 8<sup>th</sup> grade recognition, high school graduation, etc.) Suit or tuxedo required. Ladies attending a special function with a Berean male student are required to meet dress code standards for female students. Boys attending a special function with a Berean young lady are required to meet dress code standards for male students.
10. HATS/CAPS: are not to be worn inside the school building.
11. Gang related items such as chains, bandannas, etc. are not acceptable.
12. BELTS: braided or smooth leather, (black or brown) must be worn, no metal decorations.
- 13.

### **Dress Down Days**

On certain occasions, students will be allowed to participate in dress down days. Eligible students must meet the following guidelines, but these guidelines are subject to change by the administration.

1. Students may wear shirts that do not have holes and that do not promote anything from the entertainment industry (movies, television shows, music groups, etc.); however, students may wear shirts that display sports teams, colleges, name brands, etc. Shirts do not have to be tucked in but must extend beyond the waist line at all times. Shirts must also cover the shoulders and the chest (no low-cut shirts).
2. Male and female students may wear non-uniform pants (including blue jeans but not including pajama pants or sweatpants), but the pants may not be low-rising or have holes. Belts must be worn with pants.
3. Girls may choose to wear dresses or non-uniform skirts that extend to the top of the knee.
4. Students' shoes must fit securely around their feet (no sandals). Elementary students are to abide by the regular dress code involving shoes.
5. All clothing must be loose-fitting.

6. Normal school-day dress code policies for jackets and footwear apply on dress-down days.
7. Students may not wear items that represent other schools.
8. On Fridays, students may wear a Berean t-shirt; this does not include P.E. shirts.

Students who violate the above guidelines may be subject to the following consequences:

- Not being allowed to participate in a future dress down day
- Having to change their clothes before being allowed to enter classrooms

### **Choir Outfits**

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

### **Physical Education Uniforms**

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

### **Parent Dress**

Parents who are serving as a volunteer in an official school position such as library workers, lunch program and coaches are asked to follow our staff dress guidelines. Parents volunteering in other capacities or coming for parties please follow these guidelines: LADIES: skirt, dress, slacks or knee-length shorts. MEN: long pants or long shorts.

### **Special Events**

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

## **❖ STUDENT ORGANIZATIONS & ACTIVITIES ❖**

### **Honor Society**

Students in grades 9-12 have the opportunity to participate in the Tennessee Association of Christian Schools (TACS) Honor Society if they meet the requirements listed below:

Grade 9 – 4.0 average in the fall semester and enrolled in the upper math track

Grade 10 – minimum of a 3.4 cumulative, high school GPA and enrolled in the upper math track

Grade 11 – minimum of a 3.2 cumulative, high school GPA and enrolled in the upper math track

Grade 12 – minimum of a 3.2 cumulative, high school GPA

Honor Society members must demonstrate Christian principles in their spiritual lives, character, leadership, scholarship, and service. Honor Society members are required to participate in Honor Society activities such as community service projects and retreats.



More specific requirements of honor society members will be made available by the honor society sponsor at the beginning of the school year.

Honor Society induction takes place early in the second semester. First-year students at Berean Academy are ineligible for honor society induction, except for the following two exceptions. One, the student is a senior transfer student. Two, the student has already been a member of the TACS Honor Society at another TACS member school.

### **TACS Competition**

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

- Includes 3<sup>rd</sup> through 12th grades.
- District level: held at Berean Academy and Calvary Baptist Church in Red Bank.
- State level: held at Franklin Road Baptist Church in Murfreesboro.
- National level: held at Bob Jones University in Greenville, SC. (Only first place Sr. High students participate and only in select areas of competition)

## **AHERA “Annual Notification”**

On October 22, 1986, Congress promulgated the Asbestos Hazard Emergency Response Act (AHERA), Public Law 99-519. AHERA mandated that EPA develop regulations to respond to asbestos in schools.

On October 30, 1987, EPA promulgated the Asbestos-Containing Materials in Schools Rule (hereinafter referred to as the AHERA Rule), 40 CFR Part 763, Subpart E. This rule requires that all of the nation's nonprofit elementary and secondary schools, both public and private, identify and inspect their school buildings for both friable and non-friable asbestos-containing building materials (ACBM) and develop a plan to properly and safely manage any discovered asbestos material for each building.

This Document and Notice offers “Annual Notification” that Berean Academy seeks to update the (AHERA) Asbestos Management Plan in a timely manner as required by the Environmental Protection Agency under Federal Law, 40 CFR 763, Subpart E, and in doing so will meet this notification requirement plus other aspects of the AHERA Program.

As required by the EPA, the school's management plan is available for review in the school office. Note: there is no confirmed presence of asbestos-containing building materials in Berean Academy buildings.

Berean Academy's AHERA Designated Contact person is Joey Harmon, who is accredited by the State of Tennessee as an asbestos inspector and management planner.

## Childcare Center Policy

1. The center will be open from 7:00 AM to 6:00 PM, Monday through Friday. Children cannot be accepted earlier or kept later. In case of emergency, the parent must call the center for the child to remain past closing time. One dollar (\$1.00) every minute will be charged for each child kept after the center is closed.
2. Orientation – A mandatory meeting will be set aside each year in August. All parents will be required to attend. A ten-minute video on child abuse and policy will be discussed. Afterwards, parents are required to go to their child's classroom to meet with the teacher. Refreshments will also be served. Because of the nature of the evening we prefer that children do not attend.
3. Children must be signed in (not simply dropped off) and out every day by the adult responsible for them. Siblings are not allowed to bring or pick up preschool children.
4. Parents must fill out an authorization form that gives persons other than themselves permission to pick up their children. Persons not on the list will not be allowed to take the children. Childcare staff members will check for identification.
5. The parent must complete all enrollment forms for the child and a current immunization record signed by the health care provider must accompany the child upon admission. Each child must receive all immunizations at entry unless there is a medical reason certified by the health care provider why those immunizations should not be made.
6. Annual health examinations may be required and are the responsibility of the parent.
7. Parents will be promptly notified of the occurrence of a communicable disease among the center's children.
8. A child may not remain at the center if he/she is thought to be ill. If a child becomes ill during the day, the parent will be called to come and take the child home. More specifically, the center will ask a parent to pick up a child if his/her temperature is 100°F or if he/she is vomiting, has diarrhea or a severe cough or headache.
9. If a child experiences a fever, vomiting, or diarrhea the night before, parents are asked not bring him/her to school the following day. A child must be free from fever, vomiting, or diarrhea for 24 hours before returning to school.
10. A child with a rash cannot come to the center until a doctor has seen the rash. A note from the doctor is needed before the child may return to school.
11. Prescription medicines will not be given at school. Parents should ask their doctors for a dosage that can be given at home.
12. Parents are asked to see that children do not bring food, gum, money, or toys to the center.
13. A small blanket, pillow, and a sheet (one that is for a baby bed) should be provided for each child. These should be small enough to fit in the child's cubby. These should be labeled with the child's name and kept inside a bag or backpack that has a zipper. These will be sent home every Friday to be laundered and should be returned on Monday.
14. Dress Code – Berean Academy allows preschool and kindergarten children to dress in modest play clothes. However, we do have the right to ask a student not to wear something that would be out of line with our school policies. For example, boys do not wear earrings, ponytails, or T-shirts or sweatshirts with inappropriate messages. Please do not allow your child to wear pants with writing across the seat. We are required to take the children out each day if they are here more than three daylight hours, so please dress your child appropriately for the weather. Socks are required with shoes. No flip flops, jellies, or sandals. For safety reasons they are not allowed to wear jewelry except for earrings (girls) which do not hang off the ear.
15. Every child must be toilet trained. In the event of an accident (spill, vomiting, etc.), a change of clothes should be kept at school.
16. Parents are to notify the center of changes in work or home phone numbers in order to reach you in case of an emergency.
17. If your child is engaged in an activity when you arrive, allow your child to put all materials or toys away before you leave. This will teach order and neatness.
18. If your child is on the playground when you arrive, please inform the worker that you are leaving with your child. **Do not leave without informing the worker.** All preschool children need to be signed out.
19. If your child has a medical condition the staff needs to be aware of please list and explain at the bottom of the page.

20. The center will be closed on the following days:

Labor Day, Thanksgiving Holidays, Christmas Holidays, New Year Holidays, Easter Holidays, Memorial Day, Independence Day (Childcare is closed the week of July 4.)

**Handgun Carry Policy on School Property**  
**Authorized Handgun Carry Policy Law (Public Chapter No. 698)**

1. In an effort to increase school security and safety, individuals employed by Berean Academy and approved by the school's governing body or chief administrative officer can legally carry handguns on school property. The names of the approved individuals and copies of their respective Tennessee handgun permits are filed in a protective, secure place located on school property. The names of these individual should not be published in any policy manual, posted for public awareness purposes, or communicated otherwise.
2. The school employees authorized to carry a handgun must have a valid Tennessee handgun carry permit. The permit must be on file as herein stated.
3. Only school-approved individuals are permitted to carry a handgun on school property.
4. The authorization to carry a handgun is valid anywhere on the school property, including but not limited to all school buildings and in all school vehicles.
5. The authorization to carry a handgun is valid 24 hours a day, 7 days a week, as long as the person approved to carry a handgun continues to be approved by the school.
6. The authorization to carry a handgun on school property extends to any weapon allowed under Tennessee law.
7. The handgun carry policy will be announced to students, parents and guardians, faculty members, and other interested parties, in the *Parent-Student Handbook*, and the policy will be made available for review in the school office.
8. The school has the authority to revoke an employee's handgun without giving just cause. The school's revocation notice must be initiated by the governing body or chief administrative officer in writing and witnessed by a second party person.
9. The school's handgun policy is distributed to the sheriff's department, and if applicable, police department with jurisdiction over the school.
10. The school's handgun carry policy applies only to school employees who have been approved by the governing body or chief administrative officer to carry a handgun on school property. Such permission is not transferrable to another school; it applies only to the approved employees under the authority of the school's legal governing body as stated herein.

## The Flu: A Guide for Parents



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

### What is the flu?

Influenza (the flu) is an infection of the nose, throat, and lungs caused by influenza viruses. There are many different influenza viruses that are constantly changing. Flu viruses cause illness, hospital stays and deaths in the United States each year. The flu can be very dangerous for children. Each year about 20,000 children younger than 5 years old are hospitalized from flu complications, like pneumonia.

### How serious is the flu?

Flu illness can vary from mild to severe. While the flu can be serious even in people who are otherwise healthy, it can be especially dangerous for young children and children of any age who have certain long-term health conditions, including asthma (even mild or controlled), neurological and neurodevelopmental conditions, chronic lung disease, heart disease, blood disorders, endocrine disorders (such as diabetes), kidney, liver, and metabolic disorders, and weakened immune systems due to disease or medication.

Children with these conditions and children who are receiving long-term aspirin therapy can have severe illness from the flu.

### How does the flu spread?

Most experts believe that flu viruses spread mainly by droplets made when people with the flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might get the flu by touching something that has flu virus on it and then touching their own mouth, eyes or nose.

### What are the symptoms of the flu?

Symptoms of the flu can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, fatigue and sometimes vomiting and diarrhea (more common in children than adults). Some people with the flu will not have a fever.

### How long can a sick person spread the flu to others?

People with the flu may be able to infect others by shedding virus from 1 day before getting sick to 5 to 7 days after. However, children and people with weakened immune systems can shed virus for longer, and may be still contagious past 5 to 7 days of flu illness, especially if they still have symptoms.

### How can I protect my child against the flu?

To protect against the flu, the first and most important thing you can do is to get a flu vaccine for yourself and your child.

- ▶ Vaccination is recommended for everyone 6 months and older.
- ▶ It's especially important that young children and children with long term health conditions get vaccinated. (See list of conditions in "How serious is the flu?")
- ▶ Caregivers of children with health conditions or of children younger than 6 months old should get vaccinated. (Babies younger than 6 months are too young to be vaccinated themselves.)
- ▶ Another way to protect babies is to vaccinate pregnant women. Research shows that flu vaccination gives some protection to the baby both while the woman is pregnant and for up to 6 months after the baby is born.

Flu vaccine is updated annually to protect against the flu viruses that research indicates are most likely to cause illness during the upcoming flu season. Flu vaccines are made using strict safety and production measures. Over the years, millions of flu vaccines have been given in the United States with a very good safety record.

### Is there a medicine to treat the flu?

Antiviral drugs are prescription medicines that can be used to treat and prevent influenza illness. They can make people feel better and get better sooner. Antivirals can mean the difference between having milder illness instead of very serious illness that could result in a hospital stay. Antiviral drugs are different from antibiotics, which fight against bacterial infections. They work best when started during the first 2 days of illness. It's very important that antiviral drugs are used early to treat the flu in people who are very sick (for example, people who are in the hospital) or who are at high risk of having serious flu complications. Other people with flu illness may also benefit from taking antiviral drugs. These drugs can be given to children and pregnant women.

## What are some of the other ways I can protect my child against the flu?

In addition to getting vaccinated, you and your children can take everyday steps to help prevent the spread of germs.

### These include:

- ▶ Stay away from people who are sick.
- ▶ If your child is sick with flu-like illness, try to keep him or her in a separate room from others in the household, if possible.
- ▶ CDC recommends that your sick child stay home for at least 24 hours after his or her fever is gone except to get medical care or for other necessities. The fever should be gone without the use of a fever-reducing medicine.
- ▶ Cover your mouth and nose with a tissue when you cough or sneeze. Throw the tissue in the trash after it has been used.
- ▶ Wash hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- ▶ Avoid touching your eyes, nose and mouth. Germs spread this way.
- ▶ Clean and disinfect hard surfaces and objects that may be contaminated with germs, including bathroom surfaces, kitchen counters and toys for children. Clean by wiping them down with a household disinfectant according to directions on the product label.

***These everyday steps are a good way to reduce your chances of getting sick. However, a yearly flu vaccine is the best protection against flu illness.***

## What can I do if my child gets sick?

**Talk to your doctor early if you are worried about your child's illness.**

Make sure your child gets plenty of rest and drinks enough fluids. If your child is 5 years and older and does not have other health problems and gets flu-like symptoms, including a fever and/or cough, consult your doctor as needed.

Children younger than 5 years of age – especially those younger than 2 years old – and children with certain chronic conditions, including asthma, diabetes and disorders of the brain or nervous system, at high risk of serious flu-related complications. If your child is at high risk for flu complications, call your doctor or take them to the doctor right away if they develop flu-like symptoms.

## What if my child seems very sick?

Even previously healthy children can get very sick from the flu.

Make sure your child gets plenty of rest and drinks enough fluids. If your child is 5 years or older and does not have other health problems and gets flu-like symptoms, including a fever and/or cough, consult your doctor as needed:

- ▶ Fast breathing or trouble breathing
- ▶ Bluish or gray skin color
  - ▶ Not drinking enough fluids (not going to the bathroom or not making as much urine as they normally do)
- ▶ Severe or persistent vomiting
- ▶ Not waking up or not interacting
- ▶ Being so irritable that the child does not want to be held
- ▶ Flu-like symptoms improve but then return with fever and worse cough
- ▶ Has other conditions (like heart or lung disease, diabetes, or asthma) and develops flu symptoms, including a fever and/or cough.

## Can my child go to school, day care or camp if he or she is sick?

No. Your child should stay home to rest and to avoid giving the flu to other children or caregivers.

## When can my child go back to school after having the flu?

Keep your child home from school, day care or camp for at least 24 hours after their fever is gone. (The fever should be gone without the use of a fever-reducing medicine.) A fever is defined as 100°F (37.8°C) or higher.

**For more information, visit [www.cdc.gov/flu](http://www.cdc.gov/flu) or [www.flu.gov](http://www.flu.gov)**

## **Acceptable Use of Technology**

### **A. Introduction**

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

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

### **B. Access**

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

### **C. Educational Purpose**

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

### **D. Rights and Responsibilities**

#### **1. Search and Seizure**

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

#### **2. School Employees**

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

#### **3. Due Process**

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

### **E. Unacceptable Uses**

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



## **1. Personal Safety**

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

## **2. Illegal Activities**

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

## **3. System Security**

- a. Employees are responsible for their individual e-mail accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no condition should staff provide their login identity and/or passwords to another person. This applies to network access, as well as to the school's web-based school management program (Sycamore Education).
- b. Students shall immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not look for security problems, because this may be construed as an illegal attempt to gain access. Under no conditions should students provide other students with their login identity and/or network password.
- c. Students and employees shall avoid the inadvertent spread of computer viruses by following The Academy's virus protection procedures when downloading software or bringing disks into The Academy.
- d. Students who gain access to teacher computer files, directory, programs, and Web site without permission from a teacher will be disciplined as defined in the student handbook.

- e. Tampering with The Academy's computer security system, and/or applications, and/or documents, and/or equipment, will be considered vandalism, destruction, and defacement of school property. Please be advised that it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user and/or student's parent or guardian.

#### **4. Inappropriate Language (applies to actions on and off campus)**

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

#### **5. Respecting Resource Limits**

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

#### **6. Plagiarism and Copyright Infringement**

- a. Students and employees shall not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. Students and employees shall respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, follow the expressed requirements. If a student or employee is unsure whether or not a work can be used, request permission from the copyright owner.

#### **7. Inappropriate Access to Material**

- a. Students and employees shall not use The Academy's computer network to access material that is profane or obscene (pornography), that contains viruses, network hacking programs, or similar programs that advocate illegal acts, violence or discrimination towards other people (hate literature).
- b. If students mistakenly access inappropriate information, they should immediately tell their teacher or another school employee. This will protect them against claims that they have intentionally violated this policy.
- c. Parent(s)/guardian(s) should instruct students if there is additional material that they think would be inappropriate for them to access. The Academy fully expects that students shall follow their parent's instructions in this matter.
- d. Educators will monitor student use of the Internet in schools and will take reasonable measures to prevent access by students to inappropriate materials on the Internet and World Wide Web and to restrict access to materials harmful to students.

- e. The school maintains the right to monitor the online activities of employees and students, and operate technology protection measures (filtering/blocking devices or software) on all computers on The Academy's computer network as required by law. The filtering/blocking software will attempt to protect against access to visual depictions that are obscene, harmful to students, and child pornography, as required by law. Invasion or disabling of the filtering/blocking device installed by The Academy, including attempts to evade or disable, is a violation of the acceptable use policy.

## **F. Select Policies**

### **1. Employees' and Students' Personal Web Presence**

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

In addition, The Academy reserves the right to access an employee's or student's social networking Web site, blog, discussion forum, wikis, or any other Internet-related communication device in making decisions relative to employment promotions or awards and honors given in the name of The Academy.

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

- a. Respectful in all forms of communications.
- b. Avoid the use of profanity, vulgar, or slang language in any communicative form.
- c. Intimidate or cast disparagement upon any person in any way.
- d. Exploit any Web site page or social-networking site to disparage conduct prohibited by school policies.
- e. Display any form of behavior that harasses or bullies a school employee or student.
- f. Ridicule in any way a school-related activity or function, including any person associated with such activities or functions.
- g. Make derogatory or demeaning comments in respect to race, gender, nationality, disability, or physical features, including sexually suggestive comments.
- h. Make or imply a threat to harm an employee, student, or any other person associated with The Academy.
- i. Use The Academy's logo or name without written permission from The Academy.

## **G. Limitation of Liability**

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



**BereanAcademy**

### **Parent/Student Agreement & Waiver Form**

Parent Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

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

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

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

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

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_