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## ADMINISTRATION

Mr. Terry Tilson – Superintendent, Counselor  
Mr. Galen Unruh – Activities Director, 9-12 Administration  
Mr. David Landis – K-8 Administration, Development Director

## TEACHING STAFF

Mr. Mark Anderson ..... Jr. High Bible, Business, Coach  
Mr. Matthew Beverlin.....9-12 Industrial Arts  
Mrs. Ruth (Larry) Boettcher ..... K-4 Vocal Music  
Mrs. Kristen (Tim) Burkhardt ..... Kindergarten  
Mr. Leroy Busenitz ..... 9-12 Math, Physics  
Mr. Russel Busenitz ..... Sixth Grade, Coach  
Mrs. Diane Cunningham ..... Fifth Grade  
Mr. Lyndon Entz..... Jr. High Bible, Social Studies, Coach  
Miss Tina Fast ..... Jr. High Bible, Language Arts  
Mrs. Shelly (Dale) Friesen ..... 9<sup>th</sup> Health/P.E., Science, Coach  
Miss Carmen Goering ..... 5-12 Vocal Music  
Mrs. Kristine (Carl) Goossen..... Resource Room  
Mrs. Vera (David) Hall ..... Third Grade  
Mrs. Bev (Allan) Lister ..... 5-12 Band  
Mr. Jerry McClenahan ..... 9-12 Science  
Miss Anne Morrow ..... K-9 Art, Graphic Arts, Printing, Website  
Mrs. Nita (Steve) Newby..... Fourth Grade  
Mrs. Elaine (Byron) Ruhter ..... Jr. High/Sr. High Math  
Mr. Paul Rust..... Jr. High P.E., Social Science, Coach  
Mrs. Lisa (Tim) Schmidt ..... Resource Room Director  
Mrs. Diane (Mark) Veer..... Home Economics  
Mrs. Kathy (Gary) Veer ..... Home & Family  
Mrs. Kristi (Dan) Weaver..... First Grade  
Mrs. Arleta Wiebe..... 9-10 English, Jr. High Bible, Forensics  
Mr. Lewis Wiebe ..... Home&Family, 9<sup>th</sup> Health/P.E., 10-12 P.E., Bible, Coach  
Mr. Jason Wine..... Bible, Coach  
Mrs. Jacky (Fred) Wuthrich ..... Sixth Grade  
Mrs. Luella (Floyd) Zuercher ..... 11-12 English, Spanish

## NON-TEACHING STAFF

Mrs. Trudy (Jim) Barber ..... Director of Admissions  
Mr. David Funk ..... Director of Maintenance  
Mrs. Carolyn (Stuart) Holmes ..... Custodian  
Mrs. Sandie (Alan) Phipps ..... Director of Food Service  
Mrs. Nadine (Galen) Unruh..... Library Supervisor  
Mrs. Michelle (Troy) Slabach ..... Food Service Assistant  
Mrs. Jennifer (Wayne) Sommerfeld..... Receptionist/Secretary  
Mr. Brad Stephens ..... Head Custodian  
Mrs. Tammy (Todd) Tangeman..... School Nurse  
Mrs. Kathy (Gary) Veer ..... Financial Secretary  
Mrs. Amy (Scott) Vogt ..... Sr. High Volleyball Coach  
Mrs. Lenora (Lyle) Wiebe..... AD/Elementary Secretary  
Mrs. Kristin (Shawn) Wiebe..... Sr. High Girls Basketball Coach  
Mrs. Marilyn (Laurence) Wiebe ..... Food Service Assistant  
Mrs. Wendy (Bob) Wilgers ..... Dining Hall  
Mr. Ed Wolfe..... Maintenance/Vehicles

## **BEREAN ACADEMY'S VISION**

### **Biblically Integrated Education**

**To equip students** with an excellent academic foundation, knowledge of the Scriptures, and a Christ-centered, Bible-based worldview, enabling them to glorify God through Christ-like character and service.

### **Berean Academy's Mission**

The purpose of Berean Academy is to provide a program of education which promotes a Christ-centered lifestyle, upholds a standard of scholastic excellence, promotes the principles established in the Word of God, furnishes instruction in a Christian worldview, and prepares students to take their places in the home, in the church, in their vocation, and in their country.

### **Berean Academy's Philosophy**

Berean Academy exists to **give students the tools** to develop a Christian worldview and lifeway based upon the faith that the origin, purpose, and destiny of life are centered in Jesus Christ, thus enabling them to glorify and honor God in their thoughts, words, and actions.

## **CORE VALUES**

**Biblical Authority** – The Bible is divinely inspired and without error, authoritative and effective, and sufficient for faith and practice. (II Timothy 3:16-17)

**Biblical Integration** – The Bible is integrated into every class.  
(Deuteronomy 6:4-9; Proverbs 1:1-7)

**Biblical Worldview** – A Bible-based, Christ-centered worldview is taught and modeled. (I Corinthians 1:18-31; 4:15-16)

**Educational Excellence** – A well-rounded accredited program of academic and extra-curricular activities. (II Timothy 2:15; Colossians 3:23)

**Dedicated Qualified Staff** – Competent in their field of teaching, modeling Christ-like behavior. (Proverbs 22:29; II Thessalonians 3:7-9)

**Parental Partnership** – Parents are the primary educators of their children and the school exists to assist them in this task.  
(Deuteronomy 6:4-9; Proverbs 6:20-23; Ephesians 6:4)

**Servant Leadership** – Students are challenged and equipped for Christian discipleship and service. (Matthew 28:18-20; I Peter 4:10-11)

**Critical Thinking** – Students should learn how to process information in the context of articulating God's truth to the world. (Psalms 119:97-104; I Corinthians 2:6-16)

**Mutual Respect** – Devoted to one another with honor, dignity, and respect.  
(Romans 12:10-11)

**Thoroughly Christian** – Committed to Christ-like behavior in business and fiscal responsibility, in administrative and board leadership, and in personal conduct.  
(Hebrews 13:18; I Peter 2:12)

## Student Outcomes

Students at Berean Academy will be able to

1. Demonstrate knowledge that the Lord Jesus Christ is the Son of God who came to earth to die for our sin.
2. Demonstrate knowledge of the necessity of being born again by the Spirit of God by receiving the Lord Jesus Christ to gain eternal life.
3. Demonstrate knowledge that growth in the Christian life depends upon fellowship with God through reading the Bible, prayer, and service.
4. Demonstrate the understanding that the Bible is the only Word of God; that it is practical and important.
5. Demonstrate the application of biblical ethics and biblical standards of morality to every part of life: the home, the church, the school, and the world.
6. Demonstrate the Christian graces of fairness, courtesy, and kindness.
7. Understand and relate to the urgency of world missions.
8. Demonstrate an ability to get along with non-Christians and with Christians who hold different views.
9. Relate the various subject matter areas with the truth of the Bible.
10. Demonstrate the knowledge that God is the Creator and Sustainer of the universe and of man.
11. Understand the importance of applying themselves to their work and fulfilling their responsibilities.
12. Work independently and cooperatively.
13. Express their thoughts understandably and stand on their personal convictions in the face of pressure.
14. Demonstrate their creativity.
15. Demonstrate an appreciation of the fine arts.
16. Demonstrate competence in communication skills.
17. Demonstrate the knowledge and skill required for future study or for occupational competence.
18. Demonstrate discretion in choosing wholesome physical and mental recreation.
19. Demonstrate knowledge of our American heritage and the current problems facing our country and the world.
20. Demonstrate knowledge of his or her present civic responsibilities in preparation for adult responsibility as a citizen of heaven and a citizen of our nation.

## ACCREDITATION STANDING

Berean Academy is accredited by the Association of Christian Schools International. Graduates of Berean Academy are accepted by any institute of higher education. Berean Academy is also a full member of the Kansas State High School Activities Association whose rules and regulations govern our co-curricular activity program.

Students entering Berean Academy for the first time must present transcripts from previous schools before credit can be offered for those classes taken at previous schools. They must also have current test results to establish grade and subject level standings.

## ADMISSIONS POLICY

**Statement of Nondiscrimination:** Berean Academy does not discriminate on the basis of race, color, gender, national or ethnic origin in its hiring practices, educational/activity programs, admissions policies, or financial aid.

Heart of America League schools stand together in supporting sportsmanship and will not discriminate on the basis of race, color, national origin, sex, disability, age or religion in its programs or activities.

To serve the best interest of the school, the administration reserves the right to deny admission to any student who is evaluated as ineligible. Berean Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may contradict or be in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, illegal drugs and alcohol, or inability to support the moral principles of the school. In such cases, the school reserves, within its sole discretion, the right to refuse admission of an applicant or to discontinue the enrollment of a student.

Berean desires to be an **extension** of the Christian home; therefore, school and home must be responsible to one another.

## SCHOOL DIRECTORY INFORMATION

Soon after the beginning of school, you will receive an official family directory. Please respect the privacy of our school families; we ask that you not use the directory as a source of names for outside sources or businesses or for direct solicitations for non-school business.

The following information is considered "directory information" (under terms of the "Family Educational Rights and Privacy Act") and may be published or disseminated as appropriate: name of student and parents; home address; home phone number; student's birth date; e-mail address(es); class schedule; height and weight (for students involved in athletics); and dates of attendance; honors and awards; clubs and teams to which the student belongs; pictures of the student participating in school events. If you would prefer that any or all of this information not be released, please notify the school office in writing, letting us know which information you do not want classified as "directory information."

Berean Academy may release such directory information to college recruiters. If you wish that such information not be made available to any recruiters, please notify the

school office in writing.

## **ACCESS TO STUDENT RECORDS**

The following agencies/groups have the right to inspect student records without prior written consent:

- State and local officials for the purpose of reporting infectious diseases, gunshot wounds, and abuse, or as ordered by a court of law
- Accrediting organizations for accomplishing accrediting functions
- Educational testing organizations for purposes of test validation and development
- Appropriate persons have access in the event of health and safety emergencies
- Parents or acting guardians whose students are dependent on them for financial support
- Teachers and support staff when needed to assist the educational process

Parents must receive prompt written notification of the release of student record information when released in response to the judicial process.

No other person may obtain access to information contained within the student record without written consent from the parent.

### **1.0 STUDENT CONDUCT**

**1.1** Each teacher or staff member is responsible for his or her room or area.

**1.2** As a Christian school, the student's conduct is to fall within the boundaries of the principles found in the Word of God. Therefore, the following is expected:

1. Students are to honor, respect, and obey all staff members as the authority God has placed over them.
2. Students are to be considerate of others and give others preference over themselves.
3. Students are to help in promoting an atmosphere of wholesomeness, truthfulness, and thankfulness.
4. Students are not to lie, cheat, gossip, tease, or exhibit a rebellious spirit.
5. Any offense considered serious will be referred to the

administration. Depending on the severity of the issue, the following are grounds for suspension or expulsion from school:

- Open defiance of a staff member, expressed verbally or by refusal to obey a direct command.
- A threat of violence, expressed verbally or in writing, against any staff member or student.
- Any use of tobacco, alcohol, or drugs on or off campus.
- Bringing any item construed as a weapon on the school campus.
- Bringing any item deemed pornographic or obscene including
- CDs, computer software, magazines, digital or printed pictures, books, etc.
- Unauthorized use of school-owned computers or the installation, alteration or removal of software.
- Fighting
- Gambling
- Sexual harrassment (see policy)
- Profanity
- Destruction of school property/vandalism
- Plagiarism or copying of another's work.
- Dishonesty or lying.
- Skipping assigned detentions.
- Mocking or scoffing at school expectations.
- Any act deemed by the administration to be seriously out of accord with the standards of the school.

- 1.3** A lack of cooperation by students may be referred to the administration for a conference.
- 1.4** Elementary parents will always be notified when any student is referred to the administration.
- 1.5** The function of the Student Relations Committee is to aid the administration in disciplinary problems and to set guidelines where necessary. The Committee consists of members of the administration and selected teachers.
- 1.6** Discipline may include lunch detentions, after-school detentions, in-school suspensions, or suspension from school. Maximum suspension will include three school days. A suspended student may not be on campus for the duration of his suspension; this includes any home extracurricular activities. His/her absence will be considered unexcused. Upon returning, he or she and at least one parent, preferably the father, will be asked to meet with the administration.
- 1.7** Students on academic or disciplinary probation will be evaluated by the administration and the Student Relations Committee. Length of probation or termination of probation will be communicated by the administration. Disciplinary probation may result from inappropriate

behavior/activity which happens in or outside of the school day that reflects negatively on the school.

**1.8 Students on academic or disciplinary probation may practice but not participate in co-curricular activities as long as they are on probation.**

**1.9** The administration may immediately dismiss a student if the student's offense or attitude warrants it.

**1.10** The administration reserves the right to make decisions regarding discipline in situations that are not covered in this handbook.

## **2.0 CLASSROOM CONDUCT & REGULATIONS**

**2.1 At Berean a student is expected to cooperate with and show respect for each member of the staff.** The student's liberty to speak and move about will vary throughout the day, but the student is expected to abide by the standards of the supervising staff and to obey the first time he/she is asked to comply to a regulation. Talking is not permitted while a teacher is lecturing.

**2.2** There is to be no running or pushing others in the school building. When passing from building to building, walking, NOT running, will be in order. Other than playing on the playground, all other walking on campus is to be on the sidewalks. When entering the high-school buildings for music, physical education, lunch, or at other times, students are to be quiet so as not to disturb classes that are in session.

**2.3** Since most 7-12 students will have a study hall in their schedule, the following standardized regulations are to be observed:

1. Attendance, tardy, and pass requirements will be the same as in a regular class session. The session begins when the class bell rings.
2. Students are to study quietly without talking during the first thirty to thirty-five minutes of the period. After this time, students with permission may visit openly.
3. Passes for office business will not be issued during the first thirty minutes.
4. Passes should be limited by the discretion of the teacher during the study time.
5. Special activity passes must be presented for each passage.

**2.4** Passes will be required of all students leaving the classroom during the class time. Students will remain on campus unless under the supervision of an instructor. Teacher aides are responsible to their supervising teachers for all passage activity.

**2.5 Each faculty and staff member has the authority to question or inspect passes when the students move outside the classroom.**

Students are expected to accept and respect this authority. Failure to present a proper pass will result in a ninth hour or an after school detention.

**2.6** Grades 7-12 students will have access to the use of both IBM compatible and Apple computer labs as dictated by courses, teachers, and assignments. Students must have permission from the lab instructor to be in the lab outside of class time. Guidelines for using either lab are posted in each room. Students are expected to follow proper computer-use ethics as indicated by the guidelines and any other written or verbal instructions given by the instructor. Failure to adhere to the written, posted, and verbal guidelines will result in the loss of computer privileges and/or dismissal from school if warranted. Students must sign a technology-use statement annually.

**2.7 Camera/Recording Devices**

Students are not to use any recording device or a device with camera during school hours or at school activities. These items should not be brought to school unless given written permission by a staff member or administrator for school-related purposes.

**3.0 ATTENDANCE**

**3.1** Teachers plan and prepare very diligently to provide the best educational opportunity for the student. Often this includes lessons which continue to build upon what was learned the previous day. Making up missed instruction time can be very difficult. Therefore, regular attendance is highly encouraged.

**3.2 TARDIES:** If a student arrives late, he/she must report to the office for a tardy slip.

**3.3 EXCUSED TARDIES:** An excused tardy would be

- one which is accompanied with a written note from the parent when properly arranged for,
- one which is caused because of emergency car difficulty enroute to school or adverse weather conditions, or
- one which is arranged by a teacher or a supervisor

**3.4 UNEXCUSED TARDIES:** Junior- and senior-high students will be permitted three unexcused tardies each semester without penalty. Students will serve a weekly ninth hour for excessive tardies. If a student accumulates ten tardies in one semester, a conference with the student and parents will be required and could result in additional disciplinary measures.

**3.5** Grades 7-12 ninth hour sessions are to be served the week following the offense. Notice of ninth hours will be posted weekly, and they will be served on Wednesdays after school from 3:40-4:30. If the student misses a ninth hour, two ninth hours will be required of the student, and a notice

will be sent to parents. Failure to attend the next ninth hour will result in a full day of in-school suspension the following day. **A student will not be allowed to participate in extracurricular activities if he or she is serving a suspension that day.**

- 3.6 SIGN-IN/SIGN-OUT:** A student may leave school early, providing arrangements are made with the school office **in advance**. **Students are required to sign-out or sign-in at the main office upon leaving or returning during the course of the school day.**
- 3.7** Students who have to wait after school are not to loiter in school, “drag” the streets of Elbing, or chase around the countryside. A classroom or the library will be open for those who wish to read or study. Students are not to play basketball or lift weights after school without supervision by a faculty member.
- 3.8 ABSENCES:** All absences, with the exception of sudden illness or an emergency, must be **PREARRANGED** with the office by parents in writing or by telephone if the absence is to be excused. **Checking with a teacher and not the office first, does not excuse the absence.** Failure to bring a note or reception of a phone call from a parent will result in an automatic unexcused absence. An unexcused absence will result in no credit for work due or done on the day(s) of absence. When unexcused, the work missed cannot be made up by the student.
- 3.9 A student may NOT miss class during the last week of the semester, unless an extreme emergency exists.**
- 3.10** Whenever a 7-12 student is absent, he or she is to report to the office upon his or her return to school. A written note or phone call from the parents will be required to excuse the absence.
- 3.11** The student is responsible for making up the work he or she has missed. To assist him or her in this, a make-up form is provided by the office.
- 3.12** For absences due to school-sponsored activities or prearranged absences, the student is responsible to check with his or her teachers for whatever work is required **IN ADVANCE**, or the student will forfeit credit for that particular assignment, and forfeit the opportunity of participating in these activities in the future.
- 3.13** The student will have TWO (2) school days for make-up time for every day he or she has missed. (Example: If John Doe missed school on Thursday, he will have Friday and Monday to finish the make-up work.) A maximum of two weeks will be granted for make-up work. The teacher may extend this if the circumstances are valid.
- 3.14** Class work missed near the end of a grading period should be made up as soon as possible. The teacher, parents, and student can work out a viable option for make-up work.

**3.15** All work missed during an unexcused absence and make-up work not handed in by the designated time without a valid reason may prohibit a student from attending and/or competing in extracurricular activities and receiving credit for work done.

**3.16** **Extended absences from school, except for illness, should be avoided if at all possible.**

#### **4.0 LIBRARY**

**4.1 THE LIBRARY MUST BE QUIET AT ALL TIMES.** Unnecessary talking or other disturbances will not be permitted. Violation of this will result in dismissal from the library and a one-week suspension of library privileges.

**4.2** The library exists so students will have the opportunity to use its materials and equipment; therefore, any item to be removed from the library must be cleared by the library staff.

**4.3** A book may be kept for the regular fourteen-day period unless otherwise stated on the “date due” card.

**4.4** A twenty-five cent per day fine will be levied on all overdue books checked out from the main Berean library, except for reference and overnight books which carry a fifty cent per day fine, if not checked in by 8:15am on the day they are due. No fines are charged on overdue books checked out from the K-4 library located in the first- and second-grade building.

**4.5** If a book is overdue or a fine exists from the main Berean library, that student will not be able to check out additional materials until settlement has been made with the librarian. Quarterly settlement must be made before grades will be issued. This policy is not applicable to the K-4 library.

**4.6** Encyclopedias must remain in the library. The old sets are exceptions. With permission they may be taken out of the library for use in the school or overnight.

**4.7** Reserved books will be assigned to special shelves. The reserve book may carry a “Do Not Remove From Library,” “Overnight Only,” or “Three-Day” designation. The book must be used or checked out accordingly.

**4.8** Magazines and newspapers may not be checked out. Since they are particularly fragile, they should be handled with special care.

**4.9** After using a book from the shelves, be sure to replace it properly. If you cannot find the correct place, ask the librarian. A misshelved book is a lost book.

**4.10** Please report any objectionable library materials to the library supervisor.

## **5.0 CHAPEL**

**5.1** Students should come to Chapel with a calm, quiet spirit expecting to meet with the Lord. **BIBLES ARE TO BE BROUGHT TO CHAPEL.**

**5.2** At this time there is no individual seating arrangement for chapel. However, the various grade levels are to sit together as a class as designated by the administration.

**5.3** Elementary Chapel will be held at least once per week on the day determined by the staff before the school year begins.

**5.4** Berean sponsors a series of Spiritual Emphasis meetings during the year for students in grades 7-12.

## **6.0 DINING HALL**

**6.1** The Berean Academy dining hall is operated to provide hot lunches under the School Lunch Program for all students. Advance payment for lunches is required. There are no lunches provided for kindergarten students due to their dismissal time. Students who do not regularly eat in the School Lunch Program, but wish to on certain days, should purchase their tickets at the school office upon arrival at school. First-grade through fourth-grade students should first proceed to their classrooms. The teacher will then be responsible for purchasing the tickets from the office or will allow the student to go the main office to purchase the ticket.

**6.2** If a student has special dietary needs, the parent/guardian should contact the school office. Information about the hot lunch program may be obtained at the school office.

**6.3** The dining hall supervisor is in charge of the dining hall and is responsible to the administration for its operation.

**6.4** Staff members may move to the head of the lunch line.

**6.5** The lunch line is an excellent place to practice the Golden Rule. Courtesy to others is expected; saving places, moving ahead in the line, shoving, being loud and boisterous and other such discourteous behavior is not permitted.

**6.6** Students are expected to use good table manners when eating. Students should not take more food than they intend to eat, and should eat all that is taken. Small helpings will be given when requested, providing it is not a requirement of the School Lunch Program.

**6.7** All students using the tables should be careful to pick up paper and

crumbs that are dropped on the floor or chairs. Students should replace chairs in the proper order after lunch is completed. Please help keep the dining hall clean and neat.

- 6.8 Students who bring their lunches must eat in the dining room. We ask that no soda be included in lunches brought from home.
- 6.9 The **dining hall kitchen is off limits** for all students except those specifically assigned for cleaning and serving under the supervision or with the permission of the dining hall or kitchen supervisors.
- 6.10 Food is not to be taken from the kitchen of dining room without the permission of the kitchen or dining room supervisors.
- 6.11 Lower elementary students are given the opportunity to purchase milk for snack time. This is done a semester at a time. Healthy snacks may also be eaten during the time that the teacher designates for this. Candy is discouraged except for special occasions.
- 6.12 From time to time, a family member or friend may want to bring lunch in for a student. **The administration requires that advanced arrangements be made and that they sign-in at the office upon their arrival. Visitors will not be allowed the last week of the semester.**

## 7.0 BUS ROUTE TRANSPORTATION

- 7.1 Whenever possible a written notice should be sent to the teacher when a student is riding home with someone other than the parent or the regular car-pool provider. If a note is not sent, the parent must notify the school of the change so the teacher can be alerted.
- 7.2 The bus driver is in charge of the students and the bus. Students are expected to obey the driver promptly and cheerfully.
- 7.3 **Students must be on time;** the bus cannot wait for those who are tardy. In the mornings, if a student is late arriving at a stop, the parent will have to meet the bus at the next scheduled stop. In the afternoons, if the parent is late for the drop off, they will have to meet the bus at the next scheduled stop.
- 7.4 Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. This is especially important during bad weather.
- 7.5 Outside of conversation, classroom conduct is to be observed.
- 7.6 For reasons of safety, and state regulations, students must not do the following:
  - 1. get on or off the bus or stand while the bus is in motion,
  - 2. change seats during the bus ride,

3. extend heads, arms, or other body parts out of the windows, or
4. throw ANY objects at ANY time on the bus

**7.7** When leaving the bus, students must observe directions of the driver. If you cross the road, do so in **FRONT** of the bus **AFTER** making sure the roadway is clear.

**7.8** Students should help keep the bus clean and sanitary by placing waste paper and other rubbish in the trash containers provided.

**7.9** Any damage to the bus is to be reported to the driver at once.

**7.10** Unless approved by the bus driver, sponsor, or administration, **the use of electronic devices is prohibited in all school vehicles.**

**7.11** **During stormy seasons**, students are advised to listen to their home radios for storm warnings and not attempt to reach school when so forewarned. In case of severe snow or ice, **school closing announcements** will be made over **KFDI-1070AM and 101.3 FM Wichita, local TV channels 3, 10, and 12, and Sycamore, the school management program, unless we have a power failure.**

**7.12** Bus transportation, daily to and from campus or for field trips/athletic events, is a **privilege** and may be **revoked** for infractions of these regulations.

**7.13** Visitors or students who do not regularly ride must notify the bus driver **IN ADVANCE** if they wish to ride.

**7.14** Kansas state law requires that we conduct annual bus evacuation drills for all students.

## **8.0 OTHER TRANSPORTATION**

**8.1** Drivers are reminded of the state laws that prohibit the passing of a school bus that is stopped to receive or unload students, speed limits, and no passing when a yellow strip is in the driver's lane of traffic. Any person who passes a stopped school bus with red lights flashing and a stop sign activated will be fined \$100. Defensive, safe driving should be a top priority for every driver.

**8.2** The **speed limit** on the Berean Academy campus is **15 miles per hour**. Drivers should be mindful of elementary students before, during, and after school. Sidewalks and grass are not designated driving and/or parking areas. **Students are to use designated parking areas only even when school is not in session.**

**8.3** After arriving at Berean, automobiles are to remain parked during the day unless special permission is obtained from the administration. **Students may not loiter or congregate in the parking lot or in cars before, during, or after school.**

- 8.4 Students must ride **inside** vehicles at all times, not outside, on fenders, or in the back of a truck bed, etc. All drivers should handle vehicles with the utmost safety in mind.
- 8.5 **Students participating in school activities are expected to ride to the activity in school transportation. Students may ride home with a parent/adult if they have a written note from their parents giving approval and/or their parents sign them out with the sponsor of the activity before leaving. Students may not ride home with another student driver from the activity.**

## 9.0 TELEPHONE

- 9.1 Students who need to call home may come to the office to use the phone at a cost of twenty-five cents for local calls and fifty cents for long distance calls.
- 9.2 We realize that many students carry cell phones. **All pagers and cell phones must be turned off before entering the school building and cannot be used until the school day is completed.** A cell phone that interrupts a class will be taken from the student and returned at the end of the day by the administration.
- 9.3 **No electronic devices should be used during the school day (8:10-3:30) without approval of the administration.**

## 10.0 HEALTH AND SAFETY

- 10.1 Berean Academy cooperates with the State Fire Marshal by conducting and reporting unannounced, timed fire and tornado drills. We endeavor to use the best preventative procedures available to maintain our unblemished safety record. **Fire and tornado evacuation instructions are posted in each classroom.**
- 10.2 The signal for a fire drill/alert is the intermittent, short-dashed ringing and a flashing of the visual indicators located throughout the facilities. The signal for a tornado drill/alert is the continuous ringing of the bell system.
- 10.3 When an emergency signal is sounded, all students and teachers are to leave their work and materials and quickly, but in an orderly fashion, evacuate the buildings according to the posted instructions.
- 10.4 Students will file to their assigned places. Teachers must be able to quickly verify the complete clearance of all students under their supervision. It could mean life or death to someone accidentally left behind in a real emergency.
- 10.5 Students and staff may return to their former activities in orderly fashion at the direction of the administration.

## 10.6 School Nurse

Berean Academy is blessed to have services of a qualified school nurse. The nurse is on campus one day a week and is primarily responsible to do all the testing, screenings and reporting required by the State of Kansas and the Health Department. She also notifies the Administration and parents of State required immunizations that are due. She is consulted when there is an outbreak of sickness and communicable diseases.

## 10.7 Student Illness

**Parents are asked to keep their student(s) home until they are fever free for at least twenty-four hours.** Parent are made aware by memo of any diagnosed communicable illness.

## 10.8 Medication

All medication must be turned in and dispensed through the main office.

All medication must be in the original bottle. The office may not dispense any medication without written or direct verbal permission from a parent or doctor.

All medication is kept in a designated locked cabinet in the main office.

Teachers are not to dispense medication to students, and students are not to keep medication in their lockers, purse, etc.

Upon dispensation of medication, it is documented as to who received the medication, who gave it, and the kind and amount given.

## 10.9 Injuries

All injuries sustained on school grounds and during school-sponsored activities are to be reported to the office and an Accident Report Form filled out. Parents will be informed immediately of the accident and what treatment the school has administered. The office will work with the family if it is necessary to file a claim with the school's student insurance carrier.

## 10.10 School Insurance

It is school policy that all students must be covered by the school's student accident insurance each year. If a student is injured during the course of the school day or while involved in any school-sponsored activity and requires any medical attention, the claim must first be filed with the family's insurance which is considered the primary provider. Any expenses not covered by the family policy will generally be covered by the school policy which is considered the secondary provider of benefits. An Accident Report Form should be filled out in the school

office within ninety days following the accident. The office will work with the family if it is necessary to file a claim with our student insurance carrier. **Please note that only “school-sponsored” activities are covered. Class parties hosted and supervised by parents are not considered school-sponsored.**

## **11.0 USE OF ACADEMY EQUIPMENT AND FACILITIES**

- 11.1** All the facilities at Berean Academy are ultimately the Lord’s. He has provided them for His use. It is imperative that each staff member and each student take care of His property.
- 11.2** Those using Berean Academy equipment are responsible for the care of this equipment during its use and for leaving it in its proper location, clean and ready for use by the next class or group. School equipment will not be used by students without permission of the person in charge of the equipment.
- 11.3** Thermostats and heaters are to be adjusted only by maintenance personnel and teachers. Students are not to adjust these fixtures.
- 11.4** All windows are to be opened and closed by the staff.
- 11.5** All property belonging to Berean Academy is not to be defaced or vandalized in any way. **In case of accidental damage, students are responsible to report and pay for the damage they have caused.**
- 11.6** All school instruments, including pianos, should be used with care and only with permission.
- 11.7** Students are not to enter locked buildings or rooms without permission from authorized personnel. Entering through a locked door or opening a locked drawer will be regarded as breaking and entering.
- 11.8** School-owned musical-reproducing and musical-playing devices may be used with permission only. Student-owned musical-reproducing and musical-playing devices should not be brought to school unless given permission by a staff member for a school-related purpose.

## **12.0 GYMNASIUM**

- 12.1** Since the floors are the most expensive item in the gyms, students are asked to observe the following rules to keep them in good condition. Students are asked not to go barefoot, not to wear only socks without shoes, or to wear outside shoes when playing or walking on the gym floor. Students should be careful to walk so as not to damage the floor and always walk outside the blue boundary of the basketball court when wearing street shoes.
- 12.2** Students are to have an extra pair of gym shoes, other than those for daily wear, for use in gym classes or athletic activities.

- 12.3** Dressing rooms are to be kept neat and clean by placing all materials in their assigned places.
- 12.4** A non-school lock may NOT be used on gym lockers. A school lock may be obtained from the office for a small fee.
- 12.5** Any individual or group that wishes to use the junior-high gym must arrange with the office to have a reservation placed on the school calendar. Reservations are usually granted on a first-come basis. **School facilities are closed for use on major holidays.** School groups/activities will be given scheduling priority.

### **13.0 PLAYGROUND & CAMPUS GUIDELINES FOR ELEMENTARY**

- 13.1** To maintain the appearance of the campus, students are asked to not climb trees, fences, backstops, or stand or sit on the steel cable surrounding the practice soccer field.
- 13.2** When proceeding in or out of the elementary classroom buildings, students are asked to use the stairs and not jump onto or off of the porch. While on the porch, extra care should be taken to not engage in dangerous activities such as forcing another students off, climbing on, or sliding down the guardrails or banisters.
- 13.3** Should a ball go across the road, permission by the supervising staff must be obtained to retrieve it.
- 13.4** For the protection of the windows, there is to be no ball throwing of any kind in, around, or near the classroom buildings.
- 13.5** The playground is bounded on the west by the sidewalk, the south by the southern edges of the asphalt and the fence, the east by the playground fence, and the north by the sidewalk in front of the elementary building. Students may also play on the practice soccer field, being careful to stay within the cable and out of the trees on the north side.
- 13.6** At recess, students should always play within sight of the supervising teacher.
- 13.7** When the supervising teacher blows the whistle, students are to leave immediately and line up at a designated place. Care should be taken to put away equipment which has been used.
- 13.8** Students should report any injury immediately to the staff person on duty.
- 13.9** All students will be required to go to recess outside unless they are retained for discipline or their parents have requested them to inside because of illness.

**13.10**Swinging double, standing while swinging, and locking hands or legs while swinging are not permitted. Swings should not be twisted but should be allowed to hang freely.

**13.11**Students should not stand on the slides or form a chain while sliding down.

**13.12**Soccer is a popular and fun sport. Therefore, students are asked to not slide tackle, as this may lead to injury.

**13.13**Students are asked not to bring baseballs to school. Only softballs or low-impact balls should be used.

**13.14**Students are not to stand on the top rail of the jungle gyms or to push and shove while on them.

**13.15****Snowballs are not to be thrown on the school campus at any time.**

#### **14.0 CLEANLINESS AND ORDERLINESS**

**14.1** To keep our campus looking neat, students are asked to walk on the sidewalks, rather than taking shortcuts across the grass.

**14.2** Students are asked to maintain a clean, neat, and cheerful campus at Berean. Students should not wear shoes that cause black marks on the floors. Waste paper and other items should be placed in appropriate containers.

**14.3** Students are to keep their book lockers clean and tidy at all times. If pictures and posters are used to decorate, they must be attached **without tape** and must **reflect Berean's standards. Lockers may be inspected at any time at the discretion of the administration.** Students are expected to "clean" their locker space before they leave for the summer.

**14.4** Chewing gum is allowed at the discretion of the staff members.

**14.5** **Students are asked to help maintain the restrooms** by observing the following rules:

- place waste materials in their proper receptacles,
- do not waste paper,
- do not hang clothing in the restrooms,
- do not mark on the walls, and
- do not deposit paper towels in the stools.

**14.6** Any group sponsoring an activity is responsible to clean the area used immediately following the activity.

**14.7** **Musical instruments will be stored on the racks provided in the music areas.** Do not leave these in the halls, on the lockers, or in other locations around campus.

**14.8** “Lost and Found” items on campus should be turned in to the office. A fee of twenty-five cents is charged for reclaiming personal property from the Lost and Found. **“Lost and found” items not claimed by the owner will be donated to a worthy cause at the end of each nine-week period.** Parents are welcome and encouraged to check the Lost and Found any time during the school year.

**14.9** Sunflower seeds are off limits in ALL school facilities and vehicles.

## **15.0 CO-CURRICULAR ACTIVITIES**

**15.1** Berean has numerous co-curricular activities for students to be involved in at the senior-high level. Athletic activities include cross country for boys and girls, boys soccer, girls volleyball, basketball for boys and girls, and track for boys and girls. Forensics is also available during second semester. There is a \$60.00 activity fee to participate in these activities.

Leadership opportunities in student organizations include Christian Action, class officers, Ministry Team, National Honor Society, and Student Council. Seniors present a class play annually and enjoy their senior trip each spring. There is also an opportunity to be involved in the All-School Play in the spring.

**15.2** Each senior-high class and organization may schedule one social occasion during the year, and junior-high classes may schedule one each semester.

**15.3** Senior-high class dues will be paid to the Student Activity Fund and will be \$4.00 for freshmen and sophomores, \$6.00 for juniors, and \$10.00 for seniors. Junior-high classes will not have class dues.

**15.4** All class and organization meetings are to be held with the permission and knowledge of the assigned sponsor.

**15.5** Social activities planned for school nights, including activities held off campus, must finish in time so the students may leave Berean Academy by 10:00 p.m.

**15.6** Couples shall not isolate themselves from other students. When together, their conduct shall be in good taste, as becoming Christian young people. **Public display of affection is not allowed at school or at any school-sponsored activities.**

## **16.0 DRESS CODE**

To adhere to our attire the biblical principle that we should not let the world “squeeze us into its mold,” the dress code follows three main points: the dress must be **honoring to God, be appropriate for the occasion, and be neat and clean.** (I John 2:15-16)

**16.1** Our desire is to honor God in all things, including the way we dress. Biblical principles which guide in this desire follow.

1. God designed clothes to cover the body. (Genesis 3:21).
2. Men and women are to have different kinds of clothes. (Deuteronomy 22:5).
3. The Christian is not to be fashioned or “conformed” outwardly or inwardly according to the world. (Romans 12:1, I Peter 1:14).
4. We are to abstain from all appearance of evil. (I Thessalonians 5:22).
5. Decency and modesty are to be followed in dress. (I Timothy 2:9-10).
6. Long hair is a shame unto a man and a glory unto a woman. (I Corinthians 1:14-15).
7. The inward adorning of the heart is to be emphasized rather than the outward appearance. (I Peter 3:3-4).
8. Christians are not to love the standards the world sets in any area of life. (I John 2:15-17).

We also believe that the Bible clearly teaches submission to authority. Therefore, we expect a willing spirit of cooperation from students and parents. **The administration reserves the right to make the final decision in matters of judgment.**

**16.2** If a student is observed in violation of the dress code, the disciplinary procedure will be as follows. For the first through third offenses, the student will receive warnings. The parents may or may not be notified depending on the nature of the violation. The fourth offense will cause the student to receive an after-school detention and a notification to the parents. The fifth violation will merit a letter home and an interview with one of the administrators. The consequence for a sixth violation will be an in-school suspension and a required meeting with the parents. During any suspension, students are given credit for the work done in their classes that day.

Whenever there are biblical principles, people interpret them in a variety of ways. The following guidelines are to help the student understand how Berean interprets the above principles.

**The 7-12 the Dress Code is as follows:**

1. For young ladies, dresses, skirts, and slacks may be worn. Long, full dresses and skirts are recommended. When skirts or dresses are worn, the hem must reach the top of the knee. Slits in longer skirts must meet the same guidelines. If the skirt length is at the top of the knee, a slit is inappropriate. Tops and dresses with sleeves shall be worn. Tops worn with skirts or pants will be tucked in unless the bottom is hemmed. The top must be long enough to cover the top of the skirt/pants if the arms are raised. Young ladies may wear full-length (ankle-length or longer) slacks, not of denim or leather-like material. They are not to be snug, baggy, or saggy in nature. Clingy

knit pants, leggings and overalls are not considered slacks and may not be worn. If a top is worn under a sweater, it must be tucked in. Tops should not have graphics on them. Smaller designer logos are acceptable. No **T-shirts** or sweatshirts may be worn except on days permitted by the administration. This includes zippered sweat jackets. Young ladies need to realize the importance of modesty and wear tops that will not allow cleavage to be seen. Appropriate shoes are sandals, slides, or full shoes.

Banquet dress for ladies should follow neckline and garment length stated for school dress. Sleeveless garments are allowed but the strap width should be a minimum of one inch. Individuals who choose to violate this standard will be put on **Banquet Probation** meaning that their dresses for future banquets will need to be pre-approved by the administration.

Having the body pierced to wear jewelry, other than the ears, is unacceptable.

2. Young men will wear slacks without drawstrings. Slacks are not to be snug, baggy, or saggy in nature. They must be free of holes or frayed hems. Shirts with collars must be worn, must be tucked in, and must not be oversized in appearance. Shirts with graphics on them are not acceptable. Sweaters may be worn over shirts that are tucked in. No T-shirts or sweatshirts may be worn except on days permitted by the administration.

Young men need to have their hair neatly trimmed, off of the ear and shirt collar. Facial hair is unacceptable for students. Earrings or having the body pierced to wear jewelry is unacceptable. Billfold chains are prohibited.

**16.3** Berean Academy believes clothing should be appropriate for the occasion. When students come to school, they are coming to work and to learn and should be in the above prescribed dress during the school day. Shoes must be worn at all times.

**16.4** Berean Academy students should always appear in clothes that are neat and clean. (Biblical Principles 3,4,5,7,8)

**The Elementary Dress Code** is as follows.

1. Elementary girls may wear slacks, jeans, dresses, or skirts during the school day. Dresses and skirts should be long and full. This allows for a much more active young lady. If a shorter skirt is worn, the hem must reach the top of the knee. Shorts should be worn under skirts or dresses to allow for modesty on the playground. Shorts, skorts, capris, sweat pants, camouflage or exercise style pants should not be worn. Leggings are acceptable if a skirt or dress is worn over them. Clothing should be clean and free from holes and frayed hems. (Biblical Principles 1,2,3,4,5,6,8)

2. Elementary boys need to be sure their slacks and jeans are neither too snug or too saggy and baggy. Shorts, sweatpants, camouflage, or exercise style pants should not be worn. Their clothing needs to be free from holes and frayed hems. Boys are not to wear earrings. Their hair needs to be neatly trimmed and off of the ear and shirt collar. All shirts must be tucked in with the exception of sweatshirts and sweaters. (Biblical Principles 1,2,3,4,5,6,8)
3. Both boys and girls should not wear plain white T-shirts. Shirts without collars can be worn, but they must be tucked in when worn by either girls or boys. Any design or writing on the shirt must be in good taste. The school administration reserves the right to make the final decision for each individual case.
4. On special occasions the students may be allowed to wear modest length shorts. Parents will be notified when those days occur. Otherwise, shorts are not to be worn.
5. Full shoes and secure sandals may be worn. For health and safety reasons, shoes without a heel strap are not appropriate. Shoes must be worn at all times in and out of the classroom.

## 17.0 MUSIC

- 17.1** The music of Berean Academy shall be consistent with scriptural teachings and the practices of the supporting churches and community in which it is located.
- 17.2** Since all music presentations of Berean Academy are to glorify God and minister to the hearers, the lyrics of sacred vocal selections shall be doctrinally sound and as clearly presented as possible.
- 17.3** Recognizing that music is not a static art, that it has from the beginning of time been constantly changing, we seek to discover the best in new Christian music. At the same time, we seek to keep alive the fine Christian music of the past. The lyrics, beat, and rhythm must not reflect the mores of our worldly society. The words of the music that students listen to shall not promote un-biblical lifestyles.
- 17.4** The words of all music are to be presented with clarity. No accompaniment shall interfere with the verbal understanding of the lyrics to be conveyed.
- 17.5** The purpose of music is to **honor God**. Therefore, the message is more important than the form. The content of the words and the message conveyed by a piece of music should be scrutinized to be sure it meets the mission and purpose of Berean Academy and is honoring to God.

## 18.0 SEXUAL HARASSMENT

- 18.1** Berean Academy is committed to maintaining a school environment in which all individuals **treat each other with dignity and respect**, which

is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Berean Academy is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

**18.2** “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as a basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Berean Academy.

**18.3** Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

1. unwanted sexual advances or propositions;
2. offering academic benefits in exchange for sexual favors;
3. making or threatening reprisals after a negative response to sexual advances;
4. visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters;
5. verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes;
6. verbal abuse of a sexual nature, graphic or verbal commentaries about an individual’s body, or sexually degrading words used to describe an individual;
7. suggestive or obscene letters, notes, or invitations;
8. physical conduct such as touching, assaulting, impeding, or blocking movements.

**18.4** Employee-student sexual harassment is prohibited.

**18.5** Student-student sexual harassment is prohibited.

**18.6** Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

**18.7** Students who observe conduct of a sexually harassing nature, are also

encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

**18.8** The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

1. Terry Tilson, superintendent
2. Galen Unruh, 9-12 principal
3. David Landis, K-8 principal

**18.9** Every effort will be made to protect the privacy of the parties involved in any complaint. However, Berean Academy reserves the right to fully investigate every complaint and to notify a student's parent or guardian and appropriate government officials as the circumstances warrant.

**18.10** It is against Berean Academy's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

**18.11** When one of Berean Academy's school officials designated in this policy receives a complaint, he or she shall immediately inform the superintendent. The superintendent will direct any necessary investigation. If an investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion and termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## **19.0 WEAPONS POLICY**

**19.1 Introduction** - Berean Academy considers student possession of/use of/or threat of the use of weapons as a serious offense and will not tolerate such by students on school property, at school events, or at any other time while enrolled as a student. Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a "threat" below.

**19.2 Student** - Students who possess a weapon or who carry, exhibit, display, draw, or threaten any of these items apparently capable of producing bodily harm in a manner which, under the circumstance, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.

**19.3 Definition** - "Possession" includes, but is not limited to, having a weapon on school property or at a school-sponsored event located (a) in a space assigned to a student such as a locker or desk; (b) on the student's person or property (such as on the student's body, in his or her

clothing, purse, backpack, gym bag, or vehicle); or (c) under the student's control or accessible or available, such as hidden by the student.

“Threat” includes, but is not limited to (a) a verbal or written statement of personal bodily harm with a weapon; (b) a verbal or written statement indicating friends or acquaintances with weapons that will commit bodily harm; or (c) a verbal or written statement of possessing a weapon at school or a school function.

A “weapon” includes, but is not limited to: (a) firearm; (b) an air gun or any items which appear to be realistic firearms; (c) a sling shot; (d) a slung shot; (e) a sand club, chains, or metal knuckles; (f) “throwing stars”; (g) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle, including pocket knives; (h) a dirk/dagger; (i) any device commonly known as “nun-chu-ka sticks”; (j) a stun gun; or (k) any explosive device including fireworks.

**19.4 Incident Reporting and Action** - Any faculty member, staff member, or administrator with knowledge of “possession,” “threat,” or “use of weapons” as described above shall immediately report to the building principal /director/designee, who shall (a) submit a report to the appropriate jurisdictional police authority and (b) remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

## **20.0 ACADEMIC**

### **Plagiarism Policy**

Berean Academy views plagiarism as a serious offense. Plagiarism is defined as “to copy another person’s idea or written work and claim it as original” (MSN Encarta online Dictionary). We view plagiarism in the same light as cheating and being dishonest. It is in direct opposition to the mission of Berean Academy to develop Godly character in our students and it breaks down the trust level between student and teacher. It attacks the fundamental foundations of the educational process in which students are asked to produce original thinking to further their educational development. Therefore, the following disciplinary consequences will be employed for violations of this policy.

**First Offense:** The student will receive a zero for the assignment, and the teacher involved will contact the parents.

**Second Offense:** The student will receive a failing grade for the semester for the class involved with the plagiarism. The student, parents, involved teacher(s) and administration will meet for a conference before the student is allowed back into class. This will occur whether or not this is the same class or some other class as the first offense.

**Third Offense:** The student will receive a failing grade for the year in the class involved with the plagiarism. The student will be on probation for the remainder of the year. The student, parents, teacher(s), administration and Student Relations Committee will meet to discuss the problem.

**Fourth Offense:** The student will be dismissed from school.

- 20.1** Students are expected to enroll in seven classes. Caution must be taken not to overload on co-curricular activities.
- 20.2** Senior-high students will be permitted to withdraw from an elective class within the first ten days of the semester with no enrollment or grade appearing on their transcript.
- 20.3 Seniors may have two days and juniors one day for college visitation during the school year.** These may not be taken during the last week of the first semester or in the month of May. These will be regarded as field trips. Proper arrangement must be made with the **office**. Students also are expected to check with their teachers in advance to get work completed.
- 20.4** Grade records are kept by the individual teacher for the current year, dividing the grading period into quarters, each nine weeks in length. These are considered confidential between the teacher, administration, the student and the parent of that student. The A (90%-100%), B (80%-89%), C (70%-79%), D (60%-69%), F (59% and below), system is used for grades 3-12. Kindergarten through grade 2 have a progress system of grades which reflects each student's academic and social progress. That system is explained on each grade card.

**The grading scale for grades 7-12 is**

A+ 98-100	B+ 87-89	C+ 77-79	D+ 67-69	
A 94 – 97	B 83-86	C 73-76	D 63-66	
A- 90-93	B- 80-82	C- 70-72	D- 60-62	F 0-59

- 20.5** Grade cards will be sent home after the end of each quarter.
- 20.6** Grade point averages will be figured for all classes in which students in grades 7-12 students are enrolled. The four-point system will be used. Pluses and minuses will be used in determining senior-class rank.
- 20.7** Scholastic eligibility for school representation in extracurricular activities will be 2.0 for junior high and senior high. The student must also be in good standing.
- 20.8** A student may not participate in after-school co-curricular activities if he/she is on behavior probation or has not attended four consecutive classes the day of the activity.

The grading period is based on nine-week intervals. Student Honor Rolls will be named for the first nine weeks, first semester, third nine weeks, and second semester. A student may qualify for one of three levels of the Honor Roll as noted:

Gold Honor Roll 3.8 – 4.00;  
Silver Honor Roll 3.6 – 3.79; and the  
Bronze Honor Roll 3.30 – 3.59.

**20.10 Twenty-four (24) units of credit are required for graduation.** These units include one year of Bible credit for each year in attendance, and the Kansas Board of Regents Units required for college admission which are four units of English, three units of natural science, three units of math, three units of social science, and one unit of computer technology.

### **20.11 Credit for Graduation**

Credit for graduation at Berean Academy must be earned by the courses offered on our campus. Students may not earn credit through summer “homeschooling” options or through summer programs offered by other school districts. However, there are two exceptions to this policy.

1. If a student fails a course at Berean, the course may be taken on campus for credit or an acceptable off-campus credit option may be taken at the approval of the administration.
2. If a desired course is not offered at Berean, the course may be taken for credit off campus or online at the approval of the administration.

### **20.12 Achievement Testing**

Students in grades 1 – 9 will be tested annually with the Stanford Achievement Test (SAT). Sophomores will take the ACT PLAN Test, juniors will take the PSAT and ACT, and seniors will take the ACT. Testing fees for the SAT, PLAN, and PSAT will be added to your student account at enrollment. ACT fees are paid directly by the student or parent to ACT.

**20.13** Parent/Teacher conferences are scheduled during the first and third quarters. Teachers are expected to keep parents informed of any continuing academic or social deficiencies in a loving, caring, and timely manner.

## **21.0 MISCELLANEOUS**

**21.1** Students who may be interested in attending Berean are welcome to visit if their visit is **arranged for in advance**. Visitors must adhere to our dress code and will be required to register at the school office upon arrival. We do ask that all visitors wear name tags for identification purposes. There will be no visitors allowed during the first two weeks of

school and the last week of each semester.

- 21.2** Student Council sponsors an ice-breaker in the fall and the junior-high students have a retreat. All students are expected to participate.
- 21.3** Students may not enter the inner office area, except by permission of authorized personnel.
- 21.4** The use of tobacco in any form, non-medicinal drugs in any form, and all alcoholic beverages are considered a poor example of Christian conduct and harmful to the body. Therefore, students are required to abstain from using them. Our standard is **TOTAL ABSTINENCE** at school, at home, and any other place or time.
- 21.5** Berean students may not play with traditional cards on school premises, school vehicles, or in any school-sponsored activities. Berean's policy is to follow the admonitions of Romans 14:21b and I Thessalonians 5:22.
- 21.6** Student participation in social dancing, whether in association with school-sponsored activities or outside of such activities, is inconsistent with the standards of Christian conduct upheld by Berean Academy. We ask that students from such dancing and thereby uphold Biblical standards of not allowing *any hint of sexual immorality* in their lives (Ephesians 5:3, Philippians 4:8, I Thessalonians 5:22).
- 21.4** All materials placed on bulletin boards or on display must be initialed by a staff member. Notices on bulletin boards are not to be removed, defaced, or rearranged.
- 21.5** Generally, it is proper to leave other people's property alone unless permission has been received from the owner. Certain personal items (gym shoes, etc.) should not be used by someone other than the owner. Continuous borrowing of others' property becomes a nuisance. Provide your own supplies and respect the property of others as you wish yours to be respected. This especially applies to book lockers.
- 21.6** Students are not to concern themselves with materials on or inside a teacher's desk. Only when requested by the teacher involved should a student use or take materials from a teacher's desk or file.
- 21.7** Fireworks or other explosive devices are not permitted on campus. Lighters, matches, and water guns are not to be brought to school.
- 21.8** Personal electronic devices, including, but not limited to radios, laptop computers, CD players, MP3s, ipods, video recorders, and tape recorders are not allowed to be used during school hours unless written permission is granted by a teacher or administrator for educational purposes. This is especially true if a student desires to record or video lectures or other academic activities. All pagers and cell phones must be turned off before entering the school building and cannot be used until the school day is completed.

## **22.0 STUDENT ORGANIZATIONS & SPONSORS:**

CHRISTIAN ACTION –  
EIGHTH GRADE – Miss Tina Fast  
ALL-SCHOOL PLAY – Mrs. Susan Williams  
FORENSICS – Mrs. Arleta Wiebe  
FRESHMAN CLASS – Mr. Lewis Wiebe  
JUNIOR CLASS – Mr. Dave Funk  
MUSIC ENSEMBLES – Music Staff  
NATIONAL HONOR SOCIETY – Mr. Jerry McClenahan  
PEP BAND – Mrs. Bev Lister  
SENIOR CLASS – Mr. Jason Wine  
SENIOR PLAY – Mrs. Susan Williams  
SEVENTH GRADE – Mrs. Shelly Friesen  
SOPHOMORE CLASS – Mr. Paul Rust  
STUDENT COUNCIL – Mr. Jerry McClenahan  
*WARRIOR* STAFF – Miss Anne Morrow

## **23.0 ORGANIZATIONAL FUND-RAISERS:**

### **Classes:**

Junior Class: Basketball Concessions, etc.  
Senior Class: Play, Candy, Workday, etc.

### **Organizations:**

Christian Action: Would-Be Games  
StuCo: Banquet, Fifth Quarter  
Booster Club: Berean Wear  
*Warrior*: Yearbook advertisement sales  
Drama: All-School Play

### **Athletic Department:**

General: Program advertisements for tournament

### **Library:**

Book Fair, Coupons