



# Parent & Student Handbook 2018-19

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# ADMINISTRATION

Mr. Galen (Nadine) Unruh – Interim Head of School, JH/SH Administration

Mrs. Arleta Wiebe – Elementary Administration

Mr. Terry (Connie) Tilson – Assistant Administrator

Mr. Joshua (Elise) Brinkerhoff – Activities Director

## STAFF

Mr. Mark (Anbeth) Anderson..... JH Bible, Business  
Mrs. Amanda (Dave) Balzer.....JH Coach  
Mr. Wayne Beaver ..... Senior Play  
Mrs. Ruth (Larry) Boettcher ..... Elementary Vocal Music  
Mr. Joshua (Elise) Brinkerhoff..... SH Coach  
Mrs. Kyndra (Travis) Brown .....Administrative Assistant, Nurse  
Mrs. Cheri (Greg) Busenitz ..... SH Coach  
Mrs. Hannah (Chad) Busenitz.....JH Coach  
Mrs. Jennine (Sam) Busenitz..... Resource Services  
Mr. Leroy (Ramona) Busenitz ..... SH Math  
Mr. Russel (Wanita) Busenitz ..... Health, JH Math, JH Bible, JH PE, SH Coach  
Mrs. Kris (Jeff) Claassen.....Food Service Director  
Mr. Todd (Renea) Dove ..... Custodian  
Mrs. Teresa (John) Eby ..... Health, JH Bible, JH Language Arts, JH Social Studies  
Mrs. Rachel (Brandon) Eck..... Kindergarten Para  
Mrs. Tami (Tim) Entz ..... First Grade  
Mr. David (Juanita) Funk..... Maintenance Director, Industrial Arts  
Mrs. Cheryl Gallegos ..... Resource Services  
Mrs. Janelle (Zach) Goodrich.....JH Coach  
Mrs. Tiffany (Chris) Hall ..... SH Coach  
Mrs. Vera (David) Hall..... Third Grade  
Mrs. Tonya (Ryan) Helsel ..... Financial Administrative Assistant  
Mr. Daniel (Angela) Krebs..... JH/SH Language Arts, Speech, SH Coach  
Mrs. Staci (David) Landis..... Sixth Grade  
Mrs. Bev (Allan) Lister..... Instrumental Music

Mrs. Cindy Matzek ..... Administrative Assistant  
 Mr. Jerry (Susan) McClenahan .....SH Science  
 Mrs. Sara (Mark) Meisinger .....Elementary Art, Family & Consumer Science,  
 Home & Family  
 Mrs. Sara (Trevor) Morris..... JH/SH Vocal Music, JH Bible, Resource Room Para  
 Instrumental Music Assistant  
 Miss Anne Morrow .....JH/SH Art, Graphic Arts, Yearbook, Publishing,  
 Website, Social Media  
 Mrs. Nita (Steve) Newby ..... Fourth Grade  
 Mrs. Joni (Ryan) Nord..... Second Grade  
 Miss Amelia Quiring.....Kindergarten  
 Mrs. Elizabeth (Brian) Richards .....Resource Services Director  
 Mr. Paul (Brenda) Rust ..... SH History, JH P.E., JH/SH Coach  
 Mrs. Michelle (Troy) Slabach .....Food Service Assistant  
 Mrs. Beth (Matt) Smith .....Elementary Art  
 Mrs. Sarah (Doug) Spencer ..... Basic Chemistry, Physics  
 Mr. Joel (Emilee) Stucky ..... SH Coach  
 Mrs. Robyn (Doug) Stucky ..... Admissions Director  
 Mr. Terry Tilson.....Bus Route Driver, Food Service Assistant  
 Mr. Galen (Nadine) Unruh.....IT Director  
 Mrs. Nadine (Galen) Unruh..... Librarian  
 Mr. Raymond (DaMaris) Unruh ..... Bus Route Driver  
 Mrs. Kathy (Gary) Veer ..... Financial Administrative Assistant  
 Mrs. Arleta Wiebe ..... SH Language Arts  
 Mrs. Hannah (Dallas) Wiebe .....Preschool Teacher, JH Coach  
 Mrs. Jenny (Lewis) Wiebe..... Fifth Grade  
 Mrs. Kristen (Shawn) Wiebe ..... SH Coach  
 Mr. Lewis (Jenny) Wiebe .....SH Bible, Home & Family, SH Coach  
 Elementary/SH PE  
 Miss Megan Wiebe ..... SH Math  
 Mr. Jason (Kirstin) Wine..... SH Bible, SH Coach  
 Mrs. Jacky Wuthrich.....JH Science, JH Math

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# 1 PHILOSOPHY AND OBJECTIVES

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## 1.1 VISION

### 1.1.1 Biblically Integrated Education

Berean Academy equips students with an excellent academic foundation, knowledge of the Scriptures, and a Christ-centered, Bible-based worldview, which enables them to glorify God through Christ-like character and service.

### 1.1.2 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 world-view, and prepares students to take their places in the home, in the church, in their vocation, and in their country.

### 1.1.3 Philosophy

Berean Academy exists to give students the tools to develop a Christian world- and life- view 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.

## 1.2 CORE VALUES

### 1.2.1 Biblical Authority

The Bible is divinely inspired and without error, authoritative and effective, and sufficient for faith and practice. It will be integrated into every class and student activity to foster a biblical, Christ-centered worldview (II Timothy 3:16-17; Deuteronomy 6:4-9; Proverbs 1:1-7).

### 1.2.2 Parental Partnership

Parents are the primary educators of their children and the school exists to assist them in this task. Together, parents and teachers challenge students to be servant leaders; critical thinkers; understand the ways of the Lord; and treat everyone with dignity, honor, and respect, and assist families to attend Berean Academy through the Family Education Grant (FEG) (Deuteronomy 6:4-9; Proverbs 6:20-23; I Peter 4:10-11; Psalms 119:97-104).

### 1.2.3 Christ-Centered

Berean Academy is 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).

### 1.2.4 Educational Excellence

A well-rounded accredited program of academia and activities is provided by committed teachers and staff who are excellent in their field of teaching and consistently model Godly behavior (II Timothy 2:15; Colossians 3:23; Proverbs 22:29).

**Teaching of Doctrine:** Subordinate doctrines, which are open to several interpretations by sincere and obedient Christians, are not emphasized in classroom



instruction. Students are encouraged to seek counsel on these issues from their parents or pastor.

### **1.3 STATEMENT ON MARRIAGE, GENDER AND SEXUALITY**

Regarding marriage, gender and sexuality, Berean Academy believes the following:

- A. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
- B. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman for life in a single, biblical, covenant union as delineated in Scripture (Gen. 2:18-25).
- C. We believe that God intends sexual intimacy to occur only between a man and woman who are married to one another (I Cor. 6:18; 7:2-5; Heb. 13:4).
- D. We believe that God has commanded that no intimate sexual activity be engaged in outside of a traditional marriage (one man and one woman).
- E. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest and use of pornography) is sinful and offensive to God (Matt. 15:18-20; I Cor. 6:9-10).
- F. We believe that to preserve the function and integrity of Berean Academy and to provide a biblical role model to the community, it is imperative that all persons employed by Berean Academy in any capacity, or who serve as volunteers, agree to abide by this Statement on Marriage, Gender and Sexuality (Matt. 5:16; Phil. 2:14-16; I Thess. 5:22).
- G. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21); Rom. 10:9-10; I Cor. 6:9-11).
- H. We believe that every person must be afforded compassion, love, kindness, respect and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behaviors or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture of the goals of Berean Academy.

### **1.4 ANNUAL PARENT COMMITMENT**

Parents at Berean Academy make commitments to the school each year that their children attend as follows:

- 1. Parents understand and agree that it is a privilege to attend Berean Academy and therefore uphold the school with a positive attitude and prayer.
- 2. Parents pledge to have an attitude of trust in Berean Academy, its administration, faculty, and staff and will work together in a spirit of unity between the school and home.
- 3. Parents promise at home to encourage obedience to the rules and policies of the school and to foster an attitude of respect for the Christian culture and life which are maintained at Berean Academy.

4. Parents pledge to support the school administration and teaching staff in decisions made in the education of their student.
5. Parents promise to promote a positive view regarding the school program to all they converse with and to personally address the appropriate school personnel with any concerns they may have throughout the school year.

### **Spiritual and School Philosophy**

1. Parents understand and agree that their child will be taught to worship one God – Father, Son, and Holy Spirit – and to honor the Bible, as God’s only written word. Their child will be taught that the God of the Bible is a personal God and that through Christ’s death and resurrection one can have a personal relationship with Him.
2. Parents have read and agree with the school’s Doctrinal Statement unless noted in writing.
3. Parents understand that as a requirement to attend Berean their family will regularly attend an evangelical church that upholds the Bible as holy, inspired by God and inerrant.

### **Medical Release**

1. Parents authorize Berean Academy to call emergency services (911) in case of an accident and to arrange for an emergency medical care doctor in case the parent is not immediately available. Any physician called by Berean Academy, paramedics, or hospital emergency service may treat and/or take necessary measures for the health and well-being of the child. It is understood that a conscientious effort will be made to notify the parents before such action will be taken.
2. Parents will accept responsibility for the cost of any medical service, physician, or hospital care.
3. Parents understand the school’s student insurance is secondary to parent insurance for school related accidents.

### **Tuition Payment Policies**

1. Parents have read and will abide by the school’s policies in regard to tuition payments, attendance policies, withdrawal policies and policies regarding refunds and/or non-refundable fees.
2. Parents understand that they are responsible for all financial obligations as set forth in the school’s financial policies.

### **Conduct and Standards**

1. Parents agree to accept and support all rules and regulations of Berean Academy and authorize the school to administer the disciplinary methods stated in the school handbook. Parents understand the standards of the school will not tolerate profanity, obscenity in word or actions, or any type of action or harassment from students or parents that are deemed disrespectful or harmful to school staff or students. Parents understand that those who behave in this manner to a staff member will be asked to leave the campus and may be banned from the campus and/or asked to withdraw their child(ren) from the school.

2. Parents will expect their child to comply with school regulations. Parents will withdraw their child or accept the school's right to dismiss them if they become unable to support these policies, procedures, and rules. Parents realize that the school reserves the right to dismiss any student or family who does not respect its spiritual standards or cooperate in the educational process of the school.
3. Parents understand that damage to school property by the student due to willful negligent means will be directly charged to their account.
4. Parents give permission for their child to take part in all regular school-day activities, including school-sponsored trips.

### **Dispute and Reconciliation**

1. Parents understand that expectations and perceptions may, at times, come into conflict. In Christian relationships the priority of love should direct all our actions as a reflection of the loving submission of Christ to the Father. The way parents resolve conflicts and perceive offenses will demonstrate the reality of Christ to a watching secular society. (John 13:34-35).
2. The school has specific requirements for all aspects of conflict resolution, including (but not limited to) student-to-student conflict, student-to-teacher conflict, parent-to-staff or parent-to-parent conflict. Parents have read and pledge to follow the procedures outlined in the ***POLICY ON CONFLICT RESOLUTION AND RECONCILIATION***.

## **1.5 POLICY ON CONFLICT RESOLUTION AND RECONCILIATION**

Berean Academy is a ministry of Christian education, which serves as an extension of the Christian home. As such, the leadership of the ministry has a significant responsibility to ensure that the policies and practices of the school reflect what the Bible teaches in the area of harmony and unity in the lives of the Berean family and how harmony and true Christ-like love can be restored when conflict arises.

Conflict is part of the human experience and Christians and Christian ministries are not immune to its perils. One of Satan's most effective tactics is to push conflict to the next levels of resentment and bitterness in order to undermine the effectiveness of the ministry.

God's word is clear that Christians can and should resolve these conflicts in Christian love and mercy and not allow discord and strife to take root. Hebrews 12:14-15 states, "Make every effort to live in peace with all men and to be holy ... See to it that no one misses the grace of God and that no root of bitterness grows up to cause trouble and defile many." I Peter 3:8-9 admonishes believers to "live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble." Ephesians 4:32 clearly directs us to "be kind, tenderhearted, and forgive one another as God forgave us." These are more than platitudes. They are the foundation for resolving conflicts that arise within the Berean family.

1. It is the policy of Berean Academy that any member of the Berean family that has an issue, concern or feels that they or their child have been treated wrongly in any way, should go to the person, (in this context a teacher, administrator, staff member, board member or parent) and

seek to resolve the conflict. This expectation is the first step in the Berean Reconciliation Policy and is based on guidance from Matthew 18:15-17.

2. If the issue is not resolved, the next step in the process is to use the chain of command and bring the issue to the next level of authority. Hebrews 13:17 speaks about submission to those God has put in authority and Berean has an established order of responsibility and accountability with the principals, head of school, and a school board. For example, if a person has met with a teacher and wants to go to the next step, he or she would go to the administration to seek resolution.
3. The next step in the Policy is to bring the issue to the Berean Board Reconciliation Committee. The Board Reconciliation Committee is comprised of at least three members from the Board, staff, or constituency, with consideration for avoiding any potential conflict of interest, who would oversee the process outlined by the Policy. This committee would serve for the duration of the issue at hand and guide the process of reconciliation. Written requests for this step of the process should be made to the Board President.
4. If people feel strongly that they cannot go to the affected party or administration in person, then they may request a member or members of the Berean Reconciliation Committee go with them to meet and seek resolution. Additionally, if it becomes known to the Berean leadership that a party has a concern that needs to be resolved and has not utilized the Reconciliation Policy process, the Reconciliation Committee will take steps to engage the issue proactively to foster the needed resolution. This would involve trying to bring the affected people together voluntarily in a context of Christian love and guidance and follow through till the issue is resolved. While the board encourages following the process in order, it is the goal of Berean leadership to achieve reconciliation through all avenues.

It should be everyone's hope and prayer that these efforts will serve to maintain harmony in the Berean family and to prevent small issues or misunderstandings from becoming major matters of contention. There will be no coercion of individuals to comply with this policy, as the intent is to achieve reconciliation from willing hearts. However, we urge all members of the Berean family to prayerfully consider this Biblical process of reconciliation.

## **1.6 STUDENT OUTCOMES**

Students educated at Berean Academy will be able to:

- A. Demonstrate knowledge that the Lord Jesus Christ is the Son of God who came to earth to die for our sin.
- B. Demonstrate knowledge of the necessity of being born again by the Spirit of God by receiving the Lord Jesus Christ to gain eternal life.
- C. Demonstrate knowledge that growth in the Christian life depends upon fellowship with God through reading the Bible, prayer, and service.
- D. Demonstrate the understanding that the Bible is the only Word of God – that it is practical and important.

- E. 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.
- F. Demonstrate the Christian graces of fairness, courtesy, and kindness.
- G. Understand and relate to the urgency of world missions.
- H. Demonstrate an ability to get along with non-Christians and with Christians who hold differing views.
- I. Relate the various subject matter areas with the truth of the Bible.
- J. Demonstrate the knowledge that God is the Creator and Sustainer of the universe and of man.
- K. Understand the importance of applying themselves to their work and fulfilling their responsibilities.
- L. Work independently and cooperatively.
- M. Express their thoughts understandably and stand on their personal convictions in the face of pressure.
- N. Demonstrate their creativity.
- O. Demonstrate an appreciation of the fine arts.
- P. Demonstrate competence in communication skills.
- Q. Demonstrate the knowledge and skill required for future study or for occupational competence.
- R. Demonstrate discretion in choosing wholesome physical and mental recreation.
- S. Demonstrate knowledge of our American heritage and the current problems facing our country and the world.
- T. 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.

## **1.7 ACCREDITED STANDING**

Berean Academy is accredited by the Association of Christian Schools International. Any institute of higher education accepts graduates of Berean Academy. Berean Academy is also a full member of the Kansas State High School Activities Association whose rules and regulations govern our activity program.

Students entering Berean Academy for the first time must present a transcript from previous schools before credit can be offered to them. They must also have current standardized test results to establish grade and subject level standings.

## 2 ADMISSIONS POLICY

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### 2.1 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, or age in its programs or activities.

### 2.2 THE PROCESS

In order to be accepted as a student at Berean Academy, the student and his/her family must:

- A. Complete the application form and provide the appropriate application fee.
- B. Provide references from the student's homeroom teacher (elementary) or math and English teachers (secondary).
- C. Provide a written testimony of faith in Jesus Christ from at least one parent and the student if enrolling in grades 7-12.
- D. Provide standardized testing scores on a nationally normed test or take the OLSAT test at Berean that is appropriate for their age and grade level.
- E. Provide a transcript from the transferring school or a home school transcript of study.
- F. Provide the school with any IEP information or specialized education plan including accommodations for learning.
- G. Meet with an administrator or the admissions director for a family interview. Current families are not required to interview when adding new students.
- H. Once accepted, provide the appropriate enrollment fee.

To serve the best interest of the school, the administration reserves the right to deny admission or to assign a probationary status to any student following the admissions process. Applicants who are on probation or have been dismissed from other schools will not be accepted.

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 be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, involvement in 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 current student.

Students who may be interested in attending Berean are welcome to visit or "shadow" if their visit is arranged for in advance. Visitors must adhere to the dress code and will be required to register at the school office upon arrival. All visitors should wear name tags for identification purposes. Visitors and prospective student visits are discouraged during the first two weeks of school and the last week of each semester.

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

### 2.3 TUITION POLICIES

Tuition amounts at Berean Academy are determined annually by the Board of Trustees. Tuition for the 2018-19 school year is as follows:

Level	Annual Tuition
Half Day Kindergarten	\$2,850
1 <sup>st</sup> -4 <sup>th</sup> Grade	\$5,700
5 <sup>th</sup> -6 <sup>th</sup> Grade	\$6,000
7 <sup>th</sup> -8 <sup>th</sup> Grade	\$6,400
9 <sup>th</sup> -12 <sup>th</sup> Grade	\$7,000

The school has several tuition policies and practices that parents must agree to:

- A. Tuition may be paid monthly, by semester or annually.
- B. Tuition payments are due on the first day of the month. A \$20 late fee will be assessed after the 10<sup>th</sup> day of each month if payment is not received. The head of school may waive the late fee.
- C. Foster children and/or legal guardianships are to be treated as regular family members for tuition and Family Education Grant (FEG) purposes.
- D. Full tuition will be charged regardless of the number of classes a student enrolls in.
- E. If an account is delinquent, a family may not enroll their student(s) until the account is paid.
- F. All financial obligations must be paid in full before diplomas are presented.
- G. The Family Education Grant (FEG) program exists for the purpose of assisting families with their tuition obligations. These grants are need-based and because funds are limited, a family should apply by May 1 in order to qualify for the next school year. Please contact the Admissions Director for information regarding these grants.
- H. FEG awards up to 55% of tuition assistance.
- I. Berean also offers multiple student discounts as determined by the Board. These discounts are not need-based and no application is required. The structure for multiple student discounts is as follows:

Students	Multiple Student Discount
First Student	No discount
Second Student	\$450
Third Student	\$900
Fourth Student and beyond	\$5000

## **3 STUDENT DATA**

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### **3.1 SCHOOL DIRECTORY INFORMATION**

The privacy of school families should be respected. The directory should not be used 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); dates of attendance; honors and awards; clubs and teams to which the student belongs; pictures of the student participating in school events. If any Berean family would prefer that any or all of this information not be released, notification to the school office in writing is necessary.

Berean Academy may release such directory information to college recruiters. If parents or students wish that such information not be made available to any recruiters, please notify the school office in writing.

### **3.2 STUDENT DATA MANAGEMENT SYSTEM**

Berean Academy manages all student information, including grades and attendance, using Sycamore Education. Sycamore Education is a company that provides information management online for Christian schools. This provides the opportunity for parents and students to review grades, attendance records, and class schedules online. It also allows online access to the school’s calendar, school news, photos that have been posted, urgent news flashes, such as school or game cancellations and text message updates. Each class has a web page where teachers can post important class information, photos, and assignments. Families can retrieve this information through a user ID and password.

### **3.3 ACCESS TO STUDENT RECORDS**

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

- A. State and local officials for the purpose of reporting infectious diseases, gunshot wounds, and abuse, or as ordered by a court of law.
- B. Accrediting organizations for accomplishing accrediting functions.
- C. Educational testing organizations for purposes of test validation and development.
- D. Appropriate persons have access in the event of health and safety emergencies.
- E. Parents or acting guardians of students who are dependent on parents/guardians for financial support.
- F. 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.

## 4 STUDENT CONDUCT

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### 4.1 STUDENT BEHAVIOR

Staff and students represent Berean Academy 24 hours a day. It is vital that their conduct be above reproach and honoring to Christ and to the reputation of Berean Academy on and off school grounds including participation in social media or online interactions.

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:

- A. Students are to honor, respect, and obey all staff members as the authority God has placed over them.
- B. Students are to be considerate of others and give others preference over themselves.
- C. Students are to help in promoting an atmosphere of wholesomeness, truthfulness, and thankfulness.
- D. Students are not to lie, cheat, gossip, or exhibit a rebellious spirit.
- E. Generally, it is proper to leave other people's property alone unless permission has been received from the owner. Personal items should not be used by someone other than the owner. Students are expected to provide their own supplies and respect the property of others as they wish theirs to be respected. This especially applies to book lockers. Students are not to concern themselves with materials on or inside a teacher's desk.
- F. The use of tobacco in any form, illegal use of prescription drugs, 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. Berean Academy's standard is total abstinence at school, at home, and any other place or time.
- G. 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:
  - i. Open defiance of a staff member, expressed verbally or by refusal to obey a direct command.
  - ii. A threat of violence, expressed verbally, through social media or in writing, against any staff member or student.
  - iii. Any use, possession, purchase or sale of tobacco, alcohol, illegal use of prescription drugs or illegal drugs on or off campus.
  - iv. Bringing any item construed as a weapon on the school campus or into a school building.
  - v. Bringing or sharing any item deemed pornographic or obscene, including printed form (magazines, books, pictures) or digital form (on phones, tablets, computers, CD's, etc.) on

campus. This includes “sexting” any image on a social media site or through personal digital accounts.

- vi. Accessing pornography in any way, including through unauthorized computer use or through personal or borrowed electronic devices.
- vii. Unauthorized use of school-owned computers or the installation, alteration or removal of software.
- viii. Bullying or cyberbullying (see policy)
- ix. Theft
- x. Fighting
- xi. Gambling
- xii. Stealing
- xiii. Sexual harassment in any form including digital or online (see policy)
- xiv. Verbal or physical harassment
- xv. Profanity
- xvi. Destruction of school property/vandalism
- xvii. Plagiarism or other forms of academic dishonesty – see 7.17 Academic Dishonesty Policy
- xviii. Dishonesty or lying
- xix. Skipping assigned detentions
- xx. Mocking or scoffing at school expectations
- xxi. Any act deemed by the administration to be seriously out of accord with the mission and standards of the school

## **4.2 CONSEQUENCES**

The administration, in working through the discipline process, will utilize prayer, counseling, detention, in-school suspension, out-of-school suspension, and behavioral probation as consequences for student behavior.

## **4.3 NOTIFICATION OF PARENTS**

Every attempt will be made to notify parents when a student is referred to the administration.

## **4.4 SUSPENSIONS**

Suspensions may involve in-school or out-of-school suspensions from the classroom and activities. Maximum suspension will include three school days. A suspended student may not be on campus for the duration of his or her suspension, this includes any 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. Students receiving multiple suspensions may be placed on behavioral probation or asked to withdraw from school.

## **4.5 BEHAVIORAL PROBATION**

The administration and the Student Relations Committee will evaluate students concerning behavioral probation. 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 faculty members. Length of probation or termination of probation will be communicated by the administration. Disciplinary probation may result from inappropriate behavior/activity that happens before, during or after the school day that reflects negatively on the school. Students on behavioral probation typically are allowed to practice but not participate in activities.

## **4.6 DISMISSAL**

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

## **4.7 OTHER CONCERNS**

4.7.1 The administration reserves the right to inspect a student's locker, vehicle, book bag or other possessions (including digital searches of phones, tablets or computers) if warranted by reasonable cause for violation of school policies.

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

# **5 CLASSROOM CONDUCT AND REGULATIONS**

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## **5.1 RESPECT FOR STAFF**

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 with a request.

## **5.2 RESPECT FOR OTHERS**

There is to be no running or pushing others when passing from building to building; walking, not running will be in order. 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.

## **5.3 STUDY HALL**

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

- A. Attendance, tardy, and pass requirements will be the same as in a regular class session. The session begins when the class bell rings.
- B. Students are to study quietly without talking during the first thirty to thirty-five minutes of the period.
- C. Passes for office business will not be issued during the first thirty minutes.

- D. Passes should be limited by the discretion of the teacher during the study time.
- E. Special activity passes must be presented for each passage.
- F. Student electronic devices are not to be used during study hall without teacher approval.

## **5.4 PASSES**

- 5.4.1 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.
- 5.4.2 Every 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.

## **5.5 USE OF TECHNOLOGY**

Students in grades 7-12 will have access to the use of computers and Chromebooks as dictated by courses, teachers, and assignments. Students must have permission from an instructor to use computers or Chromebooks outside of class time. 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 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.

# **6 ATTENDANCE/ABSENCES**

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## **6.1 ATTENDANCE**

Teachers plan and prepare diligently to provide the best educational opportunity for the student. Therefore, regular attendance is highly encouraged.

## **6.2 TARDIES**

If a student arrives late at any point in the day, he/she must report to the office for an admit slip.

## **6.3 EXCUSED TARDIES/ABSENCES**

An excused tardy/absence is:

- A. one which is accompanied with a written note from the parent when properly arranged for (i.e. illness, medical appointments, family-related emergencies).
- B. one which is caused because of emergency car difficulty en route to school or adverse weather conditions.
- C. one which is arranged by a teacher or supervisor.
- D. a college visit which is arranged for in advance.

E. an unusual circumstance approved by the administration.

#### **6.4 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 additional tardies. If a student accumulates ten tardies in one semester an administrative conference with the student and parents will be required and could result in additional disciplinary measures.

#### **6.5 NINTH HOUR DETENTIONS**

Ninth hour sessions for students in grades 7-12 are to be served the week following the offense. Notice of the ninth hour will be posted weekly, and they will be served typically on Wednesdays after school from 3:40-4:30. If the student misses the 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 an in-school suspension the following day. A student will not be allowed to participate in activities if he or she is serving a suspension that day.

#### **6.6 SIGN-IN/SIGN-OUT**

A student may leave school early, providing arrangements are made with the school office in advance. Students in grades 7-12 are required to sign-out or sign-in at the main office upon leaving or returning during the course of the school day. K-6 students must be signed in and out by parents.

#### **6.7 AFTER SCHOOL SUPERVISION**

Students who have to wait after school to be picked up are to report to the office (K-6) or to the designated classroom that will be open (7-12). Students are not to play basketball or lift weights after school without supervision by a staff member. Students are not to be in music practice rooms after school or during after school activities without permission from a music instructor.

#### **6.8 ABSENCES**

- 6.8.1 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 for credit. Unexcused absences include haircuts, shopping, sleeping late, doing homework or studying for another class.
- 6.8.2 A student may not miss class during the last week of the semester, unless an extreme emergency exists.
- 6.8.3 Student Council sponsors an ice-breaker in the fall and the junior high students have a retreat. These activities are required for all students and attendance and participation by all students is expected.

- 6.8.4 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.
- 6.8.5 The student is responsible for making up the work he or she has missed. To assist him or her in this, the office provides a make-up form.
- 6.8.6 For absences due to school-sponsored activities or prearranged absences, the student is responsible to check with his or her teachers in advance for whatever work is required or the student will forfeit credit for those assignments due.
- 6.8.7 The student will have two (2) school days for make-up time for every day he or she has missed. (Example: If a student 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 warrant it.

## **6.9 UNEXCUSED ABSENCE**

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 activities and receiving credit for work done.

## **6.10 INCOMPLETE POLICY**

For grades 7-12, students who have excused absences, but have not completed the work required for the nine week period will receive a grade of "I" or incomplete. The student, working with their teachers and principal, must make arrangements to complete the work within two weeks or less to receive credit for the missing work. Work not completed during the agreed time period is given a grade of zero and will then be factored into the final grade.

# **7 ACADEMICS**

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## **7.1 COURSE LOAD**

Senior high students typically enroll in seven classes and one study hall.

## **7.2 WITHDRAWAL FROM CLASS**

Senior high students will be permitted to withdraw from an elective class within the first ten days of the semester with parental and administrative approval with no enrollment or grade appearing on their transcript.

## **7.3 COLLEGE VISITS**

Juniors and seniors may have two days for college visitation during the school year. These may not be taken during the last week of school in the first semester or in the month of May. These will be regarded as field trips. Proper arrangements must be made with the office. Students also are expected to check with their teachers in advance.

## 7.4 GRADE CARDS

The individual teacher keeps grade records 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 has an attribute 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 3-12 is the following:

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

Printed grade cards will be sent home at the end of each semester for students in 7-12. Printed grade cards will be sent home at the end of each quarter for students in grades K-6.

## 7.5 GPA

Grade point averages will be figured for all classes in which 7-12 students are enrolled. The four-point system will be used.

## 7.6 ELIGIBILITY

Scholastic eligibility for school representation in activities will be a grade point average of 2.0 for junior high and senior high. Student's grades will be evaluated every three weeks.

## 7.7 HONOR ROLL

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:

Gold Honor Roll	3.80 - 4.00
Silver Honor Roll	3.60 - 3.79
Bronze Honor Roll	3.30 - 3.59

## 7.8 CREDITS FOR GRADUATION

Twenty-four (24) units of credit are required for graduation. These units include 4 units of Bible, 4 units of English, 3 units of Science, 3 units of Mathematics, 3 units of Social Studies/History, 1 unit of Computers (Office Tech), ½ unit of Home & Family, ½ unit of Speech, ½ unit of Health, ½ unit of Physical Education and 4 approved elective units of study.

## 7.9 KANSAS QUALIFIED ADMISSIONS

Qualified admissions are a set of standards used by the six state universities to review applicants for undergraduate admission. These standards are set by the Kansas Board of Regents and as of 2014-15, this body requires that high school graduates

complete the following units: English (4), Math (3 or 4)\*, Social Science (3), Natural Science (3). For more information please visit [http://www.kansasregents.org/resources/pdf/1904-qapublication\\_revised042412.pdf](http://www.kansasregents.org/resources/pdf/1904-qapublication_revised042412.pdf)

## **7.10 TRANSFER/ACCEPTANCE OF CREDITS**

Credits toward graduation begin in the ninth grade. Each two-semester subject has a value of one credit. Subjects, which are one-semester courses, have a value of one-half credit. Berean Academy recognizes that there are various forms of educational opportunities for students and their families outside of Berean. With this in mind, credits being transferred from other educational settings will be handled in the following manner:

### **A. Accredited School Credits**

Credit will be given for legitimate core subjects and electives and the stated letter grade used for transcript and GPA purposes.

### **B. Home School Credits**

- i. Before admission, the student must present a current standardized test score to determine placement or complete an admissions test at Berean.
- ii. Presentation of a transcript for subjects completed using a reputable curriculum.
- iii. While credit will be given for legitimate core subjects and electives, a “passing” grade will be given for transcript purposes, but no letter grade for GPA purposes.
- iv. Once enrolled at Berean Academy, no home school course work will be accepted for credit.

## **7.11 ALTERNATIVE CREDIT FOR GRADUATION**

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

- A. 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 with approval of the administration.
- B. If a desired course is not offered at Berean, the course may be taken for credit off campus or online with approval of the administration.
- C. If a student has a history of struggling academically, the administration, in collaboration with the faculty and the student’s parents, can approve alternative online or off-campus coursework for a course that is offered on the campus at Berean.

## **7.12 CONCURRENT COLLEGE CREDIT**

Berean offers courses certified for concurrent enrollment and students may receive dual credit by paying the required tuition as determined by the college. Students must be a junior or senior, have a minimum of a 3.0 GPA, and have completed pre-requisites with a grade of 80% or higher to enroll in concurrent college credit classes.



### 7.13 ACHIEVEMENT TESTING

Students in grades 1 through 9 are tested annually with a standardized achievement test. Juniors will take the PSAT and ACT, and seniors will take the ACT. All testing fees, except for the ACT, will be added to student accounts at enrollment. ACT fees are paid directly by the student or parent to ACT.

### 7.14 PARENT TEACHER CONFERENCES

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.

### 7.15 ACADEMIC DIFFICULTY FOR K-8 STUDENTS

The Resource Room at Berean Academy works to identify, benchmark and treat students with learning disabilities or difficulties. While not every learning disability can be serviced at our school, Berean is able to address many different learning needs. Berean Academy offers assistance to students who experience academic difficulty in a variety of areas such as the following:

- A. **Speech & Language Therapy:** Berean students may receive speech and language therapy through Butler County Special Education Cooperative. This therapist works with students with both articulation and language deficits. An individual education plan is required to receive services.
- B. **Reading Therapy:** Berean offers Alphabetic Phonics Therapy to elementary students. This two-year program is a fee-based therapy designed to bring students up to grade level or beyond in reading and phonics.
- C. **Multi-sensory Classes:** Berean offers multi-sensory language and math classes on an as-needed basis when a cohort group of students shows a need. These classes use the existing curriculum, but teach the class from a multi-sensory (kinesthetic, auditory and visual) method. This is a fee-based program.
- D. **FOCUS:** Students can access the Resource Room on an as-needed basis for study helps, learning organizational skills, having tests read to them or preparing for tests or projects. The FOCUS program is also fee-based.

### 7.16 ACADEMIC DIFFICULTY FOR 9-12 STUDENTS

In some instances a student's academic difficulty requires the attention of the administration. The administration, teacher, student and parents work together in developing strategies for the student's academic success.

- A. **Step One—Counseling:** Students whose three-week progress report grade point average falls below 2.0 receive academic counseling from a teacher-mentor.
- B. **Step Two—Academic Restriction:** Students whose semester grade point average falls below 2.0 GPA are placed on academic restriction for a three-week period. During this time students typically may practice but not participate in performances for activities, including athletic teams, until the academic restriction is removed. At the conclusion of this period, if a student's grade point average is 2.0 or above for the three weeks, the academic restriction will be lifted. Students who are failing a class at the end of any

nine-week grading period will have their study hall release privilege revoked until a passing grade is maintained in such class.

- C. **Step Three—Academic Probation:** Any student failing to pass five classes and has less than a 2.0 at the end of any semester shall be placed on Academic Probation. This student is ineligible to participate in any Kansas State High School Athletic Association activities for the following semester. The student will be referred to the Student Relations Committee if the student does not pass at least five classes the following semester and maintain a GPA of 2.0.

## 7.17 ACADEMIC DISHONESTY POLICY

Berean Academy expects all students to act with integrity both in and out of the classroom. Academic dishonesty, which includes cheating and plagiarism, is a serious offense. Cheating and plagiarism both include, but are not limited to, copying another person's work (test answers, quiz answers, homework, written work, etc.) and representing it as the student's own original work, or getting advance knowledge of a test or questions on a test.

Both cheating and plagiarism are in direct opposition to the mission of Berean Academy to develop Godly character in our students. Therefore, the following consequences will serve as guidelines for disciplinary measures. In every instance, the administration has the option to tailor the consequence to the individual.

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

**Second Offense:** This will result in the same consequences as a first offense, plus any or all of the following additional consequences that are deemed necessary by the administration:

- A. A meeting with the student, one or both parents, the teacher and an administrator.
- B. Suspension from school.
- C. Prohibited to use school technology (if applicable).
- D. Placed on academic probation for the remainder of the semester.

If the second instance occurs in a class different from the first occurrence, the administration holds the option to either view it as the first or the second offense depending on the nature of the offense.

**Third Offense:** This will result in the same consequences as a first and second offense, plus any or all of the following additional consequences that are deemed necessary by the administration:

- A. The student will withdraw from the class for that semester and receive no credit.
- B. The student will be placed on academic probation for the remainder of the current semester plus an additional semester.
- C. The Student Relations committee will convene to discuss the issue with the administration and the family.

**Fourth Offense:** The family will be given the opportunity to withdraw the student or the student will be dismissed from school.

## 8 CHAPEL

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### 8.1 SPIRIT OF WORSHIP

Students should come to Chapel with a calm, quiet spirit expecting to meet with the Lord. Bibles are to be brought to chapel.

### 8.2 SEATING ARRANGEMENT

During chapel, students may be asked to sit together as a class as designated by the administration.

### 8.3 SCHEDULE

Elementary has chapel once a week and junior and senior high twice a week.

### 8.4 SPECIAL MEETINGS

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

## 9 ACTIVITIES

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### 9.1 SENIOR HIGH

Berean has numerous activities for students to be involved in at the senior high level. Athletic activities include boy's and girl's cross-country, boy's soccer, girl's volleyball, boy's and girl's basketball, and boy's and girl's track. Scholar's Bowl and forensics is also available. There is a \$60.00 activity fee to participate in each of these activities. Before all students in grades 9-12 can participate in athletics or PE, they must have a signed physical and concussion management form on file in the office.

Leadership opportunities in student organizations include Christian Action, Class Officers, Worship Team, National Honor Society, Student Council and Berean Ambassadors. Seniors present a class play annually and enjoy their senior trip each spring.

### 9.2 JUNIOR HIGH

At the junior high level, athletic activities include boy's soccer, girl's volleyball, boy's and girl's basketball, and boy's and girl's track. Quiz Bowl is also available for junior high students. There is no fee to participate in these activities.

Before all students in grades 7-8 can participate in athletics or PE, they must have a signed physical and concussion management form on file in the office.

### 9.3 SCHOOL-SPONSORED EVENTS AND PARTIES

The school occasionally sponsors class parties for grades 7-12. In addition, the school through class sponsors, Student Council or the administration, also organizes junior high or high school social events. These events are designed to promote Christian

fellowship, encourage school spirit and provide service to the community. A school-sponsored event will always have four unique characteristics:

- A. A class sponsor, Student Council sponsor and/or administrator will be present.
- B. The sponsor or the school will notify parents in advance of the event stating the purpose of the event, start and estimated end times and any cost associated.
- C. Berean Academy standards will be maintained at all school-sponsored events.
- D. Any injury that occurs during a school-sponsored event is covered under the school's liability and accident insurance as stated in 13.10 in this handbook.

#### 9.4 PRIVATE SOCIAL EVENTS

Students, especially in grades 7-12, are often invited to a private social event where the main commonality is Berean Academy students. Parents are encouraged to check with other parents ahead of time and confirm agreement on parental standards and activities involved. Berean Academy insurance does not cover injuries incurred at these events. Students and parents are reminded that even at private social events, students are expected to conduct themselves according to Christ honoring standards and that school consequences can result if these standards are not met.

#### 9.5 CLASS SPONSORS AND ORGANIZATIONS:

7 <sup>th</sup> Grade Sponsor	Mr. Russ Busenitz
8 <sup>th</sup> Grade Sponsor	Mrs. Teresa Eby
9 <sup>th</sup> Grade Sponsor	TBD
10 <sup>th</sup> Grade Sponsor	Mr. Paul Rust
11 <sup>th</sup> Grade Sponsor	TBD
12 <sup>th</sup> Grade Sponsor	Mr. Jason Wine
Christian Action Sponsor	Miss Megan Wiebe
National Honor Society Sponsor	Mr. Jerry McClenahan
Pep Band Sponsor	Mrs. Bev Lister
Scholar/Quiz Bowl Sponsor	Mrs. Teresa Eby
Senior Play Sponsor	Mr. Wayne Beaver
Student Council Sponsors	Mr. Jerry McClenahan Mrs. Sara Meisinger
Worship Team Sponsor	Mrs. Kathy Veer
WARRIOR Yearbook Staff Sponsor	Miss Anne Morrow

#### 9.6 CLASS DUES

Senior-high class dues will be paid to the Student Activity Fund annually at the designated rate. Junior High classes will not have class dues.

## 9.7 CLASS MEETINGS

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

# 10 DRESS CODE

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## 10.1 BIBLICAL PRINCIPLE

Following the biblical principle that Christians should not let the world “squeeze them 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).

Berean’s desire is to honor God in all things, including the way students dress. Biblical principles, which guide in this desire, follow:

- A. The Christian is not to be fashioned or “conformed” outwardly or inwardly according to the world (Romans 12:1, I Peter 1:14).
- B. Students are to abstain from all appearance of evil (I Thessalonians 5:22).
- C. Decency and modesty are to be followed in dress (I Timothy 2:9-10).
- D. The inward adorning of the heart is to be emphasized rather than the outward appearance (I Peter 3:3-4).
- E. Christians are not to love the standards the world sets in any area of life (I John 2:15-17).

The Bible clearly teaches submission to authority. Therefore, the school expects a willing spirit of cooperation from students and parents. Please note that the administration reserves the right to make the final decision in any matter of judgment regarding dress code.

## 10.2 DRESS CODE GUIDELINES

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.

- A. Berean Academy believes clothing should be appropriate for the occasion. When students come to school, they are coming to work and learn and should be in the prescribed dress code during the school day.
- B. Berean Academy students should always wear clothes that are neat, clean, modest and free from damage.

## 10.3 GIRL’S DRESS CODE

### 10.3.1 K—6<sup>th</sup> Girl’s Dress Code

Elementary girls may wear slacks, jeans, dresses, or skirts during the school day. Shorts, split-skirts, capris, sweatpants, camouflage, or exercise style pants should not be worn. Jeans or slacks worn must be full length (ankle length or longer) and should be free from holes, large writing, “splattering” or other distracting features. Dresses and skirts should be long and full. 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. At the

elementary level, shorts should be worn under skirts or dresses to allow for modesty on the playground. Leggings are acceptable if a skirt or dress of appropriate length is worn over them.

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. Athletic jerseys will be treated as a T-shirt and need to be tucked in. All t-shirts should be tucked in.

Clothing should be clean and free from holes and frayed hems. The school administration reserves the right to make the final decision for each individual case.

Girls should not wear plain white T-shirts. Shirts without collars can be worn. 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.

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.

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.

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

#### 10.3.2 7<sup>th</sup>—12<sup>th</sup> Girl's Dress Code

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. If a top is worn under a sweater, it must be tucked in. Tops should not have graphics on them. Innocuous or designer logos are acceptable. No T-shirts, athletic sweatshirts, or hoodies may be worn except on days permitted by the administration. Approved jackets may be worn as dictated by building temperature or teacher approval. Clothing should be clean and free from holes and frayed hems. This includes the modern style of distressed jeans.

Young ladies need to realize the importance of modesty and wear tops that do not have revealing necklines. Appropriate shoes are sandals, slides, or full shoes. Flip-flops should not be worn.

Young ladies may wear full length (ankle length or longer) slacks, not of denim or leather-like material. "Full-length" is defined as no shorter than 2 inches above the middles of the anklebone. Understanding that the modern style for young ladies is to wear tighter pants, the following accommodations must be made: When bottoms are snug and form fitting, the top worn must be fairly loose around the hips and must cover the entire derriere. Leggings or jeggings are not acceptable. Shorts, split-skirts, capris, sweatpants, camouflage, or exercise style pants should not be worn.

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. Tattoos (including temporary henna or jagua tattoos) are prohibited.

## **10.4 BOY'S DRESS CODE**

### **10.4.1 K—6<sup>th</sup> Boy's Dress Code**

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, off of the ear, off of the shirt collar, and above the eyebrow.

Boys should not wear plain white T-shirts. Shirts without collars can be worn, but they must be tucked in when worn. Any design or writing on the shirt must be in good taste. All shirts must be tucked in with the exception of sweatshirts and sweaters. Athletic jerseys will be treated as a T-shirt and need to be tucked in.

Clothing should be clean and free from holes and frayed hems. The school administration reserves the right to make the final decision for each individual case.

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.

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.

### **10.4.2 7<sup>th</sup>—12<sup>th</sup> Boy's Dress Code:**

Young men will wear slacks and should not have drawstrings. The slacks 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. Smaller designer logos are acceptable on collared shirts. Shirts with graphics on them are not acceptable. Sweaters may be worn over shirts that are tucked in. No T-shirts, athletic sweatshirts, or hoodies may be worn except on days permitted by the administration. Approved jackets may be worn as dictated by building temperature or teacher approval.

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. Tattoos (including temporary henna or jagua tattoos) are prohibited.

## **10.5 DRESS CODE VIOLATIONS**

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. Parents of 7-12 grade students may or may not be notified depending on the nature of the violation, while K-6<sup>th</sup> grade parents will be notified. 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. Students are given credit for the work done in their classes that day.

## **11 LIBRARY**

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### **11.1 USE OF THE LIBRARY**

- 11.1.1 The library should always have an atmosphere for studying. Unnecessary talking or other disturbances will not be permitted. Failure to respond to correction will result in dismissal from the library and a one-week suspension of library privileges.
- 11.1.2 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.
- 11.1.3 A book may be kept for the regular 14-day period unless other restrictions apply.
- 11.1.4 After using a book from the shelves, students should be sure to replace it properly. If the book cannot be found in the correct place, the librarian should be asked. A book that is incorrectly shelved is considered a lost book.
- 11.1.5 Teachers reserve books for specific classes from time to time. A reserved book may have an “overnight,” “weekend,” or “two week” checkout tag.
- 11.1.6 Periodicals and Chromebooks cannot be checked out from the library.
- 11.1.7 Please report any objectionable library materials to the librarian by filling out the form found in the library or main office.

### **11.2 FINES**

- 11.2.1 A twenty-five cent per day fine will be levied on all overdue books, except for reference and overnight books which carry a fifty cent per day fine, if not checked in by 10:00 a.m. on the day they are due.
- 11.2.2 If a book is overdue or a fine exists from the library, that student will not be able to check out additional materials until settlement has been made with the librarian. Settlement must be made before any transcripts will be issued. K-4 students do not pay fines.

## **12 DINING HALL**

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### **12.1 SCHOOL LUNCH PROGRAM**

- 12.1.1 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 half-day 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.

- 12.1.2 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.
- 12.1.3 The food service director is in charge of the dining hall and is responsible to the administration for its operation.
- 12.1.4 Students are not permitted to leave campus for lunch unless they are with a parent or grandparent. In such a case the adult should sign out the student.

## **12.2 INDIVIDUAL LUNCHESES**

- 12.2.1 Students who bring their lunches must eat in the dining room. We ask that no soda be included in lunches brought from home.
- 12.2.2 From time to time, a family member or friend may want to bring lunch in for a student. The administration requires that arrangements be made in advance and that they sign-in at the office upon their arrival. Please note that visitors will not be allowed the last week of the semester.

## **12.3 STUDENT CONDUCT**

- 12.3.1 Please allow staff members to move to the head of the lunch line.
- 12.3.2 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.
- 12.3.3 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.
- 12.3.4 Students are expected to do their part in helping keep the dining hall clean and neat.
- 12.3.5 Chairs should be replaced in the proper order after lunch is completed.

## **12.4 THE KITCHEN**

- 12.4.1 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.
- 12.4.2 Food, ice, or supplies are not to be taken from the kitchen or dining room without the permission of the kitchen or dining hall supervisors.

## **12.5 EXTRA MILK/SNACK TIME**

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.

# 13 SCHOOL BUS TRANSPORTATION

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## 13.1 SAFETY CONCERNS

- 13.1.1 Berean complies with Kansas State Law and conducts annual bus evacuation drills for all students.
- 13.1.2 The bus driver is in charge of the students and the bus. Students are expected to obey the driver promptly and cheerfully.
- 13.1.3 For reasons of safety, and state regulations, students must not do the following:
  - A. Get on or off the bus or stand while the bus is in motion.
  - B. Change seats while the bus is moving.
  - C. Extend heads, arms, or other body parts out of the windows.
  - D. Throw any objects at any time on the bus.
- 13.1.4 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.
- 13.1.5 Please note that while there are cell phones on the route buses, they are for office communication or emergency purposes only. Therefore, for safety reasons and to comply with state law, the drivers will not answer any phone calls while the bus is in motion. Calls should be made to the office to address any transportation concerns.
- 13.1.6 Bus transportation, daily to and from campus or for field trips/activity events, is a privilege, and may be revoked for infractions of these regulations.

## 13.2 THE BUS ROUTE

- 13.2.1 Students must be on time. The bus cannot wait for those who are tardy. If a student is late arriving at a stop in the morning or afternoon, the parent will have to meet the bus at the next scheduled stop.
- 13.2.2 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, Sycamore Education, social media and text alerts.
- 13.2.3 Due to full route buses, visitors or students who do not regularly ride must notify the bus driver in advance if they wish to ride.
- 13.2.4 Students should help keep the bus clean and sanitary by placing waste paper and other rubbish in the trash containers provided.
- 13.2.5 Any damage to the bus is to be reported to the driver at once.
- 13.2.6 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.

### **13.3 TRANSPORTATION TO SCHOOL ACTIVITIES**

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.

### **13.4 DEVICES**

Unless approved by the bus driver, sponsor, or administration, the use of electronic devices capable of accessing the internet are prohibited in all school vehicles for all K-8<sup>th</sup> grade students. On certain occasions, electronic devices will be allowed while traveling to school sponsored events. Students are not permitted to watch movies, play games or listen to music that does not align with the Christian standards of Berean Academy.

## **14 STUDENT TRANSPORTATION**

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### **14.1 SAFETY CONCERNS**

- 14.1.1 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 stripe is in the driver's lane of traffic. Defensive, safe driving should be a top priority for every driver.
- 14.1.2 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 even when school is not in session.
- 14.1.3 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.
- 14.1.4 Students must ride inside vehicles at all times, not outside, on fenders, or in the back of a truck bed, etc.
- 14.1.5 Any vehicle driven onto Berean's campus by a student must be a "street legal" vehicle with a current Kansas license tag.
- 14.1.6 Students violating these policies will lose driving privileges for a length of time determined by the administration.

## **15 PHONES AND ELECTRONIC DEVICES**

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### **15.1 PHONES**

- 15.1.1 We realize that many students carry cell phones. All cell phones must be turned off before entering the school building and cannot be used until the school day is completed. A cell phone used without permission during the school day will be taken from

the student and returned at the end of the day by the administration. Any further violations will result in other disciplinary measures.

- 15.1.2 As a general rule, the phones in the classrooms or respective areas are not for student use. All student calls should be made at the office.

## **15.2 ELECTRONIC DEVICES**

- 15.2.1 Personal electronic devices (including but not limited to phones, radios, laptops, tablets, MP3s, iPods, etc.) are not to be used during the school day (8:10 a.m. – 3:30 p.m.) unless permission is granted by a staff member. Recording or videoing lectures classroom activities is permissible only when approval has been granted by the instructor or administration.
- 15.2.2 If a student chooses to bring electronics on campus or to a school sponsored event, the school is not responsible if the item is lost, damaged or stolen.
- 15.2.3 If a phone, tablet or computer is discovered to have material on it that is in discord with the mission of the school, the student will lose his/her privilege to bring those items on campus for a time determined by the administration.

## **16 HEALTH AND SAFETY**

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### **16.1 FIRE AND TORNADO DRILLS**

- 16.1.1 Berean Academy cooperates with the State Fire Marshal by conducting unannounced and timed fire and tornado drills. Fire and tornado evacuation instructions are posted in each classroom.
- 16.1.2 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.
- 16.1.3 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.
- 16.1.4 Students are to file to their assigned places in an orderly manner. Teachers must be able to quickly verify with a class roster, the presence of all students under their supervision. It could mean life or death to someone accidentally left behind in a real emergency.
- 16.1.5 Students and staff may return to their former activities in an orderly manner following the drills at the direction of the administration.
- 16.1.6 The fire escapes are for emergency purposes only. Using the fire escapes in non-emergency situations is prohibited with the exception of fire drills.

## **16.2 SCHOOL NURSE**

Berean Academy utilizes the service of a licensed school nurse and parent volunteers. The nurse is primarily responsible to do all of the testing, screenings and reporting required by the State and the Health Department. She also notifies the administration and parents of required immunizations that are due. She is consulted when there is an outbreak of sickness and communicable diseases.

## **16.3 STUDENT ILLNESS**

Parents are asked to keep their student(s) home until they are free of fever and/or nausea for at least twenty-four hours. Parents will be made aware of any diagnosed communicable illness.

## **16.4 MEDICATION**

16.4.1 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.

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

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

16.4.4 Upon the dispensing of medication, it is documented as to who received the medication, who gave it, and what kind and amount was given.

## **16.5 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, as needed, to file a claim with our student insurance carrier.

## **16.6 SCHOOL INSURANCE**

It is school and ACSI policy that all students must be covered by our student accident insurance each year. Our school insurance is effective for the duration of the school calendar year (from the first day of established KSHSAA practice through the state track meet in May). 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 during this time period, 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 and claim form should be filled out in the school office within 90 days following the accident. The office will work with the family, as needed, 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.

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

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## **17.1 USE OF FACILITIES**

- 17.1.1 Berean Academy is God's school and He has provided wonderful facilities for the purpose of providing Christian education for students. Therefore, students and staff have the responsibility of being good stewards of His provision by respecting His property.
- 17.1.2 Thermostats and heaters are to be adjusted only by maintenance personnel and teachers. Students are not to adjust these fixtures.
- 17.1.3 All windows are to be opened and closed by the staff.
- 17.1.4 Students are to enter the main office by the glass door only, except by permission of authorized personnel.
- 17.1.5 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.
- 17.1.6 Any property belonging to the Academy is not to be defaced or vandalized in any way. In case of accidental damage a student is responsible to report and pay for the damage they have caused.
- 17.1.7 Students are not to enter closed or locked buildings or rooms without permission from authorized personnel. Entering through a locked door or opening a locked drawer or cabinet will be regarded as breaking and entering and punishable by law.

## **17.2 USE OF EQUIPMENT**

- 17.2.1 Those using 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. No school equipment is to be used by students without permission of the person in charge of the equipment.
- 17.2.2 School-owned musical reproducing and playing devices may be used with permission only. Student-owned devices should not be brought to school unless given permission by a staff member for a school related purpose.

# **18 GYMNASIUM**

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## **18.1 THE GYM**

- 18.1.1 Students are asked to observe the following rules to keep the gym in good condition. Students are asked not to go barefoot, not to wear only socks, or to wear outside shoes when playing or walking on the gym floor. Students should be careful to walk outside the boundary lines of the basketball courts when wearing street shoes. Students should not wear shoes that cause black marks on the floors.

- 18.1.2 Students are to have an extra pair of gym shoes, other than those for daily wear, for use in P.E. classes, indoor recess or athletic activities.
- 18.1.3 Any individual or group that wishes to use the gym facilities must arrange with the administration to have a reservation placed on the school calendar. School groups/activities will be given scheduling priority. School facilities are closed for use on Sunday's and major holidays.

## **18.2 DRESSING ROOMS**

- 18.2.1 Dressing rooms are to be kept neat and clean by placing all shoes and clothing in the assigned lockers. Used towels are to be put in the designated containers.
- 18.2.2 A non-school lock may not be used on gym lockers. A school lock may be obtained from the athletic office for a small fee.

# **19 CAMPUS AND PLAYGROUND GUIDELINES**

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## **19.1 GUIDELINES FOR THE CAMPUS**

- 19.1.1 To maintain the appearance of the campus, students are asked not to climb trees, fences, backstops, or stand or sit on the steel cable surrounding the east practice soccer field.
- 19.1.2 When proceeding in or out of the duplex, students are asked to use the stairs, and not to jump onto or off of the porch.
- 19.1.3 For the protection of the windows, there is to be no ball throwing of any kind in, around, or near the classroom buildings.
- 19.1.4 Snowballs are not to be thrown anywhere or at any time on campus.

## **19.2 GUIDELINES FOR THE PLAYGROUND**

- 19.2.1 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 duplex. Students may also play on the practice soccer field, being careful to stay within the cable.
- 19.2.2 If wet (rainy or misty), students will remain indoors for recess. If dry, the *feels-like* temperature will be reviewed to determine if outdoor recess is beneficial. In cold weather, the *feels-like* temperature reading must be 26 degrees or above for recess to be outdoors.
- 19.2.3 Students are expected to come prepared for outdoor recess in cold weather. Appropriate coats, gloves, and hats are to be worn. It is the responsibility of parents to ensure their child attends school with appropriate cold-weather wear.
- 19.2.4 All students will be required to go to recess unless they are retained for discipline or it has been requested by his/her parent due to illness.

- 19.2.5 At recess, students should always play within sight of the supervising teacher.
- 19.2.6 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.
- 19.2.7 Students should not stand on the slides or form a chain while sliding down.
- 19.2.8 Students should not climb on the outside of the main playground structure or climb up the slides either before, during or after school.
- 19.2.9 Students are not to stand on the top rail of the jungle gyms, or to push and shove while on them.
- 19.2.10 To help avoid injury, students playing soccer and football are asked not to tackle or to slide tackle.
- 19.2.11 Students are asked not to bring hard balls like baseballs to school. Only soft balls, or low impact balls should be used.
- 19.2.12 Should a ball go across the road, permission by the supervising staff must be obtained to retrieve it.
- 19.2.13 Students are asked not to bring remote controlled toys to school. Electronic toys are not to be brought to the playground.
- 19.2.14 Students should report any injury immediately to the staff person on duty.
- 19.2.15 When the supervising teacher blows the whistle, students are to respond immediately and line up at a designated place. Care should be taken to put away equipment which has been used.

## **20 CLEANLINESS AND ORDERLINESS**

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### **20.1 GUIDELINES FOR THE CAMPUS**

- 20.1.1 To keep the school campus looking neat, students are asked to walk on the sidewalks, rather than taking shortcuts across the grass.
- 20.1.2 Students are expected to help maintain a clean, neat, and cheerful campus at Berean. Waste paper and other items should be placed in appropriate containers.
- 20.1.3 Any group sponsoring an activity is responsible to clean the area used immediately following the activity.

### **20.2 GUIDELINES FOR THE FACILITIES**

- 20.2.1 Students are asked to help maintain the restrooms by observing the following rules:
  - A. Place waste materials in their proper receptacles.
  - B. Do not waste paper.
  - C. Do not hang clothing or store bags in the restrooms.
  - D. Do not mark on the walls.



E. Do not deposit paper towels in the stools.

- 20.2.2 Students are to keep their book lockers clean and tidy at all times. Any locker decorations must reflect Berean's standards. The use of tape on the outside of the lockers is prohibited. Students should understand that lockers may be inspected at any time at the discretion of the administration. Students are expected to thoroughly clean their locker space before they leave for the summer.
- 20.2.3 Backpacks may be brought to school; however, backpacks cannot be stored on or near coat racks, in locker rooms or in hallway spaces. They must either be unloaded each day or remain with the student.
- 20.2.4 Musical instruments are to be stored on the racks provided in the music areas. Students should not leave these in the halls, on the lockers, or in other locations around campus.
- 20.2.5 Lost-and-found items on campus should be turned in to the office. Lost-and-found items not claimed by the owner will be donated to a worthy cause at the end of each semester. Parents are welcome and encouraged to check the Lost and Found any time during the school year.
- 20.2.6 Sunflower seeds are prohibited at all times in all school facilities and vehicles.
- 20.2.7 Gum chewing is allowed at the discretion of the supervising staff member.

## **21 MUSIC**

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### **21.1 Music**

- 21.1.1 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.
- 21.1.2 Recognizing that music is not a static art, that it has from the beginning of time been constantly changing, school representatives seek to discover the best in new Christian music. At the same time, the school desires to keep alive the fine Christian music of the past. The words of the music that students listen to shall not promote un-biblical life-styles.
- 21.1.3 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.
- 21.1.4 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.
- 21.1.5 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.

## 21.2 DANCING

Student participation in social dancing, whether in association with school-sponsored activities or outside of such activities, is inconsistent with the traditions of Christian conduct upheld by Berean Academy. We ask that students refrain 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).

# 22 SEXUAL HARASSMENT

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## 22.1 DEFINITION

22.1.1 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.

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

- A. Submission to the harassment is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
- B. Submission to, or rejection of, the harassment by the individual is used as the basis of academic decisions affecting the individual.
- C. The harassment 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.
- D. Submission to, or rejection of, the harassment 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.

22.1.3 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:

- A. Unwanted sexual advances, suggestive images, or propositions made personally, digitally or in writing;
- B. Offering academic benefits in exchange for sexual favors;
- C. Making or threatening reprisals after a negative response to sexual advances;
- D. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters;
- E. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes;

- F. Verbal abuse of a sexual nature, graphic, verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations;
- G. Physical conduct such as touching, assaulting, impeding, or blocking movements.

22.1.4 Employee-student sexual harassment is prohibited.

22.1.5 Student-student sexual harassment is prohibited.

## **22.2 REPORTING**

22.2.1 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 in 22.2.3.

22.2.2 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.

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

Mr. Galen Unruh, Interim Head of School, JH/SH Principal
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Mrs. Arleta Wiebe, Elementary Principal
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22.2.4 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.

22.2.5 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.

22.2.6 When one of Berean Academy's school officials designated in this policy receives a complaint, he or she shall immediately inform the head of school. The head of school 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.

# 23 WEAPONS POLICY

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## 23.1 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”. See 23.2

## 23.2 STUDENT ACTION

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.

## 23.3 DEFINITION

23.3.1 “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.

23.3.2 “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; c) or a verbal or written statement of possessing or intention to bring a Weapon at school or a school function.

23.3.3 A “weapon” includes, but is not limited to (a) firearm; (b) an air gun or any items which appear to be realistic firearms; including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or (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 taser ; or (k) any explosive device including fireworks.

23.3.4 Fireworks or other explosive devices are not permitted on campus. Lighters, matches, and water guns are also not permitted.

## 23.4 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 and/or head of school (or 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.

# 24 BULLYING

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## 24.1 DEFINITION

- 24.1.1 Bullying can be defined as any behavior that is intended to cause physical, emotional, psychological or social harm. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids”, “teasing” or any other rationalization.
- 24.1.2 Berean Academy believes Scripture is the standard regarding how we can accomplish kindness and respect toward all students. Philippians 2:3-4, Luke 10:27, Matthew 7:12, Romans 12:18, John 15:12, Colossians 3:13 and I Thessalonians 5:11 all speak to what Christian conduct should be as it relates to treating others in a Christ-like manner.
- 24.1.3 Berean Academy believes that all students have a right to a respectful, safe and healthy school environment. We believe that everyone deserves the right to enjoy school and to have confidence that Berean is a place where we all feel safe, secure and accepted regardless of color, race, gender, nationality, ability levels or popularity.
- 24.1.4 Cyberbullying is recognized by Berean Academy as a form of bullying. Cyberbullying occurs when technology such as computers, cell phones or tablets are used (often through social media) to intimidate, frighten, embarrass, exclude or intentionally hurt others. The school’s position is that parents are responsible to insure that online and electronic communications made by their students are monitored regularly.

## 24.2 REPORTING AND DISCIPLINE

- 24.2.1 Staff and students are expected to report incidents of bullying to their immediate authority (students to teachers, teachers to administration).
- 24.2.2 The administration will investigate serious or repeated bullying events in a thorough and confidential manner.
- 24.2.3 Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.