

Berean Christian Junior Academy

Operated by the Berean Seventh-day Adventist Church



“Obedience to God—Service to Man”

STUDENT HANDBOOK 2016-2017 School Year

401 Hamilton E. Holmes Dr. N.W.
Atlanta, GA 30318
404-799-0337
470-225-7250 fax



Disclaimer:

By no means is this handbook all-inclusive. The school retains the right to alter or vary the application of these rules and procedures. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included in this document, but by no means does it cover every situation.

As new policies or regulations are developed by the school board or State or Federal Statutes, additions and/or deletions will be made to this manual. Every effort will be made by school employees to help students understand what is expected of them.

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OUR FACULTY AND STAFF

BCJA Principal: Karohn Young

Kindergarten and First Grade	Princess Hawk
2 nd Grade Self Contained Class	Jalissa Humpreys
3 rd Grade Self Contained Class	Bedminster King
4 th Grade Self Contained Class	Shavonne Sampson
5 th Grade Self Contained Class	Luci Roberts
6 th and 7 th Grade Self Contained Class	Elvis Agard
8 th Grade Self Contained Class	Marcia Davis
Performing Arts	Greg Clemons
Physical Education K - 8	Curtis Smith
Front Office Receptionist	Annie Lee
Spanish	Alma Garcia Beltran
Computer Science	Althea Ramsammy
Media Center Librarian	Brenda Barber
Office Administrator & Registrar	Pat Craig
Accountant	Ysaak Wisdom
Information Technology	Lennel Hinds
Maintenance Manger	Leverne Anderson

Berean Christian Junior Academy

ESLRS

(Expected Student Learning Results)

Seeks to develop students who are:

Bible based

- Students will develop an active spiritual life and recognize Jesus as their personal Savior.
- Students will demonstrate knowledge of the life and teachings of Jesus.
- Students will participate in programs that will enhance their spiritual growth.
- Students will develop skills that will aid them in developing a good character and in making moral choices.
- Students will develop habits pertaining to leading a wholesome healthy lifestyle, mentally, physically, emotionally and spiritually.

Critical Thinkers

- Students will use creativity and critical thinking skills.
- Students will be able to analyze, interpret, and evaluate significant concepts.
- Students will be able to design and implement multiple strategies for problem solving.

Joyful Citizens

- Students will value the common good and recognize that individual acts influence the welfare of the community.
- Students will gain a knowledge and appreciation for diversity and a respect for diverse cultures.
- Students will develop effective methods for self management and become ethical and nurturing citizens.
- Students will also exhibit good sportsmanship that will display a Christ-like attitude.

Academically Literate

- Students will be able to speak effectively, write clearly, read and understand various types of writings and become technologically literate.
- Students will demonstrate a commitment to producing quality academic skills needed for success in high school.
- Students will develop their esthetic abilities; cultivate an appreciation of the arts from various cultures and apply discriminating criteria in their choices relating to music, art and entertainment.

PHILOSOPHY

Seventh-day Adventist Christian Education, in cooperation with divine agencies, is dedicated to the fulfillment of one great purpose: “to restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose of this creation might be realized.” Education, p.15,16.

Seventh-day Adventist Christian Education places a high estimate on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed. By providing a Christ-centered curriculum, we seek to develop the spiritual, mental, physical, and social aspects of our students. Preparing students to live successfully and productively in our society is our goal.

OBJECTIVES

In harmony with our philosophy of developing the whole person, our objectives are as follows:

Spiritual

1. To assist students in developing a personal relationship with Jesus Christ.
2. To assist students in gaining a growing knowledge of God, who is the Creator and Sustainer of life.
3. To prepare students for unselfish service to God and mankind.
4. To encourage habits of spiritual reading and study and to acquaint students with knowledge of Seventh-day Adventist teachings.

Mental

1. To develop within each student a quest for knowledge and a desire to arrive at the highest degree of excellence in accordance with his/her ability.
2. To develop minds trained to view with understanding and with historical perspective the religious, social, scientific, racial, and economic forces which shape contemporary life.
3. To enable students to develop critical thinking skills and to foster an appreciation of the best in nature, books, music, and all the fine arts.
4. To provide opportunities for students to develop a high standard of morals and aesthetic values.

Physical

1. To help students understand and practice the principles of healthful living and to recognize that physical fitness is the foundation for any achievement of life.
2. To instruct and encourage students to consume only such products as will contribute to their well-being and to practice temperance and moderation in all aspects of life.
3. To impress upon the minds of students the importance of good sportsmanship.

Social

1. To train each student in the responsibilities of citizenship.
2. To encourage good manners, taste, and judgment in social decisions.
3. To encourage each student to develop a pleasant Christian personality.
4. To teach students to regard others as worthy of respect and to accept others as friends regardless of social, economic, or racial origin.

ACCREDITATION

BCJA is accredited by the Board of Regents of the General Conference of Seventh-day Adventists, the National Council for Private School Accreditation Board, and SACS and Advanced ED. On 3-17-10, BCJA was granted a six year term of accreditation expiring on 3-02-16.

Non-Discrimination Policy

As a member of the South Atlantic Conference educational school system, BCJA admits students of any race, color, sex, nationality or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school and does not discriminate in the administration of its education and admission policies, scholarship programs, extracurricular and other school administered programs. Even though the school was established primarily for Seventh-day Adventist families, it welcomes all those who are in harmony with its philosophy and objectives of Christian education and who will cheerfully endeavor to live according to its principles.

WHO MAY ATTEND?

- Seventh-day Adventist schools carefully choose their students based upon high ideals and objectives maintained by our institutions.
- Berean Christian Junior Academy welcomes applications from young people regardless of race, color, religion or national origin whose principles and interests are in harmony with the ideals and traditions of the school as expressed in its objectives and policies.
- Membership in the Seventh-day Adventist Church is not required, but it is understood that everyone who is accepted is required to observe the regulations of the school. Students applying for entrance pledge themselves to maintain Christian standards, to attend regularly scheduled religious services during the school day and give respect to spiritual things.
- Seventh-day Adventist schools have not been established for the purpose of offering special education, and are therefore unable to accept students who have serious physical, scholastic, or behavioral problems.

Admissions & Registration

Procedures for Admission

All prospective students must file an application which may be accessed online at www.bcjaschool.org. Applicants will be considered for admission after the following have been received:

1. Completed on line application (\$55) and registration fee; both fees are non-refundable.
2. Grade and citizenship report cards, school records and/or transcripts of credits earned in other schools and 2 recommendations from the school from which the student is transferring.
3. Testing and interview.
4. Students entering Kindergarten should be five years old by September 1 of that academic year, and those registering for first grade should be six years old by September 1. Birth certificates must be presented at the time of registration to confirm those ages.

Acceptance is generally based on a student's scholastic ability and previous school citizenship. Berean Christian Junior Academy reserves the right to administer an admissions test to a student applying to determine the student's placement or academic level of achievement. Students entering Berean Christian Junior Academy for the first time, regardless of grades, are placed on a **four week probationary period**. At any time during the probationary period, a student may be asked to withdraw if satisfactory conduct or achievement is not maintained.

Registration

At the time of registration, admission fees are required. The admission fees include insurance, standardized testing, library fee, yearbook, activity fee, and book fees. Students must be registered by September 2. After that date, only transfer students are considered for enrollment. In special circumstances, the principal and school board chair may make an exception.

The Registration Fees for 2016 - 2017 are as follows:

KINDERGARTEN REGISTRATION FEE

Textbooks/Workbooks	
Standardize Achievement Tests	
Student Insurance	
Technology Fee	
Activity Fee	
Graduation Fee	
TOTAL	\$645.00

GRADES 1-7 REGISTRATION FEE

Textbooks/Workbooks	
Standardize Achievement Tests	
Student Insurance	
Technology Fee	
Activity Fee	
TOTAL	\$695.00

GRADES 8 REGISTRATION FEE

Textbooks/Workbooks	
Standardize Achievement Tests	
Student Insurance	
Technology Fee	
Activity Fee	
Graduation Fees	
TOTAL	\$845.00

FINANCIAL INFORMATION

It is the objective of Berean Christian Junior Academy to operate the school as efficiently and economically as possible so that a “Quality Christian Education” is provided to our youth. The school reserves the right to change the rates charged at any time in order to meet government regulations and /or changing economic conditions.

Tuition

Berean Christian Junior Academy offers three types of discounts: multi-child, 10% for the annual payment paid in full and 5% for the semi-annual paid in two parts. Members of Berean SDA Church may be eligible for a Berean Church Scholarship. *Please speak our Accountant regarding the Berean Church Scholarship.*

The annual tuition rates for the 2016 - 2017 school year are as follows:

	Grades K - 8th	
	Annual	Monthly
1st Child	\$6,400.00	\$640.00
2nd Child	\$6,200.00	\$620.00
3rd Child	\$6,000.00	\$600.00
4th Child	\$5,200.00	\$520.00

10% Discount for Annual Payment

5% Discount for Semi-Annual Payments

The yearly tuition charge can be paid as follows:

1. Paid in full with a 10% discount
2. Divided into 2 installments to be paid by the 10th of August and January with a 5% discount
3. Divided into 10 installments to be paid by the 10th of each month from August through May

- **PLEASE NOTE:** If a payment plan is altered at any time during the school year, a \$35.00 Administrative Fee will be charged per account.

Methods of Payments

Cash, check, automatic debit, money order or cashier's checks are acceptable. Payments may also be made via our PayPal on web site www.bcjaschool.org. Due to the large percentage of "returned checks" checks will not be accepted during the following time periods without prior approval from the business office:

AUGUST

DECEMBER & JANUARY

MAY

Payments

Payment of students' accounts should be made at the business office during office hours or can be mailed to the school by the 10th of each month. Statements will be issued on the first day of each calendar month covering the month's expenses and credits. Should a student's account remain unpaid after the 10th of the month, a \$35 late fee will be assessed. When the 10th of the month falls on a Saturday or Sunday, late fees will not be assessed until after the office closes on Monday.

Delinquent Accounts

It is not our desire to cause any unpleasant experience for any child; however, if a student's account remains unpaid by the 20th of the month; the student will be dropped from class attendance until the account is made current. In such instances, it is best that you do not send your child to school to prevent the embarrassment of being removed from class.

The following financial policies have been adopted in the best interest of parents, students and the school:

1. The account for the previous year's schooling must be paid in full before the student will be permitted to enter for the current school year.
2. Parents should not expect Berean Christian Junior Academy to permit students to receive educational services with delinquent accounts. The school **MUST** pay its bill each month, and it depends upon collections from students' accounts to meet these obligations.
3. Students' accounts **MUST** be paid before the following can take place:
 - A. A student may take semester exams.
 - B. Report cards are issued.
 - C. Participation in graduation exercises.
 - D. Participation in extracurricular activities, i.e., class trips, out of town Field trips, etc.
4. A student with an unpaid account with Berean Christian Junior Academy will not receive a final report card or diploma until his/her account is paid in full.

Refunds

If it is necessary for a student to withdraw from school, the following refund policy will apply when a properly signed and dated drop voucher is on file in the registrar's office:

- A. Admission and Registration fees will not be refunded.
- B. Tuition will be charged on a prorated basis.
- C. Full tuition will be charged, if full academic credit is given, even though the student may not be in attendance.

Returned Checks

There will be a returned check charge of \$35.00 for all checks returned due to "Insufficient Funds." Anyone whose check is returned "NSF" must bring cash or money order to replace the returned check, and the privilege of paying by check will be withdrawn. If this is not handled in 3 days, the student will be automatically withdrawn from class.

Exam Permits

Students' accounts must be current each semester before they can receive an exam permit. The school is unable to carry overdue students' accounts any length of time. Students usually do not score well on these exams when testing is delayed. It is important for the academic welfare of the student that parents keep their accounts current for the educational benefit of the student. If accounts cannot be kept current, arrangements should be made for some other plan of financing.

Make-Up Examinations

Students who are unable to take final examinations because of financial reasons should make arrangements with the business office or register to make up exams missed once all funds due are paid. The school is open during the summer so arrangements can be made if the second semester exams need to be taken.

Withdrawal from School

When a student withdraws during the school term, the parent must notify the school's office in writing. It is necessary to return all school- owned books and equipment fill out a withdrawal form and complete other requirements set forth by the school. No grades will be sent out until the student is properly cleared; this includes financial clearance.

Charges

Field trips and extra-curricular activity expenses cannot be charges to students' accounts and must be paid on a cash basis.

After School Program

The After-School Program will run from 4:00-6:00pm., Monday through Thursday, and from 2:30-5:30pm on Friday. Please check the office for contact information of our aftercare vendor. There will be NO after school program on the days that we have half (1/2) days unless otherwise posted

Secondary Accident Insurance

The school provides secondary blanket coverage for all of its students. The cost is included in the registration fee. The students are covered when on school property or under school jurisdiction such as field trips. Each parent/guardian should have a primary coverage policy. Forms can be requested at the office and should be completed as soon as possible after any incidents when using the school's insurance.

Graduation Fee

A graduation fee will be charged to each Kindergarten and 8th grade student to help cover expenses of graduation including cap, gown, tassel, speaker, flowers, diploma, etc. The class sponsor will inform the parents of the amount and due date of these fees.

Health & Safety

Your health and safety are extremely important to us. The following information outlines our health service program as well as a number of items dealing with accidents, medical, health and safety items.

Immunizations

The state law requires that each youth, regardless of age, furnish school authorities with a document signed by a physician stating that he/she has met the immunization requirements for Georgia. The following is a detailed list of required immunizations:

- Poliomyelitis vaccine
- Mumps Vaccine
- DPT-Diphtheria, Tetanus, and Pertussis
- Measles (Rubeola) vaccine
- Rubella vaccine (German measles)
- Hepatitis B (Series of 3)
- Verification of a negative TB test

A student may be exempt from receiving the required immunizations by submitting either a written statement from a physician stating that the student is medically exempt as a result of having had the disease or a signed statement from the parent stating that the student is exempt because of personal beliefs. Parents/guardians are given thirty (30) days after the student enters to furnish the school with written evidence of the student's immunization. Students can be suspended from school until the above stated requirements are met.

Illness at School

If a student becomes ill during school hours, the student should report to the teacher, who will send him/her to the office manager. If the illness appears to be serious, efforts will be made to contact the parents or named emergency contact persons and, if necessary, the school will contact medical authorities.

Physical Examination

A physical examination is required for all new students. A physical examination shall be considered current if taken not more than twelve months prior to entry to GAAA/BCJA and the report is submitted to the school. **All students participating in inter-scholastic or varsity sports must have a physical examination.**

Student Accident Insurance

Student accident insurance is provided in the registration fee. It covers medical and hospital bills for students injured while engaged in school-sponsored activities. The student is responsible for immediately reporting any injury to a staff or faculty member. Insurance will cover accidents reported within 48 hours. An accident claim form must be completed and presented to the attending physician. This is secondary insurance coverage and each parent/guardian should have a primary insurance coverage policy. A brochure explaining the limits of coverage is available in the main office.

Fire/Code Drills and Fire Alarms

Monthly fire drills and Code drills will be held. Students are expected to exit the building in an orderly fashion, proceed at least a safe distance from the building or drop to the ground and remain there until the signal is given to return. To comply with Georgia law, fire alarms are not to be tampered with. Anyone who tampers with a fire alarm will be held responsible.

BCJA Attendance

General Guidelines

Hours are 8:15am to 3:30pm Monday to Thursday and 2:00pm on Fridays. It is necessary that all students arrive at school by 8:15am. If students are tardy, they not only miss out on the morning's announcements and instruction for the first period class, but they also disrupt classroom activities, especially worship. Habitual absence and/or tardiness affect a child's achievement and may set the stage for a lifetime of punctuality issues.

Absences

Absences must be verified by school officials. Parents must call the school office or teacher as early as possible, prior to, or on the day of each absence. If a phone call has not been made, the student must bring a note from home the day of the student's return to class explaining the reason for his/her absence. Students who are excessively absent will be asked to meet with the chief administrator, elementary administrator, classroom teacher, and parents.

Excused Absences

Illness, quarantine, health appointments (medical, dental, optometric), religious holiday observances, and death in the immediate family are the only legal reasons to be absent from school. School initiated activities, such as field trips, which cause a student to miss classes are also considered excused absences.

Excessive Absences

There is intrinsic value to being present during class periods even if no assignments are due or handed out. Students who are excessively absent miss out on class discussions and hands-on activities even if they make up all missed work. We reserved the right to ask students to repeat a school year if they are absence more than 9 days per semester, 18 days per year.

Family Vacations

Family vacations of longer than 4 days each semester (more than 8 days for the year) will be considered "excessive absences" and could jeopardize promotion of a student to the next grade level at the end of the school year. Teachers will provide no more than 8 days (4 /1st semester, 4 /2nd semester) of schoolwork for pre-arranged absences.

Unexcused absences

Absences not classified as “excused” are designated as “unexcused absences.” After **three consecutive days** of absences due to medical reasons, any additional absences will be considered “unexcused” unless the office receives a signed, written physician’s statement.

Tardiness

A student is considered tardy if he/she has not reached the classroom by the time school begins at 8:00 a.m. Each student is allowed nine tardy (an average of one each week). When a student is tardy for the tenth time during a quarter the following consequences will be set in motion.

First quarter of excessive tardiness during the school year (10 or more)

The office will send a letter to the student’s parents letting them know that ten tardies have accumulated during the current quarter. The parents will be given an opportunity to set an appointment with the Headmaster and Elementary Principal to discuss the family’s circumstances.

Second quarter of excessive tardiness during the school year (10 or more)

The office will send a letter to the student’s family informing them that the student will serve a detention for excess tardiness, and the parent’s must set up an appointment with the Headmaster, Elementary Principal, and classroom teacher to discuss the tardiness problem.

Third quarter of excessive tardiness during the school year (10 or more)

The office will send a letter to the student’s parents indicating their child will be suspended for excessive tardiness. A conference will be set up before the student can return to school to determine if this is the right place for them.

Fourth quarter of excessive tardiness during the school year (10 or more)

After a student has again accumulated ten tardies, the office will send a letter to the student’s parents indicating that their student may or may not be accepted back at BCJA. If the student is accepted back, it would be on a probationary status. Probationary-status Students who continue to accumulate excessive tardiness may be asked to withdraw from BCJA.

DRESS CODE

As in all areas, it is our privilege to honor our Creator, especially in our dress. While we are concerned with the development of beautiful characters, we must also, in the external attire, desire neat, clean, and healthful clothing that is appropriate and becoming.

Uniformity

Our appearance tends to reflect our behavior, our character, and our seriousness of purpose. Only with the parent's cooperation and understanding can we continue to maintain our high standards. Students **MUST** be in full uniform when they reach campus. They are required to be neat and well-groomed at all times. Violation of the uniform policy will result in a call to parents to come and get their child or bring the proper uniform.

Uniforms

ALL students are required to wear their respective uniforms. Contact the business office for the stores where our school uniform can be purchased. Uniforms for the various grades are as follows:

Girls – Kindergarten to 2nd

- Solid blue jumpers with matching tie, skorts (they must be the appropriate length)
- Long or short- sleeved white Peter Pan Blouses or navy blue polo style shirt with school emblem
- Navy socks (only)
- Shoes - All black shoes with **no scuff soles** or Brown Bucs

Girls - Grades 3rd - 5th

- Plaid skirt with matching tie, skorts
- Pants are also acceptable for school
- Long or short sleeved white oxford blouse or yellow polo style shirt with school emblem
- Navy socks (only)
- Shoes - All black shoes with **no scuff soles** or Brown Bucs

Girls - Grades 5th - 8th

- Plaid skirt with matching tie, skorts
- Pants are also acceptable for school
- Long or short sleeved white oxford blouse or light blue polo style shirt with school emblem
- Navy socks (only)
- Shoes - All black shoes with **no scuff soles** or Brown Bucs

Boys - Kindergarten – 2nd

- Navy Slacks
- White oxford shirts or navy blue polo style shirt with school emblem
- Shoes - All black shoes with **no scuff soles** or Brown Bucs

Boys - Grades 3rd - 5th

- Navy Slacks
- White oxford shirts or yellow polo style shirt with school emblem
- Socks - Solid navy
- Shoes - All black shoes with **no scuff soles** or Brown Bucs

Boys - Grades 6th - 8th

- Khaki Slacks
- White dress oxford shirts or light blue polo style shirt with school emblem
- Socks - Solid navy
- Shoes - All black shoes with **no scuff soles** or Brown Bucs

NOTE: ALL outer wear (sweater and coats) worn in the building must be solid navy blue. Only athletic shoes will be permitted in the gym during recess or P.E. Students who come to school improperly dressed, as outlined, may be sent home or detained to call parents to bring the proper clothing.

Hair Styles

Male and female hair should be neatly combed and/or brushed. All hair styles should be groomed and neatly kept.

Special Dress Days

At certain times, there will be days designated when students can come out of uniform. The following types of clothes are not acceptable for these days: **Shorts, P.E. clothes, including sweats, stretch pants, or other skin tight pants, undershirts or tank tops or other clothing designed as undergarments, clothing with inappropriate and /or suggestive words, insignias, advertisements or pictures, miniskirts, sleeveless, backless, low cut neckline, or bare midriff tops, see through clothing, extremely tight or loose fitting clothing, any clothing the school deems provocative or that promotes intemperance and/or non-conservative Christian values. SHORTS ARE ONLY ALLOWED FOR ATHLETIC EVENTS. THEY SHOULD NOT BE TIGHT AND SHOULD COME TO THE TOP OF THE KNEE.** *These guidelines are to be used for attire when students attend any school related activities.*

It is our desire to educate the total person. Teaching the right principles of dress is included as part of our curriculum. Extreme, bizarre types of appearance and apparels distract from the main purpose of the school.

Shoes

The uniform shoes are to be worn to the school each day. In the event there is a student who cannot wear the uniform shoes, **a letter from a podiatrist is required. If the uniform shoes are lost or damaged and cannot be worn, parents are to send a letter to the office with notification of the specific problem and when new shoes will be acquired. In the interim, dress shoes should be worn to school and not athletic shoes.**

In today's permissive society we still feel there is a need for decency of dress in certain places, and school is definitely one of them. Although we have relatively few problems on the elementary level in this area, there are precautions that must be taken. Schools where dress codes have been abolished are now in the process of reinstituting dress codes.

Make-up and Jewelry

We believe that Christians should maintain a natural healthy appearance and refrain from wearing items that are not in harmony with the simplicity of adornment urged by the Scriptures. Therefore, ornamental jewelry is not to be worn on school grounds or at school sponsored functions. **These include rings, earrings, necklaces, chains, bracelets or any type of jewelry that has as its main function, display. Colored or decorated nails, eye make-up, blush and lip coloration are not allowed.** *These guidelines are to be used when students attend any school-related activities.*

Banquet Attire

During the school year, banquets are given for the students. At these events, clothing should be modest. This includes style, neckline, sleeve length, and skirt length. Sleeveless, backless, strapless, off-the-shoulder or low cut neckline tops are not acceptable. Clothes should fit properly. Extremely tight clothing is out of place. Those attending must comply with our regulations, including jewelry and make-up.

CLASSROOM VISITATIONS

Parents are always welcome to visit classes and observe our school program. In order to minimize disruptions, the following procedures have been developed and adopted:

1. All visitors must check in at the main office upon arriving.
2. Where practical, visitations should be by prior arrangement with teacher. Visitors should inform teachers of the general purpose of the observation or visitation in advance.
3. Teacher shall have the right to reschedule visitors when prior arrangement have not been made.
4. When practical, visitors should arrange a conference time with teachers to discuss observations when class is not in session.
5. Visitors should refrain from taking the teacher's attention away from classroom activities for discussions or conferences.
6. A reasonable time for classroom visitations should be approximately 20 - 30 minutes.
7. Every effort must be made to minimize the amount of disruption caused by a visit.
8. **Berean Christian Junior Academy does not allow visitation of students who are not enrolled in our school unless they are prospective students who wish to observe. Arrangements for visitation are to be made in advance.**

GENERAL INFORMATION

Bullying and Intimidation

Bullying, intimidation, threats and any other forms of verbal or physical abuse will not be tolerated on our campus; students who both engage in such behavior or standby and encourage it, will be guilty. These negative behaviors are antagonistic and dangerous; they oppose the philosophy and mission of our school; students who choose to practice them will forfeit their privilege to remain in this institution.

Electronic Devices

Students are not to bring electronic devices to school. **Bringing them will result in confiscation until the end of the school year. BCJA will not be responsible for any lost, damaged or stolen items which are brought on campus.**

Cell Phone Policy

The Berean Christian Junior Academy Board prohibits students from using electronic communication devices (including cellular telephones) in school except for health or other unusual reasons approved by the administration.

Classroom Birthday Parties

Each month students' birthdays will be celebrated as a group per class.

Early Dismissal

Normally, students are not dismissed during school hours except in cases of illness or for a doctor's or dental appointment. If at any time it should become necessary for you to take your child from school during school hours, please go to the school office, fill out an early leave form, and then your youngster will be called from his/her classroom.

Field Trips

When an activity deemed to be a worthwhile educational experience away from the school grounds is taken, arrangements are made by the school administration. Notices regarding each field trip are sent home informing parents and guardians of these planned activities. If it is the desire of the parent/guardian that the child not attend a school-approved activity, written notification must be given to a teacher, and the student will be expected to complete a special report as assigned by the teacher. A written permit is required at registration. **Any expense incurred for a field trip should be paid in cash.**

Fire and Tornado Alarms/Code Red Drill

At the beginning of school, students will be given instructions on evacuating the school building in case of an emergency. Teachers will take charge, and their instructions are to be followed implicitly. When the fire alarm bell rings, students are to be quiet, follow directions and move orderly. No running, pushing or yelling will be tolerated.

In case of a tornado alert, everyone in the building will move into the hallways and assume the prescribed fetal position. The signal for a tornado alert will be one minute of intermittent ringing of the bell. The all clear will be announced.

Honor Roll

To make the Principal's list for a grading period, a student must have a 3.75 GPA or above in all academic subjects and no grade below "B". To make the High Honors List, a student must have a 3.5 GPA or above in all academic subjects and no grade below "C". To make the Honor Roll List, a student must have a 3.0 GPA or above in all academic subjects and no grade below a "C". For recognition at honors programs, students must have a cumulative GPA of 3.0 with no grade below a "C" for the first 3 marking periods of the school year. Honors Program for 1st Semester will be held in January and 2nd Semester will be held in May.

Inclement Weather/School Closing

There is no need to contact school official to ask if school will be closed because of bad weather. If weather conditions warrant the closing of school, an announcement will be made to notify the public by 6:00am. As a general rule, we follow the same policy as the Fulton County School System for inclement weather school closing only. We will also send a Parent Alert text to the cell number in RenWeb.

Lunch Period and Cafeteria Decorum

Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in the condition one would like to live. Students are to remain in the cafeteria until they have finished eating. At no time are students allowed to take food outside of the cafeteria unless they have been granted permission by the administration. Going into areas where classes are being held during lunch hour is not allowed. Students are not to remain in the classrooms during lunch hour.

Lunch Program

Hot lunch will be available via Anna's Kitchen to all students on a cash basis at reasonable prices. Students may purchase meals on daily, weekly, or monthly basis. In conjunction with the health principles of the Seventh-day Adventist Church, we ask that no unclean meat be brought on campus. SINCE IT HAS BEEN DETERMINED THAT AN EXCESS OF SUGAR PRODUCTS CAN IMPEDE THE LEARNING PROCESS, SUGAR PRODUCTS SHOULD BE LIMITED IN THE STUDENTS' LUNCHESES. SUBSTITUTE COOKIES AND CAKE WITH FRUIT, NUTS, AND RAISINS. INSTEAD OF SODA, PLEASE PROVIDE JUICE AS A DRINK. CANDY AND GUM SHOULD NOT BE ON CAMPUS. ANY SUCH PRODUCT FOUND IN THE POSSESSION OF A STUDENT WILL BE CONFISCATED AND DISPOSED.

MARTA

The MARTA bus line is conveniently located near the school. Those students who use the public transportation system are expected to follow the proper decorum. Students are expected to do the following:

- 1. Board the bus and remain seated until ready to exit*
- 2. Talk quietly and avoid excessive noise or loud boisterous behavior.*
- 3. Refrain from extending any part of the body out of the bus window.*
- 4. Refrain from spitting or throwing any objects from windows.*
- 5. Observe rules for crossing the street when boarding or exiting the bus.*

Progress/Deficiency Reports

*Reports will be sent home every four to five weeks of each nine week grading period to all parents. Parents of those students who are doing unsatisfactory work are required to call the office and make an appointment to confer with the teachers about the child's work. Scheduled parent/teacher conferences will also be held. Please check your school calendar for those dates and times. Report cards are issued approximately one week after the close of each nine week period. Accounts must be current. **Social Activities, Athletic Events, and Trips***

School sponsored activities and trips must be approved by the Chief Administrator or the Elementary Administrator at least two weeks in advance of the event. When trips are scheduled, the sponsor shall give time of departure, mode of transportation, attending chaperons, approximate return time, and other important details. All students participating in activities sanctioned by the school must abide by all rules and regulations as outlined in this handbook. These include proper dress code, academic, conduct, etc. Students must ride to school activities on school-provided transportation, unless prior arrangements have been made and approved by the principal or vice principal.

Soliciting

There will be no soliciting at school other than that done by school sponsored organizations with projects or activities approved by organization's sponsor and school principal. **THERE WILL BE NO SELLING OF CANDY, GUM, DRINKS, ETC., BY INDIVIDUALS DURING THE SCHOOL DAY OR ON SCHOOL PROPERTY.**

Student Sexual Harassment Policy

BCJA affirms the Christian dignity of every individual. BCJA will not tolerate the harassment of anyone. It is the policy of BCJA to provide an educational environment in which all students, teachers and staff are treated with respect and dignity. The law prohibits sexual harassment.

Definition: Including, but not limited to, unwelcome sexual advances, requests of sexual or physical conduct of a sexual nature directed towards a student by a teacher or by another student, or by a student toward a teacher under any of the following conditions:

- Submission to, or toleration of, sexual harassment is an explicit or implicit term or condition of any services, benefits or programs sponsored by the school
- Submission to rejection of such conduct is used as a basis for an academic evaluation affecting a student
- The conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile or offensive learning or working environment.

Examples of sexual harassment: Sexual harassment includes, but is not limited to, the following forms:

Verbal: Sexually demeaning comments, sexual statements, questions, slurs or jokes continuing to express sexual interest after being informed that the interest is unwanted

Written: Suggestive or obscene letters, notes, pictures or invitations

Physical: Sexual assault, touching, impeding or blocking movement, making reprisals or threats of reprisal following a negative response to sexual advances or following a sexual harassment complaint

Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons or posters

Telephone

Office telephones are not to be used except in emergency situations involving the immediate family. Students and/or teachers will not be called out of class to answer the phone. A message will be taken and given to the student and/or teacher as soon as possible. EMERGENCIES WILL BE HANDLED PROMPTLY.

Textbooks and Library Books

Rented textbooks and library books are available to all students. The books should be well cared for by the students and turned in at the appropriate time. Students will be expected to pay for all lost, damaged or torn books assigned to, or checked out by them. Fines will be assessed for library books that are not returned on or before the due date. Student's final report cards are held until all textbooks and library books are returned.

Continuing Computer/Internet Acceptable Use Contract

Use of the Internet provides great benefits to learners. Unfortunately, some materials accessible via the Internet may contain items that are illegal, defamatory, or offensive to some people. Access to the Internet is given as a privilege to learners who agree to act in a considerate and responsible manner. We require that learners and parents/guardians read, accept, and sign the following rules for acceptable online behavior as long as they are enrolled at Berean Christian Junior Academy (BCJA).

1. School and classroom rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files are completely private.
3. Violations may result in loss of access as well as other disciplinary or legal actions.
4. I agree that on I will:
 - a. treat others the way I want to be treated
 - b. not send or display offensive messages or pictures
 - c. use good manners and courteous language at all times
 - d. not harass, insult, or attack others
 - e. uphold copyright laws
 - f. not use other individual's passwords and/or trespass other individual's folders, work or files
 - g. not use the network for commercial purposes
 - h. not waste time by engaging in activities that are not related to my academic learning, such as chain letters and instant messaging
 - i. shut down the computers correctly
 - j. never delete or erase the history list on my computer
 - k. not enter online chat rooms or social media sites (like facebook)
 - l. install no programs on the computer
 - m. not play violent, sexual, or otherwise inappropriate games
 - n. never reveal the personal name, address, or phone number of myself or any other person without express permission from my instructor

Both parents, guardians and students will be required to sign in agreement that they are in receipt, have read and will comply with the policies. Should the rules be violated, students may face disciplinary action and lose network privileges at Berean Christian Junior Academy. Once signed the contract will remain in effect as long as the student is enrolled at BCJA."

“Texting” / “Sexting” & “Virtual Bullying”

The use of devices that use any digital technology, or digital platforms including, but not limited to, Face book and Twitter to send, disseminate, or forward any image or language containing sexually explicit or threatening photos, videos, or other imagery of a person (including one’s self), whether or not the person is enrolled at the school, or the distribution by such means of any indecent language or material, is **strictly forbidden**, and once brought to the attention of the administration (regardless of whether or not the incident took place on or off campus) shall be punishable by **suspension or expulsion**.

Vandalism and Property Damage

Students who damage, destroy or vandalize school property will be required to pay for losses or damages. This includes bathrooms, classrooms, cafeteria and bulletin boards. If students willfully destroy school property, suspension and subsequent expulsion may be necessary.

REGISTRATION, TRANSFER, WITHDRAWAL PROCEDURES

Children must be five (5) years of age by September 1 to enter Kindergarten and six (6) by September 1 to enter first grade.

Any child transferring from another school should present a report card, birth certificate, and immunization record at the time of registration.

The parents of any child withdrawing or transferring from Berean Christian Junior Academy must send written notification to our Registrar to receive a withdrawal confirmation letter. Student withdrawing must also meet with the Accountant to ensure tuition balance is at \$0.00. The new school may request official records from the office after the student is enrolled.

BCJA GRADING SYSTEM

The grading system used at Berean Christian Junior Academy is as follows:

GRADE K-2: E = Excellent
S = Satisfactory
N = Needs improvement

GRADES 3 - 8: A = 91% - 100%
B = 81% - 90%
C = 71% - 80%
D = 61% - 70%
F = 0% - 60%

RenWeb

Renaissance Web (Renweb) is an internet based program that allows parents to get more involved in their child's education. It gives parents information about their child's progress in school. Using the internet, parents can access their child's grades, attendance, and discipline records. Information on the Renweb Server will be secure in that only registered parents will have access, passwords are needed for access.

The goal of Renweb is to allow parents to have another source of information about their students' progress. We have instituted this system with the expectation that parents will utilize this invaluable tool to monitor their child's' academic progress.

To register for Renweb, parents should provide their e-mail address to the school, and then go online to the Renweb website. It's quick, painless and very informative.

Please register once and be use to use the e-mail address you gave to BCJA. The following are instructions for using Renweb.

1. Open your browser and type the URL: www.renweb.com.
2. Click on the top right button **Parents Web Login**.
3. The District code is: SAC-SDA.
4. Type in the email you gave to the school and click **New Parent Login**.
5. Within 10-15 minutes, your password will be sent to your e-mail address.
6. When you receive your password, go back to www.renweb.com, and then repeat steps 2 and 3.
7. Type in the email you gave to the school, the password given to you by Ren Web and click on Parent Login.
8. Select Continue to proceed to Parents Web.
9. To view the progress report, select Classroom then Grade Book Summary to get more details.

This password is temporary; you may change it. If registered last year, those ID's and passwords are still valid if the students still attend BCJA.

GRADUATION REQUIREMENTS

It is important that eighth grade students master all of their subjects so that they will be prepared for high school. In order to be eligible for an eighth grade diploma, a student must satisfactorily complete the basic course of study of the eighth grade.

The basic course work includes the following:

Bible	Science
English	Social Studies
Math	Spelling
Reading	

A passing score of 70% must be received in each course listed above. A student who fails up to two of these subjects may attend summer school and upon successful completion of the failed subjects can be promoted to the ninth grade. **Students who fail three or more of these subjects will be retained in the eighth grade.**

Highest Honor & High Honor

The student with the highest GPA in the eighth grade class will be designated as student with highest honor award. The student with the second highest GPA in the eighth grade class will be designated as student with high honor.

All grades received in the 6th-8th grades are calculated to determine cumulative GPA's. Calculations will be carried to the hundredth place (i.e. 3.75) in determining these honors. In the event two or more persons attain the same GPA after calculating to the hundred's place the student has to be registered at Berean Christian Junior Academy for his or her last four semesters of middle school.

STUDENT GOVERNMENT OFFICERS

Any elected officer is required to maintain a GPA of 2.50. Any major officer (president, vice president) need to maintain a 2.75 GPA during any grading period. If the officer's GPA falls below minimum, the officer may be asked to step down. No student may hold more than one major office. If the faculty feels that the student's office or extracurricular activities jeopardize his scholastic standing, he/she may be asked to drop that office or curtail his extracurricular activities. This process enables students to experience more fully the total experience of government.

Student Government Association

Your Student Government Association (SGA) is charged with the responsibility to be the voice of the students, foster school spirit and help plan projects that will engage students in positive social/community activities. We encourage you to get involved – you will enjoy school more and benefit from extra-curricular activities.

HOMEWORK

Homework is regarded as assignments to be completed after school hours. Berean Christians Junior Academy believes that a good educational program must develop around the interest, needs and abilities, instructional techniques and course content are individually adapted to meet these criteria. Homework is to serve as reinforcement tool and as a tool for sparking the curiosity of the child toward independent study.

Students in the early grades may take books home and read to their parents and may sometimes require extra drills in arithmetic. Upper grade students are usually assigned more supplementary reading, projects, etc., in various subject areas.

As a general rule, progressively more homework is assigned beyond fifth grade.

Parents can help children with work at home by providing a wholesome atmosphere, free from undue strain and pressure. Also, independent work habits should be encouraged.

HOME AND SCHOOL

The Home and School Association is comprised of parents, teachers, and community leaders. Its main function is to weld a closer relationship between the home and school for the development of our children. The Association also promotes educational programs for the parents to ensure an effective program in the home as well as the school.

The Home and School Association serves as a fund raising agency for special projects in the school. It may sponsor programs, social functions, cultural functions, and membership drives to raise funds. Profits are transferred to the school treasury for designated projects.

In general, the Home and School Association promotes Christian education in the community. All parents, church members and others interested in Christian education are invited and encouraged to attend regularly the meetings and programs of the Association. Notice of meetings will be sent home with the students and included in the church bulletins of the constituent Seventh-day Adventist churches.

ACADEMIC INFORMATION

New Students

Students applying for admission to Berean Christian Junior Academy for the first time are subject to final acceptance by the administration and school board. Students registering will be accepted on a probationary/conditional basis for twenty (20) school days or until action is taken on the applicant by the administration and the school board.

Academic Requirements

In keeping with our policy of maintaining academic excellence, the following procedures will be implemented:

1. Students must maintain an overall grade point average (GPA) of 2.00 (“C” average).
2. Students who fail to maintain a 2.00 after one (1) marking period (nine weeks) will be placed on academic probation for the following marking period. A conference will be held with the counselor, the student and his/her parents regarding the student’s progress. Once a student is placed on probation, the student may no longer hold a school office for the remainder of the school year and may not participate in any school sports or extracurricular activities while on probation. The student will then be required to attend advisory time with the teacher(s) of the subject(s) the student is failing until an acceptable grade is obtained and the GPA returns to 2.00. A student who is on academic probation for two consecutive grading periods will be referred to the Academic Committee to review.

WHAT PARENTS CAN DO TO HELP

1. See that children have plenty of rest and don’t stay up late.
2. Send children to school clean and well groomed.
3. See that proper clothing is worn for the weather conditions.
4. See that children start to school at a reasonable time so they don’t arrive too early or too late.
5. Send a note with a child who is tardy or who is returning to school after an absence (Required by State Law).
6. See that children have adequate supplies throughout the school year, such as paper and pencils.
7. Encourage proper care of books and school supplies.
8. Teach respect for others and their property.
9. Teach good manners, courtesy, and kindness.
10. Show respect for teachers. Children will do better when they know their parents have respect for teachers and the school.
11. **Take an active interest in what the child is doing in school.**
12. Don’t compare children with other members of the family or those in the neighborhood.
13. Call the teacher for an appointment whenever it is felt that by working together, better understanding and ways to help the child can be developed.
14. Make your child aware of the safest way to school and what to do in case something unusual happens when going to and from school.
15. **Become an active member of the Home and School Association.**
16. Register with RENWEB.

Citizenship

Basis

Because Berean Christian Junior Academy is a school based on cooperation and commitment to Jesus Christ, we expect every student to abide by the following code:

I will be respectful, responsible and prepared.

I will act in a safe manner.

I will do all I can to foster an atmosphere of cooperation and trust.

I will respect myself, others and the environment.

We are here to learn; therefore, I will do nothing to keep the teacher from teaching, and anyone, myself included, from learning.

I will do all I can to treat others the way I would like to be treated.

Code of Behavior

The purpose of the Code of Behavior is to strengthen the basic values and beliefs that our students come to us with. We feel very strongly that one of the greatest services we can provide our students is to send them on from BCJA with a system of values that will put them in good stead for the rest of their lives.

The BCJA Code of Behavior is composed of three points.

- **I will not lie.**
- **I will not cheat.**
- **I will not steal.**

Definitions of lying, cheating, stealing

- A. Lying
Purposely making a statement with the intent to deceive someone.
- B. Cheating/Dishonesty
 - 1. Dishonesty on homework papers.(Accessory/Accomplice) Allowing another student to copy your homework, etc.
 - 2. Copying or cheating on exams or quizzes.
 - 3. Plagiarism: copying or using someone else's papers or major report (to steal, borrow, copy and use the ideas or writings of another as one's own).
- C. Stealing
Taking or borrowing something without permission

Consequences

- A. Lying
 - 1. Referral
 - 2. Detention, referral, parent conference, possible suspension
 - 3. Suspension, possible withdrawal/expulsion
- B. Cheating
 - 1. Zero for the work, a Referral, Detention
 - 2. Suspension, parent conference
 - 3. Withdrawal/Expulsion
- C. Stealing
 - 1. Referral, restitution, suspension and parent conference
 - 2. Restitution & withdrawal/expulsion

Consequences

When students forget or choose not to abide by these basic codes of behavior, it detracts from the spirit of cooperation and trust. Therefore, consequences will be implemented in one of three ways:

Citizenship Referrals

Minor infractions will be noted with a citizenship referral. These may be completed by any staff member and give directly to the student. Parents and administration will also receive a copy. Students who accumulate a number of referral points per quarter will have to accept the following consequences:

	Referral Points	Consequences
Level 1	0-7	Parents contacted
Level 2	8-11	Detention/Parents contacted
Level 3	12-15	Suspension
Level 4	16-23	Second Suspension
Level 5	24+	Withdraw from GAAA

Parents will be notified each time the student receives a referral. Detention will be served with the homeroom teacher that is in charge for that week. Students must bring study materials. Failure to attend could immediately cause Level 3 consequences.

If a student reaches the 3rd level, he or she will not be allowed to get to the 3rd level again. If he/she does he/she will be asked to withdraw.

CITIZENSHIP REFERRAL

Student _____

1-4 Classroom conduct
4 Vandalism

1-4 Dishonesty/Cheating
1-4 Social Conduct/PDA

1-4 Dress
1-4 Irreverence

1-4 Unsafe Behavior

1-4 Insubordination/ Lack of cooperation

1-4 Language

4 Fighting/Intimidation

4 Leaving Campus w/o
permission

1-4 other _____

Comments:

Staff Signature _____ Date _____

FOR YOUR INFORMATION REFERRAL

Student Name _____

Date/Time _____

Concerns/Comments _____

Staff Name _____

GOOD CITIZENSHIP REFERRAL

Student _____

Thank you for

Teacher Signature

Date

REFOCUS

Refocus is a procedure that BCJA has instituted to address disruptive behaviors immediately, without interrupting the teaching/learning process. Students, except Kindergarteners, will leave the room and go to a “buddy” teacher’s classroom for academic “refocus,” where the student will identify his/her behavior in written form. Each time a student serves a Refocus a FYI is sent home.

If a student has to be redirected twice in a quarter, there will need to be a Parent/teacher/Administrator Conference to resolve the issue. If the child continues to need refocusing their attendance in school maybe in jeopardy.

DETENTION POLICY

One-hour of Detention will be given for every twelve points accumulated in referrals. Detention will take place, for one (1)-hour after school on Tuesdays & Thursdays from 3:30pm - 4:30pm in the assigned homeroom. Also, Jeans Day will not be an option for that student, the next time it is offered.

At the beginning of each quarter, every student will start over on points.

There will be no eating, drinking, talking, or socializing while in Detention. During Detention, the students are to follow all school policies. Detention is a place to read and/or study (do homework). It is possible that you can add extra detention hours based on your behavior during detention.

SUSPENSION

Suspension is removal of a student from classes or school activities for disciplinary reasons. Suspensions will be off campus. The following behaviors may result in suspension:

- threatened to, attempted to, or caused physical injury to another person
- committed or attempted to commit theft or burglary or knowingly received stolen property committed an obscene act or engaged in profanity or vulgarity
- disrupted school activities or willfully defied the authority of school personnel (insubordination)
- engaged in excessive contact or other activities with sexual intent
- caused or attempted to cause damage to school or private property
- repeated failure to abide by school policies dishonesty, including but not limited to, forgery, plagiarism and cheating on academic work
- practice of occult or satanic rituals
- intentional activities which directly undermine Christianity or Seventh-day Adventist beliefs
- participation in gang activities (including wearing of gang symbols, tagging)
- leaving campus without permission
- smoking or drinking insubordination/lack of cooperation

Suspensions **will not exceed five (5) consecutive school days**. A student **will not be suspended for a total of more than ten (10) days during a school year**. A student **will not be suspended more than twice in the year**.

Expulsion

Expulsion is removal of a student from the school program for at least one semester for disciplinary reasons. Students will be recommended for expulsion for any of the following behaviors:

- causing serious physical injury to another person, except in self-defense
- possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity
- possession, use of unlawful sale or distribution of any controlled substance including alcohol, illegal drugs, or tobacco
- burglary or extortion
- leaving campus without permission

Administration may, in consultation with the Office of Education, choose not to recommend expulsion when the overall program of the student indicates continued success at Berean. In addition, a student may also be recommended for expulsion when other means of correction are not feasible or have repeatedly failed to bring about proper conduct. Expulsion may also occur due to the nature of the circumstances whereby the presence of the student causes a continuing danger to the physical safety of the pupil or others.

Discipline

Discipline will be designed not merely as punishment, but to help the student progress toward a more meaningful acceptance of Christian guidelines for behavior and conduct. Discipline can include, but is not limited to, loss of school trips, tours, leadership offices, varsity games, and other extracurricular activities.

A student, who accumulates 25 referral points in any quarter, may be asked to withdraw or be recommended to the School Board for expulsion.

Administrative Discipline Step Plan

This plan will be used by the Administration for all students who are referred to the office. Although disciplinary action is outlined in the steps below, the discipline taken may not necessarily follow in the chronological order as listed. The action will be determined by the seriousness of the infraction.

Step 1 Informal Talk

A school official (teacher, administrator), will talk to the student and try to reach an agreement regarding how the student should behave. Parents may be notified if necessary. (FYI, phone call, email.)

Step 2 Conference

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior. This action will be recorded in the student's file. Parents will be contacted. (Referral, Contract, in person in the conference.)

Step 3 Administrative Counsel/Detention

The Student must meet with the Headmaster and Principal regarding his/her behavior. Parents will be contacted by telephone, email, letter, or referral. A formal conference may be conducted between the students, his/her parent(s), Administrative Discipline Committee (Headmaster, Principal, Chaplain, and two teachers.) This action will be recorded in the student's file. A detention will be served and the administration may conduct a follow-up visit with the student if necessary.

Step 4 Suspension

The Administrative Discipline Committee will meet with the student and parent(s) when he/she has violated school regulations or has been involved in a major discipline or accumulation of infractions, or has failed to uphold commitments, for conduct agreed to other discipline steps. A short-term suspension shall not exceed five consecutive school days. This action will be recorded in the student's file.

1st Suspension: If suspended, the student in question will be expected to continue with the assigned homework, and to receive new homework from the teachers. The student will however, lose class time work credit, class time participation credit, in class lab credit, and be unable to make up quizzes and tests. The student will not be allowed to return to any sports teams for the remainder of the year, and may not be allowed to participate in extracurricular activities.

2nd Suspension: If suspended a second time, the student will not be able to receive any credit for any work done after the suspension date, including homework.

Expulsion

Expulsion is the removal of a student from the school program. Said student shall not be on campus for any reason, (including school and non-school functions) for at least one year, without the permission of the Headmaster.

Expulsion Procedures

The Administrative Discipline Committee will follow the following guidelines in expulsion procedures:

- Removal of student from the mainstream student population.
- Investigation - facts will be gathered, students interviewed, incident reports written and signed.
- Evaluation – review of findings and policy, consultation with Board Chair, Superintendent and legal counsel as merited.
- Parent notification – presentation of findings to the parents and student.
- Disciplinary action – student will be suspended pending an expulsion hearing by the Board.
- Expulsion Hearing – a hearing shall be scheduled within five days of the disciplinary action. The student and his/her parents may be present at this hearing.

Parents will be given the option to withdraw the student from school before the expulsion hearing is held. Such action on the part of the parent will insure that the Board action for expulsion is not recorded in their student's Mandatory Discipline Record. Once expulsion is voted by the Board, the student will not be eligible for re-admission to GAAA for at least a year.

Appeal Process

- The student and/or his parents may appeal the findings of the Administration.
- The appeal must be made in writing and submitted to the Headmaster.
- The appeal hearing will be scheduled with the Board (within two weeks of the written appeal.)
- The student will remain on suspension until the review is completed.
- A finding in favor of the student will result in the immediate return to full status and the suspension removed from his/her Mandatory Discipline Record.
- A finding in favor of upholding the expulsion will be enforced. Any appeal from this point will be directed to the Superintendent of Education and Board for the South Atlantic Conference.

Procedures/Appeals

When administration believes suspension or expulsion is warranted, an investigation will take place. Students involved will be given the opportunity to tell their account of the incident. After the facts have been gathered, if the behavior warrants suspension or expulsion, the parents will be notified and asked to remove the student from the campus immediately. In the case of expulsion, the student will be suspended until the school board can be convened for the hearing.

Parents will have the option to withdraw a student from school before the expulsion hearing is held. The student and his/her parents may be present at the expulsion hearing.

Suspension may be appealed to the administration for review. Generally, the student will remain suspended until the review is conducted. If the suspension is not upheld, the remainder of the suspension is removed and all records of the suspension shall be removed. If expulsion is voted by the Board, the student will not be eligible for re-admission to BCJA for at least one year.

In the event that a problem arises in school involving your child, there is an established protocol to follow — starting with the classroom teacher. Unless it is an emergency, please make an appointment to speak with the teacher or chief administrator about a concern before visiting the school.

Teacher

If you have concern about your child's performance in a certain class or with a specific teacher, you should discuss the matter with the teacher first.

Elementary Principal/Headmaster

If you have concerns about your child's performance in a certain class or with a specific teacher, and you have discussed the matter with the teacher, you then discuss the concerns with the Elementary/Headmaster

School Board Chairperson

If you have concerns about your child's performance in a certain class or with a specific teacher, and you have discussed the matter with the teacher and the principal, you should then discuss the concerns with the School Board Chairperson

Executive Committee of the School Board

Problems with a teacher, school or the child's overall performance that cannot be resolved by the teacher, the principal, or the School Board Chairperson should then present the concerns to the Executive Committee of the school board.

Executive Committee and Senior Pastor of Berean

The Executive Committee and the Pastor of Berean SDA Church should address any concerns unresolved at the school

Administration

Concerns unresolved by the Executive Committee and the Pastor will be referred to the appropriate division of the South Atlantic Conference - the Superintendent of Education.

Zero Tolerance Policy

Purpose: To provide a safe school environment for pupils and staff.

The Governing Board of BCJA: declares that a Zero Tolerance policy on sexual battery, possession of a firearm, possession of a knife, possession of a dangerous object, possession of explosive devices, sale of controlled substances, possession of controlled substances, vandalism where property damage exceeds \$100, repeater mutual combat, robbery or extortion, participating in gang motivated intimidation, hate motivated behavior constituting a statutory violation, and assault on or threatening of school staff, and being outright insubordinate to administration and staff.

Hereafter, any student who:

commits a sexual battery

commits a assault & battery (Hurting someone to the extent of needing medical attention)

commits a battery

is found in possession of a firearm

is found in possession of a knife

is found in possession of a dangerous object

is found in possession of explosive devices

is found in possession of a controlled substance

sells a controlled substance

furnishes a controlled substance

commits an act of vandalism with property damage in excess of \$100

participates repeatedly in mutual combat

participates in robbery or extortion

participates in gang motivated behavior constituting a statutory violation

commits an assault on or threatens school staff

threatens to kill or harm someone (joke or not)

makes a hit list or journal with the intent to harm someone

participates repeatedly in mutual combat (Fighting)

is being outright insubordinate (refusing to cooperate) with the Administration and staff

Hereafter, all acts of physical violence, possession or use of weapons, or Health and Safety Code violations will be recorded for each pupil on their Mandatory Interim Record including information on suspensions and expulsions. Such records will be expunged upon graduation or by petition.

For purposes of this policy, definitions of terms used will be as defined in the Georgia Education Code, Penal Code, Health and Safety Code, and Regulations of the State Fire Marshall where applicable.

An object used in a threatening manner shall be considered a weapon even if its normal use is not a weapon.

Trespassing on school grounds by pupils not enrolled in the school, who have not received clearance by the chief administrator, shall be recorded as a serious violation and the police will be called.

In every case where a pupil violates a provision of the Penal Code of the Health and Safety Code referenced by this policy, the pupil can be taken into custody by the police.

The Conference Superintendent is directed to prepare Administrative Regulations to insure the requirements of this policy are properly implemented.

Such regulations will include procedures to publicize this policy and to ensure that all pupils, grades 3-8, shall have a signed copy of this policy in their file.

Signatures	Parents	Students	Date
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Governance Policy

By registering at BCJA, the student and his parents or guardians agree to comply with the rules and regulations as published by the school. All regulations adopted by the faculty and announced to the student body have the same force as those published and remain in force throughout the year, both on and off the campus.

Grievance Policy

When a situation arises that needs clarification or resolution, the following steps are recommended:

First: Address the situation with the Teacher/Staff member.

Second: Address the situation with the Teacher and the Headmaster or Principal.

Third: Address the situation with the Board of Trustees.

Fourth: Address the SAC (South Atlantic Conference) K-12 Education Board

Fifth: Address the SAC (South Atlantic Conference) Executive Committee

These steps are important and are to be followed in order outlined above. Honest resolution will be sought at each level in an effort to avoid appealing to the next stage.

Berean Christian Junior Academy School Board

Conrad Gill

Karohn Young

Elvis Agard

Ysaak Wisdom

Frederick Russell

Peggy Ballard

Arnold Cadogan

Carmen Duncan

Laura Davis

Deborah Meredith

Jacqueline Winston

Marilyn Shaw

Peggy Walker

Chairman

BCJA Principal

BCJA Vice Principal

BCJA Accountant

Berean Church Senior Pastor

Berean Church Treasurer

School Board Meetings

Board Meetings are typically held the second Monday of the month from 6:30pm at Berean Christian Junior Academy. All meetings are open, unless otherwise noted. A request to attend must be made and approved in advance of the meeting.