

# 2025-26 Student/Parent Handbook



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# NOTES

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## LEADERSHIP STAFF

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*Pastor*

Casey Cross

*Principal*

Tim Holden

*Assistant Principal*

Debbie Hodges

*Preschool & PreK Director*

## SCHOOL BOARD

Terry Hart

*Chairman*

Matt Wright

*Secretary*

Rick Braddy

Randy Colson

Keith Ranew

Joe Matthews

Carl Williams



**Strong Foundations.**  
One chapter at a time.

## mission

To lead students to know Christ and make an impact in the world.

## vision

Preparing students for life by fostering academic, physical, emotional, and spiritual growth.

## core values

FAITH

COMMITMENT

COMPASSION

INTEGRITY

PROFESSIONALISM

UNITY

## symbols

**MASCOT:** Wolves

**COLORS:** Navy Blue, Red, & Gray



# purpose

BBCA was founded with the purpose of evangelizing the youth of Statesboro and surrounding areas. Creating an environment of Christian fellowship among young believers, BBCA teaches students to walk with God through worship and prayer. BBCA trains students that they might grow in Christ and actively serve Him, while providing an excellent academic education.

Training students spiritually, academically, physically, and emotionally. – Luke 2:52

# history

Bible Baptist Christian Academy was founded in 1979, serving students from kindergarten to grade twelve.

In 2008, Bible Baptist was blessed to expand its program to offer a full-day three and four-year-old preschool program as well as an afterschool program for students three-years-old to fourth grade. In 2014, BBCA further expanded to offer a nursery through two-year-old program.

In 2018, BBCA received full accreditation from the Georgia Association of Christian Schools (GACS). Accreditation by GACS is recognized by the Georgia Private School Accreditation Council (GAPSAC), the Georgia Department of Education, the Board of Regents, and the Georgia Student Finance Commission. This status means that BBCA graduates are eligible for the Georgia Hope Scholarship.

In 2019, BBCA's growth continued with a new science and math building added to campus. An evaluation of the school determined while our beliefs and ideals had not changed, that some necessary changes were needed as we moved forward, including restructuring the day care program and rebranding the school. In 2020, BBCA obtained certified with the U.S. Department of Homeland Security's Student and Exchange Visitor Program, allowing international students. In August 2020, students returned to school as the BBCA Wolves. The symbols of a wolf - courage, strength, loyalty, and success - are all characteristics we aim to foster in our students.

# affiliations

*The childcare program, one- through five-years-old, and our aftercare program is licensed through the Georgia Bright from the Start DECAL Program. BBCA is a member of the Georgia Association of Christian Schools and the American Association of Christian Schools.*



# statement of faith

**We Believe:** We believe the Holy Scriptures of the Old and New Testament to be the verbally and plenary inspired Word of God. The Scriptures are inerrant, infallible, and God-breathed and, therefore, are the final authority for faith and life. (2 Tim. 3:16-17; 2 Pet. 1:20-21)

**We Believe** in one triune God, eternally existing in three persons –Father, Son, and Holy Spirit –each co-eternal in being, co-identical in nature, coequal in power and glory, and having the same attributes and perfections. (Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; John 14:10, 26)

**We Believe** that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men. (Isa. 7:14; 9:6; Luke 1:35; John 1:1-2, 14; 2 Cor. 5:19-21; Gal. 4:4-5; Phil. 2:5-8) We Believe that man was created in the image and likeness of God; but that in Adam's sin the human race fell, inherited a sinful nature, and became alienated from God. Man is totally depraved and, of himself, utterly unable to remedy his lost condition. (Gen. 1:26-27; Rom. 3:22-23; 5:12; 6:23; Eph. 2:13; 4:17-19)

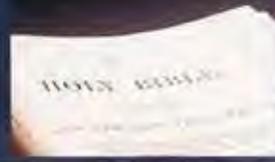
**We Believe** that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins. (John 1:12; Eph. 1:7; 2:8-10; 1 Pet. 1:18-19; Matt. 12:31-32)

**We Believe** that the local church, which is the body and the espoused bride of Christ, is solely made up of born-again persons. **We Believe** in the separation of church and state. (1 Cor. 12:12-14; 2 Cor. 11:2; Eph. 1:22-23; 5:25-27)

**We Believe** that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual activity against God's Word and standard are sinful perversions of God's gift of sex. **We Believe** that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26- 29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4) We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

**We Believe** in the Authority of the Statement of Faith. (An in-depth Statement of Faith for Bible Baptist is on record in the Church office.) The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the foregoing Statement of Faith accurately represents the teaching of the Bible and, therefore, is binding upon all members.

# The Pledges



## PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

## PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path and will hide its words in my heart that I might not sin against God.

## PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.

## nondiscrimination policy



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

# philosophy

Since the primary reason for the existence of the school is a spiritual ministry of Bible Baptist Church, evangelistic efforts are made to bring all students to a saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation.

Our academic program seeks to provide students with the best possible program of studies. This program wishes to emphasize the mastery of the fundamental blocks of learning, in all areas of study. This includes the development and exercise of critical thinking and reasoning skills. We believe that the most effective system of education educates the mind and builds character.

Character training is an important element in Bible Baptist Christian Academy. We believe that the heart of character training is obedience (deciding to do right), which will cultivate an inner self-discipline and is essential to the emotional, physical, social, and spiritual well-being of the student.

Based on our doctrinal statement, we believe that the philosophy of education must contain these points:

1. GOD is Creator and Sustainer of all things and the Source of all truth; therefore, we believe the educational process must base itself in God and the revelation of His Word. Romans 11:33-36
2. The BIBLE is the complete and final revelation of God concerning all matters of faith, truth, and practice; therefore, all teaching must consider the goals and commands of Scripture. John 17:7
3. The HOME is the God-given institution for the training of children; therefore, the school must be an extension of that home to assist the parents in the awesome responsibility of raising Christian children. Deuteronomy 6: 6, 7
4. MAN, who was created by God as good, has by deliberate choice fallen into sin and, as such, is destined for hell. God has intervened through the death, burial, and resurrection of Jesus Christ to provide those, who commit themselves by faith to Him, with eternal life; therefore, the school must teach Christ as the only way to a personal relationship with God. Genesis 1:26, 27; Romans 3:23; Romans 6:23
5. The CHURCH was established in Acts 2 by God to do His kingdom work on earth. The Church partners with the school to teach Bible doctrine to students and parents alike and to encourage everyone to follow the mission that God has placed on each of our lives. The mission of the church is to love God so deeply, that we obey Him and serve Him, not out of obligation but out of a rooted loving desire. Likewise, we love others with such passion that we would sacrifice our own desires and needs for that of our fellow man.
6. The nature of TEACHING and LEARNING can be defined as helping another person to acquire knowledge, attitudes, or skills. As a Bible based educational academy, we believe that teaching and learning the knowledge, attitudes, and skills as the Bible lays them out, are of upmost importance. On the same hand, our desire to prepare our students for the next chapter of their lives through academics is a high priority.

# expectation

## school hours 8:00 am – 2:45 pm

Regular attendance positively impacts student achievement. For students to learn and achieve, it is critical that they attend and engage in the learning process. Student absences impact a child's ability to succeed. Every BBKA student must strive to attend school each day and arrive to class on time ready to learn.

All children between the ages of 6 and 16 must attend school regularly, on time and for the full day, in accordance with (O.C.G.A. 20-2-690.1). If a child under 6 has attended more than 20 days in a public school, he/she is then subject to the compulsory attendance laws, 20-2-150(C).

BBKA adheres to state law to make sure our students are attending school daily as well as receiving the number of instructional hours required to receive credit for a class/school day. Students with too many absences may be retained to repeat the grade level or missed class.

Students can be dropped off after 7:30 am. All students are to go directly to their classroom. Students must be in their classes by 8:00 am or will be considered tardy.

Parents are requested to inform the school by 8:30 am for students in all grades to advise the faculty of anticipated late arrivals and/or absences due to illness or injury.

Students participating in dual enrollment or attending field trips will be counted as present.

# policies & procedures

## full day attendance

All students are expected to be in attendance every day/all day as attendance is an essential component of their academic success. BBKA's school day is from 8 am–2:45 pm. For a student to be considered present for the day they must be present for at least half of the instructional day.

Middle and High School students who are absent two or more blocks per day will be counted absent for the entire day.

## late arrivals/early check-out

To be considered in attendance for a school day, a student must be present for at least four and ½ hours. Students leaving school before meeting this requirement will be considered absent for the school day.

A parent/guardian may be required to bring appropriate documentation or a written note at the time of late arrival or early checkout.

A student is tardy when he/she arrives to school after the beginning of the official school day (8:00 am) or is not in the assigned class at the official beginning of the class period. A student tardy may be classified as excused or unexcused based on the circumstances defined in this policy.

Parents must accompany any student arriving after 8 am to sign them in at the school office and must obtain an admission slip for admittance to the classroom. Once carpool has ended, parents must bring students into the building to be checked in. No student may be dropped off at carpool if a school representative is not there.

Students who drive themselves to school, and arrive late, must sign in with the office. Excessive tardiness will result in student parking privileges being suspended.

Students late to school may receive a warning letter after the 5th tardy of each semester. Accumulation of ten (10) unexcused tardies equals in one (1) unexcused absence.

When checking a student out early, the person picking up the student must come to the office and sign the student out. **Only persons listed on the Authorization for Pick-Up on the Student Contact Form will be permitted to pick up the student.** Parents may update the list any time throughout the school year in the main office.

If a situation arises where your child is going to be picked up by someone not on his/her pick-up list, the school must receive a hand-written note from the child's parent/guardian that includes: the date, the student's name, the name of the person picking the student up, when (what dates) the person is authorized to pick up the child, and the parent/guardian signature. This note must be received to allow the pick-up.

Early pick up must be done before **2:15 pm**. After this time, early sign outs will not be permitted, and you will need to wait until the regular pickup time.

## student absences

- Absences are recorded as either excused or unexcused.
  - Whenever a student is absent, a parent/guardian must send into the child's teacher or school office one of the following within four (4) days of the student's return to school to allow BBCA to determine the nature of the absence:
    - A physician's note or medical documentation
    - A written explanation that includes student's name, reason for the absence, date(s) missed, homeroom teacher's name, and home/work phone number of the signee, and is signed and dated by the parent/guardian. *Messages using technology will not be accepted, a written note must be turned in.*
- If a note is not provided by the parent/guardian within 4 days of the student's return to school, the absence will be deemed unexcused.
- A student who arrives to school after 11 am or who leaves school prior to 12pm will be considered absent for the day.
- Middle and High School students missing at least 30 minutes of any block (whether at the beginning, middle, or end) will be marked absent.

It is the responsibility of the student and/or parent/guardian to present a satisfactory written excuse to the principal or designee(s) within four (4) days of returning from school from an absence for the absence(s) to be recorded as excused. Notes submitted will be kept on file at the school at least until the beginning of the next school year. Students who have missed ten (10) days of school or more in a school year should provide additional written verification such as doctors' statements.

# excused absences

For all absences, a written note must be turned in.

Absences that are considered excused include:

- Personal illness or when attendance in school would be detrimental to the health of the student or others.
- A serious illness in the student's immediate family necessitating absence from school
- A death in the student's family necessitating absence from school
  - Student are excused for up to 5 days due to a death in immediate family.
  - Students are excused for up to 2 days due to a death in non-immediate family.
- Observance of religious holidays necessitating absence from school.
- Compliance with a court order or an order issued by a governmental agency mandating an absence from school.
- Visitation with an immediate family member who is on leave from or is being deployed to military service.
- Important family events/celebrations for an immediate family member (graduation, wedding, religious ceremony, etc.)
- Compliance with an order for a pre-induction physical examination for service in the armed forces
- An absence for registering to vote or participating as an active voter in a local, state, or federal election.
- A verified interview for college admission or a documented college visit
- A specialized, supplemental, or extracurricular program/event
- Individual or groups of students may be absent from a segment or period of the instructional day for school-sponsored, non-instructional activities.
- Participation in a mission trip or church-sponsored retreat necessitating absence from school:
  - Written verification from the sponsoring church or organization must be submitted to the office at least one week prior to the absence.
- Other absences pre-approved by the principal.

The principal will have final determination on the status (excused/unexcused) of an absence.

# unexcused absences

Any absences for which a note from the parent/guardian is not submitted to the school within four days of the student's return and/or for which an excused reason is not given will be recorded as unexcused. The student is still responsible for missed work.

# missed work

Tests and other work missed during an absence are to be made up within five days of returning to school or as arranged by the teacher. The student is responsible for making up all missed work. If a student was present when a test or other assignment was announced, the student should be prepared to take the test or hand in the assignment on that day even if he/she was absent the day before.

It is the student's and/or parent's/guardian's responsibility to contact the teacher about any missing work. If the work is satisfactory, no matter if the absence was excused or unexcused, full credit should be given.

## pre-approved absences

If it is known in advance that a student will be absent, a parent-signed note should be submitted to the office at least five days prior to the absence. Pre-approved absences cannot be granted after the date of the absence. Assignments should be turned in upon the student's return.

BBCA supports enforcement of Georgia's Compulsory School Attendance Law which **makes school attendance the responsibility of the parent and the student**. Parents should avoid scheduling or arranging activities that require absences during the school day due to the detrimental impact on the student's access to, and progress in, their educational program. Any child in the state of Georgia subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant (Georgia State Board of Education Rule 160-5-1-.10).

## truancy

Any child subject to compulsory attendance who during the school calendar year has more than the five (5) days of unexcused absences is considered truant. Truancy is considered a major attendance violation. Classwork missed due to truancy may be made up, but the grade earned may be reduced.

### Parent Notification

Parents may view their student's attendance in MySchoolWorx. If a student has five unexcused absences, a truancy intervention meeting with the parent and principal may be scheduled to discuss the attendance policy and the risk of a truancy complaint being filed. After 10 unexcused absences, the school will notify the parent or guardian that truancy charges against the parent or student may be filed with the court.

## additional attendance-related policies

Students who are not present for at least half the school day may not participate in school sponsored activities that day.

Students who are suspended may not participate in school sponsored activities while under suspension. Students suspended Friday and Monday may not participate or be present at weekend events.

Cutting class or "skipping" school occurs when a student is absent from class, school, or other scheduled events without permission from either a parent or school official. Students who cut class or skip school will be subject to disciplinary consequences including detention, community service, or suspension as well as loss of driving privileges.

As ambassadors for Bible Baptist Christian Academy, students always represent the school, to visitors within the building as well as on field trips, at sporting events, and in the community.

BBCA uniforms are supplied by Bahama Joe's in Savannah. Bahama Joe's offers in-store sizing and ordering as well as online shopping. The store is located at 4755 Waters Avenue, Savannah, GA 31404. Students are required to wear BBCA approved uniforms everyday with the following exceptions: Fundraiser Fridays, some field trips, and picture day. The uniform guidelines are listed below.

## Girls

<b>Skirts</b>	<b>Official school plaid only.</b> Should be <b>no more than 4-inches over the knee.</b> Overly long or short skirts are not permitted.
<b>Jumpers</b>	<b>Grades Preschool 3 – 5th. Official school plaid only.</b> Should be <b>no more than 4-inches over the knee.</b>
<b>Pants</b>	Dress code pants are loose-fitting, tan, chino style only. By that is meant: must have pockets built in, not stitched onto the outside of the pants; no cargo pants; seams are single stitched. No ornamentation of any kind. Leggings/jeggings are not pants and therefore may only be worn under dresses or skirts of regulation length.
<b>Shorts</b>	Tan, chino style shorts, no more than 4-inches above the knee.
<b>Shirts</b>	Bahama Joe's white, button-up blouse with BBCA monogram. White or Navy knit or Moisture Wicking Polo shirt (short or long-sleeved) with embroidered BBCA logo. BBCA embroidered sweatshirt. No oversized shirts. *Shirts must always be tucked in neatly. Beginning with 6th grade, white shirts must be worn with a camisole or plain white t-shirt underneath. <i>Long-sleeve white (or matching shirt color) shirts may be worn underneath school shirts in cold weather.</i>
<b>Shoes</b>	Brown, Black, White, Red, or Navy shoes, with limited accent colors or saddle shoes. No backless shoes. Dressy, black leather boots are permitted with skirt or jumper; <b>no other boots.</b>
<b>Leggings</b>	Solid navy or white leggings may be worn under uniform skirts or jumpers.
<b>Socks</b>	Socks must cover the ankle and be either navy, black, or white. Knee-socks and tights are acceptable.

## Boys

<b>Pants</b>	Dress code pants are loose-fitting, tan, chino style only. By that is meant: must have pockets built in, not stitched onto the outside of the pants; no cargo pants; seams are single stitched. No ornamentation of any kind.
<b>Shorts</b>	Tan, chino style shorts, no more than 4-inches above the knee.
<b>Shirts</b>	Red or Navy knit or Moisture Wicking Polo shirt (short or long-sleeved) with embroidered BBCA logo. BBCA embroidered sweatshirt. No oversized shirts. *Shirts must always be tucked in neatly. <i>Long-sleeve white (or matching shirt color) shirts may be worn underneath school shirts in cold weather.</i>
<b>Shoes</b>	Brown, Black, White, Red, or Navy shoes, with limited accent colors. No backless shoes. No boots.
<b>Belts</b>	Beginning in Grade 3 all boys must wear a dark belt.
<b>Socks</b>	Socks must cover the ankle and be either black or white.

# personal appearance

We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. While we understand students' desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. The administration makes decisions about dress and grooming violations.

## appropriate grooming

- All students will exemplify grooming standards that project a positive image for the student and school.
- Hair must be clean and neatly groomed and worn in a style that does not obstruct view of the face.
- Male students must wear hair at a length that is off the shoulders and well groomed.

## inappropriate grooming

- Inappropriate hair coloring or bleaching for the purpose of creating extreme differences in color, shade, or tone between the student's natural and original hair color and the colored or bleached color, shade, or tone
- Inappropriate patterns or designs shaved or cut into the hair
- Metal or plastic combs designed to be used as grooming tools or other objects of like general description may not be worn in the hair
- Males may not have facial hair
- Sideburns may not extend past the bottom of the earlobes
- Any unnatural trimming or clipping of the eyebrows
- **Hair in question will be left to the discretion of campus administration.**

## jewelry

- Boys can wear a watch and class ring.
- Girl's jewelry must be limited and not obvious.
- Earrings should not be larger than a quarter in diameter and must be worn in the ear lobes only.
- No more than one pair of earrings may be worn at a time.
- No other type of body piercings or body-marking is acceptable.

## appropriate non-uniform attire

- Male students must wear clean clothing (shirt, slacks, jeans, shorts, trousers). Pants must be worn with the waist at waist level. Shirts must be buttoned.
- Female students must wear clean clothing (dress, blouse, skirt, shorts, slacks, jeans). Pants must be worn with the waist at waist level, and shirts or blouses must be buttoned.
- All students must wear clothes that are the appropriate size.
- All students must wear appropriate shoes.
- All students must wear appropriate undergarments.

## inappropriate attire

- Dresses, skirts, or shorts shorter than 4 inches above the knee.
- Cut-off short; jeans or pants with holes above the knee.
- Shirts or blouses that reveal undergarments or cleavage, midriff length tops that leave exposed skin, tank tops or halter tops; suggestive, excessively tight, or revealing clothing.
- Muscle shirts, shirts with oversized armholes, or backless shirts, blouses, or tops.
- Shirts or blouses that are split up the side such that the vent or split is unfinished.
- Clothing made of any see-through material, fish net, or very loosely woven fabric, unless other clothing is worn underneath; shirts that fit loosely around the shoulders.
- Clothing made of Spandex or similar body-hugging fabric or material or leggings that are worn without an appropriately length top *long enough to cover their bottom*.
- Exposed undergarments.
- Bedtime attire, pajamas, undershirts, or undergarments worn as outerwear.
- Sunglasses, hats, or caps worn inside during school hours (except during Spirit Days)
- Logos, icons, and messages on clothing which are contrary to biblical or BBKA standards.
- **Hoodies unless approved school spirit wear**

## make-up

Girls in middle and high school are permitted to wear make-up, but it should be limited and not obvious. We do not recommend that elementary students wear make-up.

## outerwear

Jackets, coats, sweatshirts, sweaters, and raincoats are defined as outerwear. Jackets, sweatshirts, and sweaters worn in the classroom may be purchased from **Bahama Joe's**. Spirit wear ***sold by the school*** may also be worn in the classroom. Solid black, navy, red, tan, or gray outerwear is also acceptable. No wording, pictures, or designs. *All outerwear not within codes will have to be taken off as soon as entering the classroom.* **No pullover hoodies unless approved school spirit wear, except as part of the fundraiser Dress Down Friday.**

## footwear

Footwear must be worn at all times. For the safety of your child, athletic shoes must be worn at P.E. class. Black, navy, white, red, or brown shoes with limited accent colors or saddle shoes are required for school. No boots, except dressy, black leather with skirts or jumpers. **Flip flops and open back shoes are not permitted.** Socks are not required to be worn with sandals.

## extracurricular activities

Students participating in extracurricular activities (soccer, gymnastics, etc.) should wear loose-fitting, athletic shorts (shorts must be no more than 4-inches above the knee). Athletic tights are not allowed.

## Friday dress down

On Fridays, BBKA hosts a fundraiser allowing students to dress in casual clothing. It is optional and children may attend school in their normal uniform on Fridays. Students participating in Friday dress down must make a \$30 payment at the beginning of the school year.

Any student who does not adhere to dress code guidelines will forfeit his or her right to the privilege and will be required to wear school uniform clothing.

## Spirit Week

During Spirit Week, students are encouraged to dress in the suggested daily theme; however, clothes should remain modest and within the dress code guidelines. There is no cost to dress down.

Any student who does not adhere to dress code guidelines will forfeit his or her right to the privilege and will be required to wear school uniform clothing.

## dress code violations

A staff member who notes repeated Dress Code violations will report warnings to the principal. Any subsequent violation of this policy will result in a student being sent to the office (or home) to wait for or to receive a change of clothing. A student who continually violates this policy is subject to detention, in-school suspension, probation, suspension, or expulsion.

Academics are the backbone of any good school. At BBKA, we see academics as a matter of stewardship – the stewardship of a child’s God-given potential. High academic standards and captivating lessons enable our students to reach their highest potential. Our teachers provide individual attention for students that need a little extra help or are ready to try an additional challenge. They make sure each student understands what he’s learning and help take each student’s strengths to the next level.

## curriculum

Certified teachers use a Christ-centered approach to all subject areas. To ensure a quality education, Bible Baptist Christian Academy primarily uses A Beka and BJU Press curriculum. Beginning in first grade, students enjoy weekly chapel services. Devotions are taught daily in all classes, and Bible class is required curriculum.

### grading is on a percentage of **100**

<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89</b>
<b>C</b>	<b>70-79</b>
<b>F</b>	<b>69 and below</b>
<b>INC</b>	<b>Incomplete</b>
<b>WD</b>	<b>Withdrawal</b>

### report cards / progress reports

The school year consists of 4 quarters (9 weeks per quarter). Two quarters comprise each semester and total one-half of a school year.

Report cards will be available digitally on MySchoolWorx. Parents/guardians are asked to review the report card and provide a digital signature to confirm that it has been seen.

Progress reports will be available at the mid-point of each quarter online through MySchoolWorx for students in grades K-12.

## mastery grade scale

The Mastery Grade Scale is used by preschool students to indicate their level of understanding of a topic. BBKA’s Mastery Grade Scale is:

**E=Excellent G=Good S=Satisfactory N=Needs Improvement U=Unsatisfactory**

## block schedule

Middle and high school students are on a block schedule. A block schedule is structured so that students attend the same four classes every day for 90 days. For the second semester (the remaining 90 days), students attend a different set of four classes every day. This results in 90 minutes per class over 90 days.

**1<sup>st</sup> Block: 8:00–9:40 am**

**2<sup>nd</sup> Block: 9:45–11:15 am**

**3<sup>rd</sup> Block: 11:20–1:10 pm**

MS & HS lunch will be held during this block

**4<sup>th</sup> Block: 1:15–2:45 pm**

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We are fully accredited by the Georgia Association of Christian Schools.

This accreditation is recognized by the Georgia Private School Accreditation Council, the Georgia Department of Education, the Board of Regents, and the Georgia Student Finance Commission. This status means that our graduates are eligible for the Hope Scholarship.

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# grade promotions

Students in Grades 1-8 whose yearly average indicates a failing grade in any one of the following subjects will retain his current grade level: language arts, mathematics, or reading. Students whose yearly average indicates a failing grade in any two subjects will not be promoted to the next grade level for the following school year.

To be considered “promoted” to the next grade level in high school, a student must earn a minimum number of credits by the end of each year. Students will receive one credit for each course if the final grade is seventy (70) or above and if the student has met seat time expectations. A student’s grade level status (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>) is determined in the fall and remains the same throughout the year. Promotions to the next grade level are made only at the end of summer regardless of accumulated credit hours during the year. *Students cannot move ahead of their graduating class.*

- 10th Grade = earn **6 credits** by end of 9th grade
- 11th Grade = earn **12 credits** by end of 10th grade
- 12th Grade = earn **18 credits** by end of 11th grade

Students with excessive absences must make up seat time missed to receive credit.

## homework

BBCA recognizes the value of family time; therefore, teachers are not unreasonable with homework assignments. Parents are asked to give students adequate time at home to complete homework and to provide an environment conducive to study. It should always be done neatly, accurately, and on time.

Homework assignments are due at the beginning of the class period. For continual violations, students are subject to school detention. In the elementary grades, homework that is not done may be completed during recess.

## make-up work

Students who are absent must check with classroom teachers immediately upon returning to school to obtain all assignments missed. Work or tests announced in advance remain due on assigned dates but may be adjusted at the discretion of the teacher or supervisor. Allowed make-up time shall not extend beyond the current grading quarter.

## testing program

Each spring, the Iowa Test of Basic Skills (ITBS) is given to Academy children beginning in first grade. These standardized tests are administered by the faculty during a one-week period. The test will provide broader insight into student strengths and areas of needed improvement. Third, sixth, and eighth grades also take the Cognitive Ability Test (CogAT).

## special needs

The staff members offer curricula-based assistance within the general education classroom to students who have documented learning needs. This assistance includes instructional accommodations, as well as modifications to classwork, homework, and tests.

Additionally, BBCA provides a customized and tailored curriculum for children with documented cognitive needs.

# hs grad requirements

Bible Baptist Christian Academy requires the successful completion of an academic program that meets and/or exceeds the requirements of the State of Georgia. To earn this diploma, a student must accumulate at least 24 credits during grades 9-12, must take the SAT or the ACT college-entrance exam before graduation, and must complete a minimum of 20 hours of community service each year (grades 9-12) for a total of 80 hours upon graduation.

To be eligible for selection as valedictorian or salutatorian of BBBCA, a student must have been enrolled at BBBCA for the entire junior/senior year, at the minimum. No student who enrolls later than the 10th day of first semester will be eligible for either honor.

## hs courses & credits

<b>English Language Arts</b>	<b>4</b>	<b>Social Studies</b>	<b>4</b>
<b>Mathematics</b>	<b>4</b>	U.S. History	
Algebra I		World History	
Algebra II		American Government (.5)	
Geometry		Economics (.5)	
+1		+1	
<b>Science</b>	<b>4</b>	<b>Bible</b>	<b>2</b>
Biology		<b>Foreign Language</b>	<b>2</b>
Chemistry		<b>Personal Financial Literacy</b>	<b>1</b>
Earth or Environmental Science		<b>Health/Physical Education</b>	<b>1</b>
Physical Science		<b>Comp. Application or Keyboarding</b>	<b>1</b>
		<b>Speech</b>	<b>.5</b>
		<b>Electives</b>	<b>.5</b>

BBBCA has two diploma tracks. The college prep track is designed for entrance into a baccalaureate college degree program. The general track leads toward an associate college degree program or to occupations that do not require college preparation.

A student may be recommended for the general diploma track by an academic advisor. This is based on the student's academic record and standardized test scores, teacher evaluations, and parent requests. Enrollment in the general diploma track must be approved by the academic office.

## guidance

Projection sheets are formed for each high school student. They are reviewed and updated each year. Students and parents will consult with our school advisor to review student progress and college entrance requirements. Students are strongly encouraged to follow the testing schedule below but are required to take the SAT or ACT at least once to be eligible to receive his or her diploma.

10 <sup>th</sup> Grade	11 <sup>th</sup> Grade - Fall	11 <sup>th</sup> Grade - Spring	12 <sup>th</sup> Grade
PSAT/SAT	SAT or ACT	SAT or ACT	As needed

The College Board will allow for up to two vouchers for students in financial need. The household income amount is available on the College Board website, [www.collegeboard.com](http://www.collegeboard.com). The school advisor or principal must be contacted to receive the voucher.

# dual enrollment

These college level courses, for which credit may be granted, are offered to qualifying high school students during the school day through local universities. Successful completion of these courses will award both college and high school credits. A qualified high school student is defined as a junior or senior with a 3.0 or higher GPA with an ACT composite score of 18 or better. Students must exhibit a strong sense of responsibility and be able to work independently. Students are to maintain communication through email or in-person with the college and/or professor of enrolled classes. Dual enrollment classes must be approved by BBKA's academic counselor. Registration of dual enrollment classes must be made by the school.

# community service

Students in grades 9-12 will be required to complete a minimum of 20 hours each school year for a total of 80 hours upon graduation. Mid-year transfer students will be assigned a required number of hours based on their transfer date. Once service is completed, forms must be signed by a supervisor or sponsor of the agency. Community Service is worth a half credit. Students will receive an A or F grade. *\*Students may not have more than 10 CS hours/year with BBC and/or BBKA.*

**Acceptable Community Service hours** are activities which benefit the school or community provided that the community organizations benefiting from the services are non-profit, except for hospitals, nursing homes, or educational activities; activities which render service to individuals who cannot otherwise provide for themselves.

**Community Service Hours Will Not Be Accepted in Any of the Following Circumstances:** service for which a student receives compensation, court-directed community service; service that is a prerequisite for employment; service to one's own family; unsupervised service.

Remember to complete the COMMUNITY SERVICE STUDENT VOLUNTEER VERIFICATION FORM and include the student, parent, and the supervising agency signatures. The Community Service Student Volunteer Verification Form is available on our website.

# graduation cords

Graduation cords are a way to honor and recognize students for outstanding academic achievement and significant accomplishments during their high school years. Each cord color represents a specific area of distinction:

- **Double Gold Cords** – *Summa Cum Laude* – (cumulative GPA of **3.800–4.0**)
- **Single Gold & Navy Cord** – *Magna Cum Laude* – (cumulative GPA of **3.500–3.799**)
- **Single Gold & White Cord** – *Cum Laude* – (cumulative GPA of **3.200–3.499**)
- **Single Silver Cord** – *Community Service* – Community service hours completed
- **Single Gold, White, Navy Cord** – *CTE Certifications* - Career & Technical Education certifications
- **Single Gold, Navy, Red Cord** - *Dual Enrollment* - Passing two (2) or more college courses
- **Single Red Cord** – *Athletics* – One Sport Varsity
- **Single Navy & Red Cord** – *Athletics* – Two Sports Varsity

# final exams

Middle and High School classes will have final exams or projects at the end of each block semester. Final exams and/or projects are completed at the end of a semester to assess students' understanding of the material covered throughout the course. The final exams or projects are often worth a high percentage of the grade.

# final exam exemptions

BBCA Middle and High School students can earn exemptions from semester final exams in one or more classes.

<b>Attendance Requirement</b>	<ul style="list-style-type: none"><li>• No more than 5 absences in the block.</li><li>• No more than 5 tardies in the block.</li></ul> <p><i>A student with more than 5 absences or tardies in the class is ineligible for all exemptions.</i></p>
<b>Grade Requirement</b>	<ul style="list-style-type: none"><li>• Grade of 80 or higher</li></ul>
<b>Behavior Requirement</b>	<ul style="list-style-type: none"><li>• No suspension, ISS or OSS.</li><li>• No office referral for academic dishonesty that results in a behavioral or academic consequence.</li></ul>
<b>Other Considerations</b>	<ul style="list-style-type: none"><li>• All fines and fees must be paid.</li><li>• Unexcused and parents' notes also count as an absence.</li></ul>

All BBKA students should be aware of, and expected to adhere to, the following list of school rules:

## cooperation

Students are expected to cooperate with basic Christian standards of behavior and conversation, especially courtesy, kindness, language, morality, and honesty.

Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

## prohibited items

Any tobacco products including e-cigarettes (Vaping or JUULing devices), alcoholic beverages, narcotics, knives, guns, explosives, radios, portable CD or MP3 player, iPods, laser pointers, magazines, electronic devices/games are not permitted on school property.

All said property will be confiscated and appropriate disciplinary actions will be taken.

Electronic devices/games may be allowed on field trips at the discretion of the teacher.

## off-limits

All church and school equipment are off-limits except when specifically authorized. Other off limit areas include:

- Other student's desk or bags (Do not touch things that do not belong to you)
- School or staff offices when staff are not in attendance
- Other classrooms
- Any files of school nature
- PE areas/storage rooms except under supervision of staff member
- Autos and parking lot
- All wooded areas
- Kitchen and refrigerators
- Teacher's desks or cabinets

## obedience

There should be no talking back or arguing with administration, teachers, or staff. Prompt, cheerful obedience is expected. Requests from a teacher should not have to be repeated.

## affection

Students must refrain from displays of affection on school property or at school-sponsored events in other locations. Such displays include embracing, hand holding, and kissing.

## conduct standards

A student may be suspended, dismissed, or expelled from BBKA or asked not to return the following year if the student is out of harmony with Bible Baptist Church's Statement of Faith, the spirit or the policies of the school whether on or off property as determined by the discretion of the administration and/or the School Board. Consideration for re-admission following a student's dismissal will be determined on a case-by-case basis.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this school should immediately discuss the matter with a teacher. This is not a form of tattling. It has been said, "All it takes for evil to triumph is for good men to do nothing."

"...to him that knoweth to do good, and doeth it not, to him it is sin." James 4:17

**NO phones, headphones, or earbuds in class at any time.**

# cell phone/electronic devices

Sixth – Twelfth Grade students are permitted to have cell phones and SMART watches, but they *must be off and out of sight during the school day or morning care*. Phones are not to be on-display or out during class periods. Cell phones and SMART watches must be kept in pocket charts (where applicable). Cell phones and SMART watches are a disruption to the learning environment. In addition, students are **not** permitted to use the camera functions of the phone at any time while on the school grounds. If a student is found in violation of these policies, the phone will be confiscated and retained until the parent comes to retrieve it. Cell phone and SMART watches are a violation of the mandated assessment protocol. Students are not permitted to have any electronic devices, including but not limited to cell phones, smart phones, and smart watches at any time during testing. If a student is found with an electronic device in his or her possession during testing or during a break within a test session, his or her test will be invalidated. Best practice is for students to leave devices at home or in their lockers. If a student refuses to turn the item over, the teacher will not attempt to take it but will include “defiance of authority” on the referral and the student will face additional disciplinary action. No additional personal electronic devices are permitted during the academic day.

**Cell phones with camera capability are a violation of student privacy. Students are NOT allowed to post videos, photos, or other material to any social media site during school hours. If school officials find such postings, disciplinary action WILL be taken. Use of a cell phone against school policy will result in disciplinary action. The first time a cell phone is not placed in the pocket chart, it will be taken to the office. Any violations beyond this will result in the parents coming to pick up the phone and the student will have disciplinary action from suspension to expulsion.**

In the event of social, athletic, or off-campus related events outside of the normal academic day, middle and high-school students are permitted to have cell phones or related electronic devices. Cell phones or other electronic devices are not to be used to take pictures of other individuals on Bible Baptist Christian Academy's campus, when participating in school events off campus, or when riding in transportation provided by Bible Baptist Christian Academy without the permission of the person(s) being photographed. Students in violation of this policy are subject to disciplinary action that shall include but not be limited to the Penalties for Violation of Disciplinary Policy or School Rules.

**Cell phones with camera capability are a violation of student privacy. Students are NOT allowed to post videos, photos, or other material to any social media site during school hours. Additionally, no videos should be posted on social media sites while wearing a BBKA uniform or other article of clothing bearing the BBKA logo. Furthermore, students are not to post videos, photos, or other material to any social media site that has been taken on BBKA property or while traveling on official BBKA transportation. If school officials discover such postings, disciplinary action WILL be taken.**

## phone use

Students are discouraged to use the office phones except in the case of an emergency.

Students are not allowed to use cell phones except during lunch.

## school-issued resources

Textbooks, library books, tablets, and computers should be handled carefully. Students should never write or draw in textbooks and workbooks unless instructed to do so. Children are responsible for their textbooks and electronic devices and should damage or loss occur, they or their parents are accountable.

## classwork

All things are to be done to the best of ones' ability. Classwork/homework will not be accepted if it is messy, sloppy, or non-presentable. Students will be given back the assignment to be redone. Full credit will not be received. Each instructor will inform what format (name, date, page number, etc.) to present their work.

## contacting teachers

Parents should contact their child's teacher through MySchoolWorx, writing a note, or through the school office. If the teacher is not available at the time of office contact, the secretary will leave a message for that teacher to call back.

## illness/medication

**Students who are ill should NOT attend school.** Students with conjunctivitis (pink eye) and other contagious conditions should remain out of school until cleared by a physician to return.

Anyone with a fever of 100.4°F must go home/stay home until fever free without medication for 24 hours. Please do not give medication to simply control the symptoms. In most cases, the child will run a fever after the medication wears off and is still contagious to students and teachers.

If a student is too ill to remain in class, the student will wait in the school office and appropriate measures will be taken to assist the student and limit the student's contact with other students.

Any student required to take medicine during the school day must leave their medication in the office.

Parents must notify the school if their child is taking medication and should complete a medical form which furnishes dosage information. No medications will be given without parental permission. All medications must be in their original containers. A medical dispensation should be filled out and returned to the school office as needed for medications to be administered in compliance with school rules.

## emergency closing

In event of closing due to inclement weather or a statewide mandate, BBCA will usually follow the decision taken by the Bulloch County Public Schools. Parents will be notified via MySchoolWorx and social media.

In the event of an on-campus emergency at BBCA during school hours, parents will be notified by school personnel regarding early release or closure. BBCA has an emergency plan which includes procedures for securing the safety of students and contacting parents with pertinent information. Please do not attempt to call the school main number or the cell phone numbers of students, teachers, or the administration as these numbers may be needed in the event of an emergency.

## family reunification site

In event of a campus evacuation, students will be taken to a Family Reunification Site. This designated site is located away from the school. It is where students and staff can be evacuated and reunited with family members in a safe manner.

If a campus evacuation is implemented, families will be notified of the Family Reunification Site location via MySchoolWorx and/or social media.

## field trips

Field trips may be included during the year as reinforcement of curriculum that is taught in the classroom. All students are to return permission forms by a parent before participating in a field trip. All students are strongly encouraged to attend scheduled field trips except in the event of sickness or family emergencies.

Failure to attend a field trip for reasons other than these will result in an unexcused absence. Students must notify teachers if unable to attend a trip. An assignment will be assigned and must be completed and turned in the next school day. Overnight middle/high school trips are not considered field trips; therefore, an assignment is not required. In the event a parent chaperones the field trip and wants to take their child home directly from the event, the teacher will have a Sign Out sheet that must be signed by the parent.

## lost and found

Please contact your child's teacher if they are missing something. Any items turned in will be given to the teacher. **Please label all your child's belongings (especially jackets, sweaters, water bottles, lunchboxes, and backpacks) so that items can be returned to the correct teacher.**

## pto

The Parent-Teacher Organization may schedule events periodically throughout the school year. In these meetings, present needs and goals will be discussed and occasionally special programs will be presented by the students. This is a time when teachers, parents, and students can meet for the benefit of all. Every parent is encouraged to be an active participant in the organization. This will also afford an opportunity for parents to see and discuss their child's progress.

## parent/teacher conferences

Conference Days are listed on the school calendar. Teachers will schedule meetings at this time to review your child's academic performance. Parents may arrange a personal conference at other times through the school office.

## arrival and departure

When school has been officially dismissed, all students that are not participating in an official school activity or in after care are expected to leave the school building and school grounds by 3:05 pm.

There are two drop-off zones and three drop-off times. Preschool and Pre-Kindergarten classes will use Zone 2. Students in Zone 2 must be escorted in and signed in by their Parent/Guardian.

There are three pick-up zones. Each student will have a designated zone to be picked up from 2:45-3:05 pm. After 3:05, students Preschool 3-sixth grade will be taken to After Care. **Cars should not line up for pick-up prior to 2:15 pm.**

After 3:05 pm, all students will be picked up at Zone 1. When you arrive, you will ring the intercom system at the main entrance and then pick up your child from after care.

**Refer to the BBKA Pick-up/Drop-off diagrams found in the appendix of this handbook for proper traffic patterns.** All traffic patterns are for forward moving traffic. **Please do not back up at any time in line. Do not leave your car when in a pick-up line.** This will aid in effective traffic flow. To ensure the safety of the students, please adhere to the car line procedures.

## student accountability beyond the school day

1. The student is expected to return to his/her home upon being dismissed from school.
2. Notification of any change in the regular pattern of transportation to and from school should be presented and approved by the office prior to the beginning of the first-period class.
3. Students are expected to depart from school premises using the same means of transportation that they arrived at school. ***In all cases where students are using transportation other than their norm, the student must have on file a signed statement by the parent/guardian authorizing the school to allow the child to use an alternative means of transportation. When this authorization has been received, it will be assumed by school officials that the parent/guardian has approved and taken responsibility for the alternative mode of transportation chosen by the child.***
4. Students will not be required to leave school premises following the regular school day when the following conditions exist:
  - a. When the student is participating in a school-approved activity under the direction and supervision of a faculty or staff member (parents will be notified if authorization is needed).
  - b. When the student is being detained by the school for reasons related to discipline (no parent authorization is needed).
  - c. When the student is detained after school for the purpose of special instruction (parent authorization is needed).
  - d. When a student is detained by a parent request for the purpose agreed upon by the parent and school.
  - e. When parents request the use of certain school facilities for the purpose of their child performing research, make-up work or specially assigned projects, all of which must have been assigned by school personnel.
5. Students who deliberately violate the after-school hour policy will be subject to immediate disciplinary action.
6. Bible Baptist Christian Academy's policy concerning procedures for athletes when returning to school from athletic trips and at the conclusion of home contests are listed below. These guidelines will benefit both the athlete and his parents in arranging transportation home following contests:
  - a. A schedule with departure and return times will be given to each participant and his/her parent.
  - b. Each athlete will be expected to have transportation home after returning to BBKA from away events or at the conclusion of home events.
  - c. Coaches will wait a reasonable time for the supervision of athletes after returning to school.
  - d. It should be noted that because of the length of contests and other conditions beyond the control of BBKA, the arrival times back to the school are estimates only, not exact times. Also, some events may be postponed on relatively short notice. Postponed and rescheduled events may not allow enough time to notify each parent individually.

## child abuse reporting

The state of Georgia requires by law (O.C.G.A. Sect 19-7-5) that any Administrator, teacher, counselor, or other school administrator report all cases of suspected child abuse of children under the age of eighteen years. The law requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides a penalty for violation of the law.

When a teacher is aware of suspected child abuse, the matter will be referred to the Administrator. The Administrator and teacher will make the necessary reports.

## drop-off and visitors

To ensure a safe and secure environment for all students, the following guidelines apply during drop-off and throughout the school day:

**Parents of students in Kindergarten (K5) through 12th grade** may enter the front foyer but are not permitted beyond that point unless they have been issued a visitor badge and granted permission.

**Parents of Daycare – K4 students** may walk their children to their classrooms and then exit the building through either the front or the daycare hall.

Outside of drop-off, parents may not enter the school at any time during the day unless they have received permission and are wearing a visitor badge.

## Active Defender

BBCA utilizes Active Defender, a life-saving tool that allows our facility to react to emergency situations faster and with greater accuracy. A variety of crises are covered, including active intruders, medical emergencies, fires, lockdown, and more. Law enforcement, first responders, and school staff are all accessible through the application.

## insurance

Bible Baptist Academy is not responsible for injuries suffered at school. Medical coverage for injuries will be the responsibility of the parent. Parents are encouraged to make sure their children are covered under a family health insurance plan. All students are covered by school insurance. The rate is included in the registration fee. This policy is a supplemental policy designed to pick-up where family insurance leaves off. If the family does not have medical insurance, the student insurance will pay limited expenses. BBCA cannot be held financially responsible for accidental injuries occurring at school or during school functions.

## accidents

The teacher and/or office staff handles accidents requiring first aid. In the event of an emergency requiring hospital treatment, the student will be transported to the East Georgia Regional Medical Center, and parents will be notified immediately.

## internet grading/ information system

BBCA utilizes a cloud-based information system called MySchoolWorx. The program allows for viewing grades, assignments, and calendars. My School Worx also enables parents and teachers to easily communicate with each other.

## volunteers

Adults who wish to volunteer at BBCA must complete a volunteer application and background check.

# lunches

BBCA offers a hot lunch program using a variety of area restaurants. Online lunch ordering and payments will be made through EZ School Lunch.

Menus will be available online. **All lunch orders must be made online.** Orders must be in by Monday morning. No orders can be placed after 8:30 am Monday morning.

Drink purchases will not be permitted. Water will be provided by the school. If another beverage is preferred, it may be brought from home.

Credit card payments will be available through EZ School Lunch with a processing fee. Cash and check payments for lunch orders must be turned into the office.

Payments to lunch accounts can be made prior to use or weekly accompanying an order. If payment is not sent in, a charge will be placed on the student's lunch account. The balance must be paid by the next week's order. There is a \$20 cap on accounts. **There is a \$30 cap on family accounts.** If the cap is reached, ordering will be blocked for the lunch account until it is paid in full. All balances must be paid by the end of the school year.

Students who are not here by 9:00 am, and have not notified the office, will have their orders cancelled. The balance will be credited to the student's account.

Students may also bring their own lunches and thermos containers for their drinks for lunch. Students need ice packs to keep their food to proper cooling temperatures. Microwaves are available to heat lunches, **for no more than 2 minutes.** Food items that require heating must be brought in microwave safe containers.



BBCA does not provide condiments for your child's lunch and should be brought from home. No food is to be exchanged, given, or sold by a student to a student.

***Orders from food delivery services will not be accepted unless the office is notified by the parent prior to the delivery.***

If a student forgets lunch, we have pre-packaged meals available for purchase. The emergency lunch fee will be added to the student's lunch account.

# \$5

## photo usage

Students or their school projects may appear in photos, videos, or audio recordings for school and promotional use, including on the BBCA website and social media pages.

If you do not permit BBCA to use your child's image or work, please submit a letter to the office, preferably by the first full week of school, but no later than the final day of August.

# library

BBCA students have the privilege of enjoying the school library. Creativity, interests, and knowledge can be gained through reading a wide variety of material. Every attempt has been made to be careful in the selection of our books. Due to our students' academic and research needs, a great assortment of books is provided in the library. This includes all reference materials. Inside each book, a disclaimer has been placed to remind parents and students to always be sensitive to any material that they read. BBCA believes that the ultimate authority for what is acceptable and unacceptable is found through God's Holy Scriptures – The Bible.

## Check-Out Policy

Preschool K3 and K4 students may not check out books to take home. Teachers may keep one book per child in the classroom for classroom use only. Books must be checked out in the library.

Kindergarten (K5) through sixth grade students may have a maximum of three books checked out at any given time. Books are due back within two weeks. The library may issue kindergarten students one book per week during the first quarter as they learn proper library procedures. As books are returned, new book(s) may be checked out.

Sixth grade through twelfth grade may have a maximum of three books checked out at any given time. Books are due back within two weeks. As books are returned, new book(s) may be checked out. Exceptions to this rule due to special assignments will be determined by the teacher and librarian.

Reference materials and Periodicals are not available for check out.

**Overdue Policy:** Overdue notices will be distributed to students and a quarterly copy will be sent home in report cards. Students will not be allowed to check out additional books until overdue books are returned.

**Lost or Damaged Books:** The minimum charge for lost or damaged books is \$10 dollars. A fee will be charged for the cost of the book and shipping if applicable.

Replacement books will be ordered through the school. Students will not be allowed to check out additional books until all fines are paid and books are returned.

*Do not try to repair books yourself. Books that can be repaired will be repaired using special products used specifically for this purpose.*

# internet/technology

As part of the school's educational program, BBCA offer pupils supervised access to the internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

**However, access to and use of the internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy. It is important that this enclosed document is read carefully, signed by a parent or guardian, and returned to the school.**

Although the school takes active steps to promote safe use of the internet, it recognizes the possibility that students may accidentally or deliberately access inappropriate or objectionable material. The school respects each family's right to decide whether to allow their children access to the internet as defined by the school's Acceptable Use Policy (AUP).

# Acceptable Use Policy

## *Bible Baptist Christian Academy Rights and Responsibilities*

Bible Baptist Christian Academy expects students and school personnel to demonstrate legal, ethical, and responsible behaviors, including etiquette in online environments and digital devices. Students or school personnel who violate the acceptable use policy of Bible Baptist Christian Academy will be disciplined as outlined within the policy. Bible Baptist Christian Academy understands its ethical and legal obligations as defined by the Children's Internet Protection Act (CIPA) of 2000. Students online school activities must be monitored by schools who accept E-Rate funds as the school "must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors)." (FCC, 2021, para. 1).

Bible Baptist Christian Academy retains the following rights and recognizes the following functions.

1. To log network use and monitor fileserver space utilization by users and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. These procedures may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review. As property of Bible Baptist Christian Academy or the Georgia Department of Education, all computer devices are monitored on and off-campus through device monitoring software.
4. To install updates and new installs, including virus or software on equipment, or remove software or faulty updates. When possible, updates, installs, and uninstalls will be provided with little or no disruption to the learning process during school business hours.
5. To promptly review and address concerns regarding educational site/s being inadvertently blocked due to filtering protocols and software. Where the school deems allowable, blocks may be removed permanently, temporarily, or for a particular course due to flagged key searches on educationally appropriate sites.
6. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Bible Baptist Christian Academy-owned equipment and, specifically, to exclude those who do not abide by the Bible Baptist Christian Academy's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Bible Baptist Christian Academy reserves the right to restrict online destinations through software or other means.
7. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

## *Staff Responsibilities*

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Bible Baptist Christian Academy.
2. Staff should make reasonable efforts to become familiar with the internet and its use so that effective monitoring, instruction, and assistance may be achieved.

3. When using the internet or digital devices, staff are required to follow the acceptable use policy, including user responsibilities.

### ***User Responsibilities***

1. The use of the electronic media provided by the Bible Baptist Christian Academy is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. To maintain the privilege, users agree to learn and comply with all of the provisions of this policy.
2. Compensation: The user and/or the student's parent or legal guardian will be responsible for any loss, expense, or damage incurred by Bible Baptist Christian Academy or the Georgia Department of Education due to any violation of the Acceptable Use Policy or procedures.

### ***Acceptable Use***

1. All use of the internet must support educational and research objectives consistent with the mission and objectives of Bible Baptist Christian Academy.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using email, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, Bible Baptist Christian Academy will determine whether specific uses of the network are consistent with the acceptable use practice.

### ***Unacceptable Use***

Examples of prohibited conduct include but are not limited to the following:

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Circumventing safety measures for the internet and technology is prohibited.
4. Excessive use of the network for personal business shall be cause for disciplinary action.
5. Any use of the network for product advertisement or political lobbying is prohibited.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
7. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.

8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network through upload, download, or post, including damaging another's reputation, threatening, sexually oriented, obscene, abusive, harassing, and/or defaming.
10. The unauthorized installation of any software, including shareware and freeware, is prohibited for use on Bible Baptist Christian Academy computers.
11. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
12. Vandalizing electronic equipment or the network is prohibited. This includes downloading or uploading malicious software or computer viruses, destroying other people's data, or tampering with system equipment.
13. Bible Baptist Christian Academy's network may not be used for downloading entertainment software or other files not related to the mission and objectives of Bible Baptist Christian Academy for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Bible Baptist Christian Academy.
14. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
15. Use of the network for any unlawful purpose is prohibited.
16. Use of profanity, obscenity, racist terms, or other languages that may be offensive to another user is prohibited.
17. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
18. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.
19. Downloading or copying copyrighted material without the owner's written permission is prohibited.
20. To post material anonymously.
21. Reading, altering, deleting, copying, or infiltrating another person's electronic mail is prohibited.

### *Disclaimer*

1. Bible Baptist Christian Academy cannot be held accountable for the information retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that this system provides no facilities for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or supporting illegal activities will be reported to the appropriate authorities.

3. Bible Baptist Christian Academy will not be responsible for any damages you may suffer, including data loss resulting from delays, non-deliveries, or service interruptions caused by our negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. Bible Baptist Christian Academy will assume no responsibility for any unauthorized charges, including but not limited to long-distance charges.
5. Bible Baptist Christian Academy makes no warranties (expressed or implied) with respect to:
  - o the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - o any costs, liability, or damage caused by the way the user chooses to use his or her access to the network.
6. Bible Baptist Christian Academy reserves the right to change its policies and rules at any time.

Resources and Templates:

Federal Communications Commission. (2020). *Children's Internet Protection Act (CIPA)*.

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

National Center for Education Statistics. (2019). Appendix a: Sample acceptable use agreements and policies, forum unified education technology suite. U.S. Department of Education with courtesy of the Rochester School Department, Rochester, New Hampshire.

[https://nces.ed.gov/pubs2005/tech\\_suite/app\\_A.asp](https://nces.ed.gov/pubs2005/tech_suite/app_A.asp)

## Chromebook policies

BBCA provides a personal device for each student within each classroom to ensure that our students in grades 1 – 12 have regular, equitable access to the digital tools and resources that allow them to be successful 21<sup>st</sup> century learners. The school will provide students with digital devices that can expand their learning opportunities beyond the walls of Bible Baptist Christian Academy.

Both the student and parent are responsible for reading the Chromebook User and Procedure Guide (see Appendix). By signing the Handbook Agreement, you agree with the guide.

# extracurricular activities

Students are encouraged to participate in activities outside the classroom. Students who wish to participate in extracurricular activities must satisfy the following standards:

- 1** A student that participates in a sports event or extracurricular activity must be present at school the full day he/she is to participate. Any exceptions will be at the discretion of the principal.
- 2** Students owing dues/fees for participation in one extracurricular activity will not be allowed to participate in another activity until the financial obligations are met.
- 3** If a fine or any type of monetary obligation is incurred by BBCCA in its course of operation based upon the action or inaction of a student, parent and/or guardian; the student and/or parent is responsible for reimbursement and shall reimburse BBCCA in the exact amount incurred within thirty (30) days of expense being incurred.
- 4** A student who passed in 3 block-unit subjects for the previous semester is eligible to participate for the current semester.
- 5** A student must maintain a 70 average or better in each subject to be eligible to participate in any extracurricular activities (this includes practice). A student will be on academic probation for 2 weeks. After such time, a re-evaluation of grades will be done.

## Asbestos Free Facility Statement

This is to notify you that Bible Baptist Christian Academy has a contractor's affidavit on file in the school office verifying that no asbestos containing material was included in the church and school construction. This is in response to the Asbestos Hazard Emergency Response Act (AHERA) effective for the State of Georgia by October 12, 1988. Since that date, all schools are required to keep on file the appropriate documents to verify compliance. In accord with the law, we are hereby notifying all employees and school families of this fact. A copy of the contractor's affidavit is on file in the school office and may be inspected by any employee or school parent who wishes to do so.

# automobiles and safety

All drivers should be cautious and maintain low speeds while on BBCCA's campus. BBCCA's campus speed limit is 10 mph.

Drivers should follow the paths defined on the drop-off and pick-up maps (see Appendix). Drivers should not move, drive around, or run over the traffic cones. If driving around to the back, always use the lane nearest the big playground.

# student drivers/parking permits

In Georgia, anyone under the age of 18 must provide proof of school enrollment to get a driver's license. Please contact the school office to obtain a Certificate of School Enrollment (DS-1), **allowing for 3 days to a week** for the form to be processed.

Eligible licensed students are permitted to drive motor vehicles to school and park on campus if they have purchased a parking decal. This is a privilege with parental permission. Forms may be obtained from the office. ***All completed forms and a copy of the student's license and insurance information must be turned into the office, along with \$10, to be issued a parking decal.***

All student drivers must abide by all the rules, regulations, and conditions set forth in the Parent Permission for Student Driver form to retain the privilege of parking on campus.

Once a student arrives on campus, the student should exit the vehicle and enter the building. **Loitering or sitting in parked cars is not permitted.** If reckless driving or loud radio noise occurs, the student may lose the privilege of parking on campus.

A student's driving privilege may also be suspended by the administration for any of the following reasons:

- Failure to comply with any and all rules, regulations, and policies of Bible Baptist Christian Academy, whether or not any vehicle was used in or part of any violation(s)
- Truancy or excessive absence from school
- Excessive tardiness to school (includes tardiness to or from dual enrollment class)
- Using an automobile to leave school without an excuse before the end of the school day or allowing another student to use your automobile during the day for such a purpose
- Reckless or unsafe driving on school property
- If, in the opinion of the administration, a student's driving privileges is interfering with his/her class attendance or academic performance or if the automobile is being used for purpose unacceptable to the school

## off-campus lunch

Eligible Juniors and Seniors with good academic standing and parental permission are allowed to leave campus during their lunch period. This is a privilege with parental permission. Any student whose GPA falls below 2.0 during a marking period may have his/her off-campus privileges suspended. The privileges will be reinstated the following marking period if the GPA rises to a 2.0 or more.

**Students with off-campus lunch privileges are not allowed to take other students off campus.** Students leaving campus during lunch must return to class on time.

Students exercising off-campus lunch privileges must sign out and in at the school office. The students should leave at the beginning of their assigned lunch period. Loitering in the parking lot is prohibited.

Infractions that will result in revoked or suspended off-campus lunch privileges include: forgery of parent/guardian signature, more than 3 tardies or unexcused absences to sixth period, poor academic performance, driving other students, driving and parking violations, violations of BBCCA's Code of Conduct, leaving campus without signing out or returning without signing in at the office, and failure to adhere to the policies outlined in the Off-Campus Lunch form.

Violations of Policy: First Offense – lose privileges for one week; Second Offense – lose privileges for two weeks; Third Offense – lose privileges for remainder of school year.

# student transportation policies

Transportation to and from school at Bible Baptist Christian Academy is the responsibility of the parents since no bus service is provided.

Bible Baptist Christian Academy provides transportation for school events such as field trips and athletic events. When the school provides transportation, the following policies apply:

- All participants must adhere to the designated meeting time and location for boarding the vehicle.
- Students must follow the instructions of the designated chaperones and staff members throughout the duration of the trip.
- All participants must conduct themselves in a respectful and appropriate manner, both on the vehicle and at the event venue.
- Any damage caused to the transportation vehicle due to negligence or misconduct will result in disciplinary action and possible financial responsibility for repairs.
- All participants must follow the established safety guidelines and regulations while on the vehicle.
- In the event of an emergency or unexpected circumstance during transportation, participants must follow the instructions of the designated staff members or emergency personnel.
- All participants are expected to maintain appropriate behavior during transportation, treating others with respect and refraining from any disruptive or harmful actions.
- Failure to comply with the established conduct guidelines may result in disciplinary action, including but not limited to warnings, suspension from future events, or other appropriate consequences, as determined by the school administration.

Parent/guardians must provide written consent for their child to participate and be transported by the school for off-campus events. The school should be notified in advance by a parent/guardian if a child will not be utilizing the provided transportation and will instead arrange their own transportation to and from the event.

Bible Baptist Christian Academy assumes no liability for personal belongings or valuables that are lost, damaged, or stolen during transportation or at the event venue.

Participants and parents/guardians are responsible for any personal property brought onto the transportation vehicle.

## profanity

Student use of profane, vulgar, indecent, or obscene writing, speech, or gestures or suggestions thereof will not be tolerated.

## violence

Violent behavior in the form of fighting, making threats, or other inappropriate physical aggression will not be tolerated.

Fighting includes any physical contact between students which is motivated by any danger or bad feelings including punching, pushing, hitting, kicking, etc.

If upon reviewing the fight, the administration determines that one of the participants was clearly the victim and did not instigate the fight, the victim shall not be disciplined or less severely disciplined.

## respect for property

Emphasis is placed upon the respect for property of others and the right of each individual to the free use of personal possessions. Borrowing without consent of the owner is considered theft by the academy.

Damaging property, whether it is personal or school property, is violating the rights of others. It is expected that all damage, even though it may be accidental, will be acknowledged by the person involved and amends made if possible. The offender will be expected to make an immediate report to the office.

## skipping class/ school activities

Any student attending school who, without permission, is not in his assigned place during school hours is skipping.

## inappropriate activities

Smoking, alcohol consumption, vaping, illegal drug use, sexual acts, unlawful acts, and gambling of any kind, are not permissible on the campus or at any BBCCA sponsored events.

## vandalism

Students are expected to help maintain the cleanliness of the school grounds and buildings.

Any damage (including vandalizing, breaking or graffiti) to school property is the student's (and parent's) responsibility to repair or to replace. This includes, but is not limited to, the following: textbooks loaned to students, desks, walls, heat/ac units, carpet, floors, telephones, wall signs or posters, lights, ceilings, lockers, athletic uniforms, equipment, and computers.

## searches and security

BBCCA reserves the right to perform random desk and locker searches. Administration reserves the right to search a student's book bag, purse, wallet, coat, pockets, or car with the student present upon receiving any information pointing to a student's possession of unauthorized materials.

All parents and other visitors on campus are to stop at the BBCCA office and sign-in before visiting a classroom or any other part of the campus.

**To help maintain a secure environment, please do not open, or hold a perimeter door for others.**

**BULLYING or HAZING**, whether committed in person or through electronic sources such as cell phones or computers (social networking sites, instant messages, email, etc.), are considered severe infractions and will not be tolerated. Harassment of any kind: verbal, sexual, racial, or physical will not be tolerated at Bible Baptist Christian Academy.

## behavioral discipline

Bible Baptist Christian Academy is not a correctional institute; consequently, we ask that a child not be enrolled with the idea that we will reform him. Biblical discipline provides lessons for students both now and for the future. Lessons of discipline include teaching the fear of the Lord (Proverbs 1:5-7); teaching students to make right decisions and to stand alone for righteousness (Proverbs 1:10-19); teaching God's law of cause and effect; and teaching restitution for offenses. In addition, a balanced approach to discipline-rewarding that which is right and punishing that which is wrong-proves beneficial in the development of young people.

## conflict resolution

Misunderstandings and interpersonal conflicts are a constant factor in human relationships. Relationships need our constant attention, and we must be convinced of the need to correct quickly and effectively anything that would interfere with our ability to Biblically relate to those with whom we work and serve. It is imperative that in a Christian ministry there exists a sense of mutual respect and openness when it comes to relationships between believers. Never let an issue bury itself in your heart or become a point of resentment. When situations arise, you are encouraged to follow the steps below. These steps are based upon Matthew 18:15-20 and other scriptures related to human relationships. Everyone involved in the BBCA community is asked to follow these principles.

- i) Pray for the other person involved. Allow God the opportunity to calm your spirit and give you specific wisdom on the matter.
- ii) Go to the person in love and explain your concern or how you have been offended.
- iii) Seek to understand their viewpoint and do all you can to reconcile the issue in a spirit of humility and forgiveness.
- iv) If the other person refuses to reconcile the issue personally, then offer to meet with an impartial third party for the purpose of restoration.
- v) If the person continues to refuse to reconcile, then it must be referred to the next level of authority such as the principal. At this point both parties will meet and discuss the issue and find a way to restore the relationship through Biblically appropriate means.

## student conferences

The student, either with or without his or her parents, may be called before the administration for a conference. Such conference may or may not include other counselors, teachers, coaches, or principals.

## discredit to BBCA

BBCA reserves the right to discipline or dismiss students who are involved on or off campus in an activity that reflects in a negative way on the Academy. This includes the posting of any type of inappropriate material on the internet that can bring discredit to the Academy. Such internet postings will not be tolerated and will be addressed immediately.

# disciplinary violation policy

Disciplinary action for a student violating school policy and/or classroom or school rules shall be in the discretion of the administration and shall include, but not be limited to, the following:

## **detention and/or work detail**

Students may receive before school or after school detention. Detention may also include before school or after school or Saturday work details. A student assigned to detention during any school practices or activities shall miss such practices or activities. A failure to fulfill assigned punishment will result in an increase in the severity of the punishment.

## **classroom conduct**

Students who receive office discipline referrals for disrupting the learning environment may be placed on behavioral probation and intervention will begin. These students and their parents will receive an official warning letter from the Administration and a Behavioral Improvement Plan will be written. Students and parents will be reminded at the onset of the probation period that the plan is largely their responsibility.

Students and parents will also be reminded that it is a privilege to remain at BBKA. The Behavioral Improvement Plan Committee will consist of the principal, teachers, parents, and the student. Parents and the student must take an active part in the solution process. One component of the plan may include a mandatory termination of all extra-curricular activities including class trips for a period to be determined by the school. **Students who receive three Behavioral Probation periods must automatically be reviewed by Admissions for possible exclusion.**

## **corporal punishment**

*No members of the faculty, administration, or staff in their roles as employees of BBKA will administer corporal punishment to students. Volunteers are also expected to refrain from any physical contact that is or may be interpreted as being punitive. For the purpose of corporal punishment (K - 12), the following will occur: Parents will be contacted and made aware of the situation. It will be the parent's choice to come to the school to administer corporal punishment or the parent may choose the alternative choice of suspension. The number of suspension days will be determined by Bible Baptist Christian Academy. The child will not attend class until the issue is resolved. If an agreement is not reached, the child will have to be withdrawn from the school.*

## **suspension**

Students may be suspended (in-school suspension or out-of-school suspension) for serious violations. Suspensions will vary in length from one (1) day to ten (10) days. Students shall not come onto the campus during the school day when they are suspended out-of-school (unless accompanied by their parents), and in both cases, they shall not be eligible to participate in athletics or other activities while they are suspended. Classwork made up due to suspension is subject to a reduction by two letter grades. Parents

may be charged a fee for supervision of their student during in-school suspension. **expulsion**

Students may be expelled from BBKA in extreme cases of misconduct and/or when illegal actions occur. This includes but is not limited to committing a violent felony, conviction of a drug-related crime, or drug-related criminal activity (including possession, sale, transfer, manufacture, or use of illegal drugs or controlled substances) as defined by Georgia law, whether or not student's action were on campus or at a school-related event or activity.

# honor code violations

Violations of the Honor Code (plagiarism, cheating, lying or theft) shall result in the following disciplinary action. If a student is suspected of these violations, he/she will be taken to the principal's office immediately, and the parent(s) will be notified and encouraged, if available, to attend proceedings in the principal's office.

If a student is found guilty of Honor Code violations, the penalties are as follows:

## Plagiarism

- i) **First Offense:** Teacher to review how the student plagiarized and uses the opportunity to further educate the student about plagiarizing. The student shall redo the assignment, and the teacher shall drop a letter grade.
- ii) **Second Offense:** Zero on test and three days of in-school or out-of-school suspension.
- iii) **Third Offense:** Subject to expulsion.

## Cheating or Lying

- i) **First Offense:** Zero on test or assignment and five days of detention/work detail.
- ii) **Second Offense:** Zero on test and three days of in-school or out-of-school suspension.
- iii) **Third Offense:** Subject to expulsion.

# right of appeal

Students have the right to appeal any discipline action by submitting a written request for a conference with the principal. Both the parent and the student shall meet with the principal at a designated time to discuss the situation if the principal deems such a conference appropriate. The principal may consult with admissions for advice on any disciplinary action.

If resolution is not reached following the conference with the principal, the student shall have the right to appeal any disciplinary action to the School Board. A student shall appear before the School Board with his or her parent(s) or guardian(s). Notice in a timely fashion must be given to both sides if either side requests an attorney be present. Decisions of the School Board shall be by majority vote with a quorum present and voting. Decisions of the School Board shall be final and binding, with no further rights of appeal.

# dangerous items

Items such as matches, lighters, fireworks, knives (even toy knives), guns (even toy guns), stink bombs, smoke bombs, or any like explosive, and/or any items considered dangerous, potentially harmful, and/or inappropriate items deemed by the administration are not allowed on campus at any time. **Offenders are subject to disciplinary action up to and including permanent dismissal from the Academy.** Pursuant to state law, Bible Baptist Christian Academy must report violations of dangerous or potentially harmful items to law enforcement authorities. (see OCGA Section 20.2.1184)

# alcohol, drugs, and tobacco

All prescription drugs must be registered with and kept in the office. A medical dispensation form will be supplied to each family at the beginning of each school year. This form should be filled out and returned to the school office for medications to be administered in compliance with school rules.

**Possession, consumption, or sale of tobacco products, alcoholic beverages, illegal drugs, or prescription drugs (without a valid prescription) is prohibited on the school campus and at school activities by any student of BBKA.**

Tobacco in any form is prohibited. **Possession or use of tobacco will result in a discipline referral.**

"Illegal drug" shall include, but shall not be limited to, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, cocaine, anabolic steroid, and/or other controlled substance as defined under Georgia law or any intoxicant of any kind. Moreover, the sale or transfer of any drug including, but not limited to, a controlled substance, a prescription item, and over-the-counter product, or a homemade item, drug paraphernalia, or the attempted sale or transfer of any such item on the school campus or at a school activity is prohibited. **Offenders are subject to dismissal.**

A student shall not be present on the school campus or at a school activity while under the influence of any alcoholic beverage or other controlled substances as defined by Georgia law.

Bible Baptist Christian Academy has the right to require a student suspected of using a controlled substance or alcohol to be evaluated at any time by a physician, medical technician, or law enforcement officer or to submit to laboratory tests such as breath, urine, hair follicle, blood, or other analysis at the sole discretion of school officials. Results of the drug test(s) are submitted and reviewed by the Principal or designee. **Offenders are subject to dismissal.**

Bible Baptist is required by state law to report to law enforcement authorities any student who is reasonably believed to use, purchase, sell, or otherwise have control of marijuana or any other controlled substance. (See OCGA Section 20.2.1184).

# commission of violent crimes

Any student who has engaged in or has been convicted of a violent crime (felony) such as rape, aggravated assault, robbery, etc., *whether or not the student's actions were on the school campus or at a school activity or during the school day*, shall be recommended for expulsion.

It is the opinion of the School Board and the school administration that such a student may constitute a threat to others on the school campus and/or that the presence of such a student on the school campus may be immediately detrimental to the on-going program of the school.

# violence

Violent behavior in the form of fighting, making threats, or other inappropriate physical aggression will not be tolerated. Fighting includes any physical contact between students which is motivated by any danger or bad feelings including punching, pushing, hitting, kicking, etc.

If upon reviewing the fight, the administration determines that one of the participants was clearly the victim and did not instigate the fight, the victim shall not be disciplined or less severely disciplined.

# possession of a weapon

Knives, guns, and other items considered to be weapons are expressly prohibited anywhere on Bible Baptist Christian Academy's campus. Pursuant to O.C.G.A. § 16-11-127.1 it is unlawful for any person to carry, possess or have under control, any weapon at a school building, school function or on school property or on a bus or other transportation furnished by the school.

The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any Dirk, Bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three or more inches, straight-edge razor, spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or oriental dart. Ammunition of any description, bat, club, or other bludgeon-type weapon or article (baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate athletic purposes are not included or prohibited if they are in the possession of a student at a time and place which is appropriate or related to the use of these items for athletic purposes by a student), or any weapon of like kind.

# referral to law enforcement

In the case of illegal drugs and weapons and other serious offenses, a student will be referred to the appropriate law enforcement authorities in accordance with the Official Code of Georgia. Drug and weapons charges carry stiff financial consequences and possible imprisonment.

# search and seizure

To maintain order and discipline in the school, and to protect the safety and welfare of our students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

**As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the student. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.**

**Personal Searches:** A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present when feasible. If the school official has reasonable suspicion to believe that the student has on his/her person an item imminently dangerous to the student or to others a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present and only upon the prior approval of the Chairman of the School Board, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

**A student who refuses a reasonable request by the Administration to submit to a personal search shall be suspended from school for ten (10) school days and the Administration shall recommend his expulsion from Bible Baptist Christian Academy.**

**Locker Searches:** Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason may conduct periodic general inspection of lockers at any time without notice, without student consent, and without a search warrant.

**Automobile Searches:** Students are permitted to park on the school campus as a matter of privilege, not right. The school retains authority to conduct routine patrols of student parking lots and inspection of the exteriors of student automobiles on school property as well as inspections of items in plain view in the interiors of student automobiles on school property. Automobiles may be opened, and the interiors of student vehicles may be searched or inspected more thoroughly whenever a school official has reasonable suspicion or belief that illegal or unauthorized materials are contained inside. Such reasonable suspicion may arise from the school official having seen something in plain view through the vehicle's windows or in any other area of the vehicle which gives rise to the reasonable suspicion that illegal or unauthorized materials are contained inside the vehicle. Patrols of student parking lots or parking areas and inspections of student vehicles may be conducted without notice, without student consent, and without a search warrant.

**A student who refuses a reasonable request of the Administration to cooperate with the search of his/her automobile shall be suspended for ten (10) school days and the Administration shall recommend his expulsion from Bible Baptist Christian Academy.**

**Searches by Drug-Sniffing Canines:** In the continuing effort to maintain a drug-free campus, student lockers and vehicles located on campus shall be subject to a drug- sniffing canine at any time and under any circumstances deemed by school officials to be appropriate, to include, but not limited to, those occasions where school officials have reasonable grounds to believe that drugs or other like contraband or improper substances are on campus.

**Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## repeated offenses policy

Students who display defiance by repetitively committing the same offense or violating school policies repeatedly will face a series of escalating disciplinary actions. The following steps will be taken for students with ongoing disciplinary issues:

**Step 1:** Detention.

**Step 2:** Immediate dismissal from school for the day.

**Step 3:** 3-day out-of-school suspension, with a grade of zero on all missed assignments.

**Step 4:** 5-day out-of-school suspension, with a grade of zero on all missed assignments.

**Step 5:** Expulsion, as determined by the school board. If a student is expelled, no tuition or fees will be refunded.

This policy applies specifically to students who repeatedly commit the same offense. The school administration reserves the right to skip or combine steps depending on the severity of the behavior.

# requirements

Bible Baptist Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. BBCA does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school administered programs.

BBCA seeks to enroll students based upon the potential student's/family's fit with the philosophy and mission of BBCA and the ability of the school to meet the student's needs.

Student applications are considered based upon test scores, previous academic experience, behavioral records, and personal qualifications. If accepted, the applicant shall be enrolled upon payment of all required fees and tuition. If a grade is already at capacity, such applicant may be placed on the waiting list. Admissions/enrollment takes place only after the student and their family has determined that they agree with the BBCA Statement of Faith, as well as the academic, student life, and administrative practices of the school, and is then authorized to enroll by the principal.

Students exhibiting a history of serious disruptive conduct may not be admitted to the Academy. If the Academy determines that our spiritual, academic, and social environment is uniquely suited to minister to a prospective student, a student will be enrolled on a probationary status for nine weeks. If the Academy determines that an enrolled student's behavior is a detriment to the environment at BBCA or the Academy determines that the student is not suited to the environment at BBCA, that student may be asked to leave the Academy prior to the end of the probationary nine weeks.

**All students applying for KINDERGARTEN must be five years old on or before September 1.**

**All PK3 students must be fully potty trained to qualify for enrollment.**

BBCA admits students from foreign countries that are part of a recognized foreign exchange program or attending BBCA on a short-term I-20 student visa. International students will be admitted on a per-case basis with an understanding that these students may not be professing Christians. These students are admitted exposing BBCA to other cultures and as part of BBCA's missionary outreach. Applying international students must be proficient in English and agree to the expectations outlined by the Academy and the student's host family.

## procedure

- 1 INTERVIEW** with student and parents
- 2 COMPLETE** application and documentation
- 3 RECEIVE** transcripts from previous school
- 4 STUDENT** (K-12) assessment
- 5 PAYMENT** of applicable fees and tuition
- 6 NOTIFICATION** of admission

# reenrollment

A 4-week closed reenrollment period for current BBCA families will be offered, typically beginning in mid-January. An early registration/ re-registration fee of \$150.00 (non-refundable) is offered for re-registration completed by March 1. Online reenrollment must be completed to qualify for the discount. *The present account year must be current to reenroll for upcoming school year. Any payment sent to the financial office for reenrollment will first be applied to delinquent accounts.*

# transfer

BBCA will allow students to transfer into the school throughout the academic year. Transfer students go through BBCA's normal admission process.

To be eligible for selection as valedictorian or salutatorian of BBCA, a student must have been enrolled at BBCA for the entire junior/senior year, at the minimum. No student who enrolls later than the 10th day of first semester will be eligible for either honor.

High School transfers are expected to complete community service requirements; however, mid-year transfer students will be assigned a required number of hours based on their transfer date.

# international

Students from foreign countries interested in attending BBCA should contact the school via the school's website, [www.mybbca.org](http://www.mybbca.org).

Administration will follow-up with the student, including conducting a virtual interview. If the student and school both agree to move forward, the student will be provided a packet that will include an application, educational history, general school releases and waivers, medical forms, financial documentation, and other relevant documentation. The submission of these documents must be accompanied by a non-refundable registration fee of \$350. This fee must be received before the I-20 is mailed.

To attend BBCA, international students must be proficient in English. All funds are non-refundable.

# student health records

**IMMUNIZATIONS** According to Georgia code, all students attending BBCA must have on record with the school office, either a current immunization record (GA Form 3231) or a religious exemption statement. To be valid, a GA Form 3231 must have an expiration date, or an X placed in the box for school attendance. The form must also have the stamp of the physician's office, a physician's signature, phone number, and the date of completion.

Parents electing to refrain from immunizing their child must complete a vaccine exemption form (GA DPH Religious Exemption Form) and file it with the school office. These forms are available at the school office. Please note, they must be signed and notarized.

Children entering pre-kindergarten or students entering school in Georgia for the first time must have on file at BBCA a **Certificate of Vision, Hearing, Dental and Nutrition Screening** (GA Form 3300). This form has to be submitted only once and does not need to be renewed every year. This form must be on file at BBCA regardless of grade level.

[https://dph.georgia.gov/sites/dph.georgia.gov/files/related\\_files/document/DPH\\_Form\\_3300.pdf](https://dph.georgia.gov/sites/dph.georgia.gov/files/related_files/document/DPH_Form_3300.pdf)

## tuition and fees

2025-26

Annual Tuition: \$5,950

Registration Fee (non-refundable): \$350

The BBCA Grading/Information System, morning care, books, and standardized tests are included in your monthly tuition.

The following is not included in your tuition: enrollment, uniforms, fundraising, after care, late pick-up charges, nap mats, field trips, club/sports fees, fine art fee, senior fee, and technology fee.

Tuition is payable in installments over a 10-month period, 12-month period, or may be pre-paid in full by June 1 for a 4% tuition discount.

Sibling discounts are available.

## fundraising

Fundraisers are essential to the enhancement of the school, allowing us to do things like purchase new equipment, support our extracurricular activities, and expand our library.

A total participation of \$200 in sales or a payment of \$200/student is required in lieu of participation per school year.

## senior fee

A \$150 senior fee will be used to cover expenses such as the purchase of the cap and gown, senior picture sitting fees, printing of diplomas, and other graduation-related expenses.

## late pick-up

Anyone not picked up by 6:00 pm will incur a late fee of \$10 per child. Every 10 minutes beyond 6 pm will incur an additional \$10 charge. For example, if you arrive at 6:11 pm, 11 minutes late, you will be charged \$20 in late fees.

## late payment

If payment is not received by the 10<sup>th</sup> day of the month, a \$40 fee will be added to your account.

## delinquencies

If payment is not received by the last day of the month, and no payment arrangement has been made, the student may not return until full payment is made. If full payment is not received within 10 calendar days after the last day of the month, the student will be withdrawn from the academy. Additionally, records and transcripts will be withheld until payment is made.

*If a balance is due at the time statements are generated a statement will be emailed. If the account is current, a statement will not be generated. Account statements and balances are accessible by requesting a printed statement from the office.*

An account must be paid in full before a student can be re-enrolled for the following school year. BBCA retains the right to apply any credits from supplementary accounts towards outstanding balances following the completion of a school year or a student withdrawal.

## refunds

The registration fee is not refundable.

If a student leaves BBCA for any reason, after the first quarter pre-paid tuition will be refunded.

## insufficient funds

Checks returned for non-sufficient funds will result in a financial penalty of \$35.

## student records policy

In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month for grades K3-8, and through the end of the semester for grades 9 through 12. Bible Baptist Christian Academy reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing the Parent-Student Handbook Agreement, you are authorizing Bible Baptist Christian Academy to withhold report cards and other records until tuition and other fees have been paid in full.

## early withdrawal policy

If written notice of withdrawal is submitted to the office prior to the first day of school, the family's financial obligation for the school year will be limited to non-refundable fees only. These include enrollment, technology, and activity fees.

If a student is withdrawn after the first day of school and before the end of the academic year, tuition will be owed through the end of the current academic quarter. Any tuition paid beyond that quarter will be refunded. All non-refundable fees—including enrollment, technology, activity, and special program fees—remain the responsibility of the family.

BBCA reserves the right to place written conditions on a student's continued enrollment at any time. If such conditions are issued and the family chooses to withdraw the student, tuition will be prorated through the student's last day of attendance. Non-refundable fees still apply.

In situations involving unexpected family relocation, medical emergencies, or other extraordinary

## exclusion from school

Bible Baptist Christian Academy reserves the right to temporarily or permanently exclude any student from attendance under circumstances that, in the sole and exclusive discretion of the administration, are deemed to interfere with the health, safety, or educational development of that student or others. Grounds for exclusion may include, but are not limited to, unsatisfactory academic progress, inappropriate conduct, or failure to meet financial obligations, including accounts that are more than 30 days past due.

If a student is dismissed during the first academic quarter, tuition for the full first 9-week quarter will remain due and payable. Any tuition paid beyond that period will be refunded. All non-refundable fees will remain the responsibility of the family.

The school also reserves the right to deny continued enrollment or re-enrollment if it is determined that a parent's or guardian's actions—such as inappropriate verbal, written, or electronic communication—are inconsistent with or not supportive of the school's mission, educational environment, or are counterproductive to maintaining a positive and respectful relationship between the school and the family.

In situations involving unexpected family relocation, medical emergencies, or other extraordinary circumstances, the administration may review and adjust financial obligations at its discretion.

## financial aid

Bible Baptist Christian Academy partners with Arete Scholars and Georgia GOAL to provide financial assistance to students. Arete awards scholarship directly. Applications must be made via their website. Georgia GOAL funds are issued through the school. Families must meet program guidelines to be eligible to receive funds. BBCA is also an approved Georgia Promise scholarship school.

# financial quarantine policy

## PreK-3 and PreK-4

In the event of each illness or mandatory quarantine due to COVID-19 exposure:

- Families will be expected to pay the full tuition amount the first two weeks of quarantine/absence.
- Payment will be reduced by 50% for the third week of absence.
- Payment will be waived for a fourth week of absence.
- Students will receive all their schoolwork and age-appropriate Zoom lessons.

## K-12

Mandatory quarantine will not affect the contracted amount of tuition. In the event of a mandatory quarantine, students will switch to BBKA Mobile, our remote learning program.

# opportunities to give to BBKA

## **volunteering**

Parents are needed throughout the school year to help with school events, plan class parties, chaperone for field trips, PTO, and more.

## **Georgia GOAL**

Georgia GOAL is a Student Scholarship Organization that facilitates tax credit contributions from Georgia taxpayers, and distributes those funds back to our school, allowing us to provide student scholarships. In exchange for contributions to Georgia GOAL, taxpayers receive a 100% state income tax credit! More information about Georgia GOAL can be obtained by emailing [goal@mybbca.org](mailto:goal@mybbca.org) or visiting: <https://mybbca.org/goal.html>

## **donations**

BBKA has been blessed by monetary contributions as well as donations of physical labor and a variety of items that greatly enhance the classrooms, property, library, and student experience. We currently have a Capital Campaign devoted to the building of a school gymnasium. All donations are tax deductible. Tax letters for monetary and material donations are available.



# BIBLE BAPTIST CHRISTIAN ACADEMY 2025-2026 CALENDAR

	Holiday – School Closed
	Faculty Planning/Inservice – School Closed
	First Day of Semester
	Early Dismissal – 12:00 pm
	Parent-Teacher Conferences – Early Dismissal 12:00 pm

Student Days 1 <sup>st</sup> Semester	90
Student Days 2 <sup>nd</sup> Semester	90
Total # of Student Days	180
Total # of Teacher Days	190
# Inservice Days during school year	4

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28-31 Preplanning  
29 Open House 4-6:30 pm

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

01 First Day of School  
29 Parent-Teacher Conf. Early Dismissal 12:00 pm

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

01 Labor Day Holiday  
05 Progress Reports Posted  
24-26 Teacher Inservice

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

06 End of First Quarter  
10 Report Cards  
15-17 Fall Break

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

12 Progress Reports Posted  
24-28 Thanksgiving Break

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 End of First Semester Early Dismissal 12:00 pm  
22-31 Christmas Break

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

01-02 Christmas Break  
02 Teacher Inservice  
05 Second Semester Begins  
06 Report Cards  
19 MLK Jr. Holiday

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

03 Progress Reports Posted  
13 Parent-Teacher Conf. Early Dismissal 12:00 pm  
16-17 Winter Break  
18 Teacher Inservice

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

13 End of Third Quarter  
19 Report Card

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

03 Good Friday Holiday Early Dismissal 12:00 pm  
6-10 Spring Break  
22 Progress Reports Posted

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21 Awards Day (1-12 Grades)  
22 Graduation (K5, 12) Early Dismissal 12:00 pm  
22 Last Day of School Early Dismissal 12:00 pm  
25 Memorial Day Holiday  
26 Post Planning

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



# Morning Drop-off Traffic Plan 25-26

Academy classes, including PK3 and PK4, begin at 8 am.

## MORNING DROP-OFF

Academy Drop-Off 7:30-8:00 am  
Day Care Drop-Off 7:30-8:05 am

- Drop-off Zone 1 MUST follow the **NAVY HIGHLIGHTED** traffic pattern
- Drop-off Zone 2 MUST follow the **GREEN HIGHLIGHTED** traffic pattern. *Students in Zone 2 must be escorted in and signed in by their Parent/Guardian.*
- During all other times, parents should ring the intercom system located at the main entrance. *Students should not be dropped off by the modular buildings. ALL K-12 should enter through Zone 1.*

**KEY**

- Zone 1 (Kindergarten - 12<sup>th</sup> Grades)
- Zone 2 (Day Care, PK3, PK4)
- Staff Parking
- Student Parking
- No Parking

Drive Slowly! Campus Speed Limit 10 MPH





# Afternoon Pick-Up Traffic Plan 25-26

KEY	
	General Traffic Pattern
	Pick-Up Zone 1
	Staff Parking
	Zone 2
	Student Parking
	Pick-Up Zone 3
	No Parking

Please do not line up for pick-up before 2:15 pm.

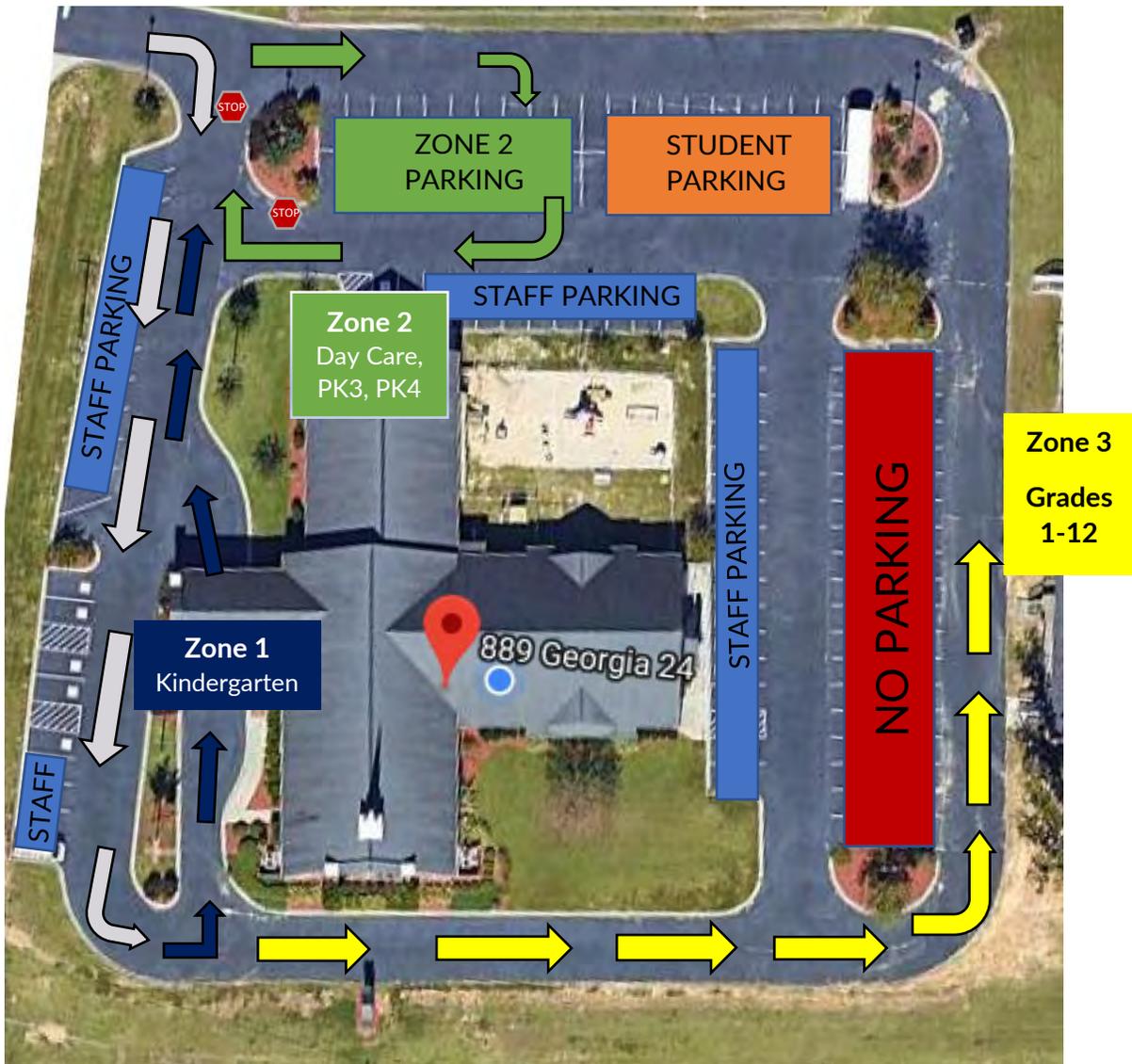
**Please Drive Slowly!**  
**Campus Speed Limit 10 MPH**

For families with multiple children, please pick up the youngest child first. For example, Kindergarten students should be picked up before elementary, middle, and high school students.

**Pick-up 2:45-3:05 pm**  
Families will be assigned a pick-up zone.

- Upon arrival, Zone 1 and 3 should follow the **GRAY HIGHLIGHTED** traffic pattern before turning off to their designated zone.
- Pick-Up Zone 1 **MUST** follow the **NAVY HIGHLIGHTED** traffic pattern
- Pick-Up Zone 2 **MUST** follow the **GREEN HIGHLIGHTED** traffic pattern
- Pick-Up Zone 3 **MUST** follow the **YELLOW HIGHLIGHTED** traffic pattern

Anyone picking up students after 3:05 pm will go to Zone 1 and ring the intercom system located at the main entrance.





# Chromebook

## USER AND PROCEDURE GUIDE

### Program Mission

The mission of the BBCA Chromebook initiative (one electronic device for each student) is to ensure that Bible Baptist Christian Academy students in grades 1 - 12 have regular, equitable access to the digital tools and resources that allow them to be successful 21st-century learners. To reach this goal, the school will provide students with digital devices that can expand their learning opportunities beyond the walls of Bible Baptist Christian Academy.

We believe that giving every student a Chromebook will deepen the connection between the high-quality instruction our teachers deliver and the vast collection of resources, tools, and communities that exist in our children's digital worlds. This connection will allow students to become creators, inventors, innovators, risk takers, and problem solvers at a level not previously attainable without the use of technology. Our teachers are already skilled at integrating technology into their classrooms and now will have even greater opportunities to facilitate their students' learning beyond the traditional school day.

### Purpose of this document

The purpose of this guide is to provide parents and students with a thorough explanation of how the school will manage our initiative. The success of this initiative will be strongly tied to the responsibility, ownership, and pride that our students have when they receive their Chromebook. While the school believes that technology use is critical to student success and needs to be part of the daily learning process, the ability to have a device is considered a privilege that our students should not take lightly.

### PROCEDURE GUIDE CONTENTS

1. CHROMEBOOK DISTRIBUTION
2. CHROMEBOOK CARE
3. USING YOUR CHROMEBOOK
4. MANAGING YOUR FILES AND SAVING YOUR DIGITAL WORK
5. SUPPORTING YOUR CHROMEBOOK
6. PROTECTING & STORING YOUR CHROMEBOOK
7. REPAIRING/REPLACING YOUR CHROMEBOOK
8. CHROMEBOOK TECHNICAL SUPPORT
9. EXPECTATION OF PRIVACY
10. RESPONSIBLE DIGITAL USE AND AWARENESS

## 1. CHROMEBOOK DISTRIBUTION

Chromebooks will be assigned within the first two weeks of each school year. Parents/Guardians and students MUST sign and return the BBKA Chromebook Initiative Student/Parent Agreement document as well as the Technology Acceptance Policy form before the Chromebook can be issued to their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Bible Baptist Christian Academy.

Similar to textbooks, Chromebooks will be an integral part of the academic curriculum. As with all school assets, students will be held responsible for proper use and care of the Chromebook while it is in their possession, including damages and theft. Each student in grades 1-12 will be issued a device per classroom that they will need during school. Student Chromebooks should remain on campus, except in the following cases:

1. An assignment requires the use of the Chromebook outside of school hours
2. Student is participating in remote learning due to illness or quarantine.

**Chromebooks will be kept in charging carts in the students' class.**

- 1-2 grade Chromebooks will be removed from the charging cart at time of assignment and will be immediately returned to the cart once the finished
- 3-5 grades will obtain their Chromebooks from the charging cart as needed throughout the day. Chromebooks will be returned to their homeroom charging cart at the end of the day.
- Middle and High School students will pick up Chromebooks from their assigned charging cart at the beginning of each block and return them to their assigned charging cart at the end of each block.

Teachers will check their charging cart each afternoon to confirm the return of the Chromebooks.

## 2. CHROMEBOOK CARE

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to their teacher or the office as soon as possible so that they can be taken care of properly.

### 2a. School Responsibilities

Bible Baptist Christian Academy will comply with the Children's Internet Protection Act (CIPA) to protect against the inappropriate use of the Chromebook and/or the Internet whether the device is being used at school or off-campus. The school will handle all repairs to the device.

### 2b. Parent/Guardian and Student Responsibilities

The student and his/her parent/guardian are financially responsible for repairs and replacement costs resulting from accidental damage, inappropriate use, or neglect of the device. Because the Chromebook is an Internet-based device, the student will need Internet access either at home or at public places that offer WI-FI access in order to use the web-based applications. Bible Baptist Christian Academy is not responsible for providing Internet access at home. At both school and off-campus, students are expected to observe all BBKA technology policies as well as federal, state and local laws. Students and parents/guardians are responsible for using BBKA technology for only ethical and educational purposes.

### 2c. General Expectations

- Do not lend your assigned Chromebook to another student.
- Do not leave your assigned Chromebook unattended.
- Do not place food or drink near the device.
- Always carry the device with care; the screen should not be open when being carried.
- Insert cords, cables, and removable storage devices carefully

- Do not lift the device by the screen.
- Chromebooks must remain free of any writing, drawing, or stickers that are not the property of BBKA
- Heavy objects should never be placed on top of your Chromebook.
- Do not store the device where other items can place pressure on the screen (ex: backpack or shoved in locker).
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth.
- Do not use cleaning solvents, other liquids, tissues or paper towels, etc. on the screen.
- Do not leave the device unattended or in a non-secure location, such as in a vehicle.
- Do not expose the Chromebook to extreme temperature or sunlight. Extreme heat will damage the device. Extreme cold will cause severe screen damage.
- Do not change or attempt to change your username or password.

### **3. USING YOUR CHROMEBOOK**

Chromebook use will be monitored by teachers during class time.

- All use of the school Chromebooks must be for educational purposes. Students must abide by the acceptable use policy found in its entirety in the Bible Baptist Christian Academy Parent/Student Handbook.
- Chromebooks are intended for use at school each day. If a student misplaces his/her Chromebook or loses Chromebook privileges, he or she is responsible for getting the coursework completed as if he/she had his/her Chromebook present.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be locked in lockers or placed in assigned charging cart when not in use.
- If needed during the school day, Chromebooks may be charged in homeroom charging cart.

#### **3a. Backgrounds**

- Students may not change the Chromebook background.
- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

#### **3b. Sound, Music, Games**

- The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

### **4. MANAGING YOUR FILES AND SAVING YOUR DIGITAL WORK**

It is recommended that students utilize cloud-based storage, such as Google Drive or otherwise backup their information with an external device such as a flash drive. Saving to Google Drive will make the file accessible from any computer with Internet access. It is the student's responsibility to keep proper backups and to ensure that work is not lost due to mechanical failure or accidental deletion. There is a limited amount of local storage available on the device.

- Students should always remember to save frequently when working on digital media if working outside of Google Drive.
- The school will not be responsible for the loss of any student work.

### **5. SUPPORTING YOUR CHROMEBOOK**

Proper care and maintenance of your Chromebook will help keep a device in good working condition over the four years it is in use.

### 5a. Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

### 5b. Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be provided by the school.
- The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and reimaging due to technical issues or issue resulting from inappropriate use.

### 5c. Apps and Extensions

- Searching for and applying most apps/extensions from Chrome Web Store has been disabled for all students. Some mandatory apps/extension will be automatically added.
- Some web apps will be available to use when the Chromebook is not connected to the internet, including Google Drive apps (Docs, Sheet, Slides, etc.)

6.	<b>PROTECTING &amp; STORING YOUR CHROMEBOOK</b>
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Bible Baptist Christian Academy recognizes that with new technologies come new challenges to both teachers and parents/guardians and students. BBKA utilizes technological protection measures in all its equipment and Internet access. The protection measures utilized by BBKA, among other protections, block and/or filter Internet access to pictures that are obscene, child pornography, and/or harmful to minors. Our protection measures also monitor the online activities of students and others using BBKA equipment.

### 6a. Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
  - Record of school tag
  - Serial number
- Identifying stickers, serial numbers, or tags should not be removed from the Chromebook at any time.
- Chromebooks are the responsibility of the student. In most cases, you will be assigned this same device for multiple years. Take good care of it.

### 6b. Account Security

- Students are required to use their mybbca.org domain user ID and password to protect their accounts and are required to keep that password confidential.

### 6c. Storing your Chromebook

- When students are not using their Chromebook, they should store them in their locked locker or assigned charging cart.
  - Nothing should be placed on top of the Chromebook when stored in the locker.

### 6d. Chromebooks Left in Unsupervised Areas

- **Under no circumstances should Chromebooks be left in an unsupervised area.**
- Unsupervised areas include the school grounds, the cafeteria, computer labs, library, unlocked classrooms, and hallways.
- Any Chromebook left in these areas is in danger of being damaged or stolen.
- If an unsupervised Chromebook is found, it should be immediately taken to the office.

- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

## 7. REPAIRING/REPLACING YOUR CHROMEBOOK

### 7a. Vendor Warranty:

- The equipment vendor has a one-year hardware warranty on new Chromebooks.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- *The vendor warranty does not warrant against damage caused by misuse, abuse, accidents, or Chromebook viruses.*

### 7b. Chromebook Repair Costs

- There will be an "Incident Fee" charged for every accidental hardware repair needed. This fee is issued to not only encourage proper use, but also to help offset repair costs.
- If the Chromebook is damaged, lost, or stolen, the costs and procedures are outlined as below:
  - Software issues = No cost
    - One of the reasons we chose Chromebooks is because there are minimal software issues that will affect them.
- An incident fee will be charged every time a hardware repair is required from intentional damage or irresponsible use/care of device:
  - Minimum of \$30 for first incident; \$50 for second incident; \$75 for third incident; \$100 for fourth incident and beyond.
    - For example, water spills, missing keys, screen damage, or cracked cases.
  - If damage to device is beyond repair, student may be responsible for the replacement value as described below in section 7c.

### 7c. Lost or stolen Chromebook and/or Accessories

- Chromebooks that are lost or stolen are the responsibility of the student.
- Lost or stolen Chromebooks must be reported to your teacher or the office within 24 hours of the incident.
- Student must pay the associated charges to replace the lost or stolen Chromebook and accessories.
  - Chromebook: estimated \$300
  - Charger: estimated \$25

## 8. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available through your teacher or the office. Services provided include the following:

- Distribution of loaner Chromebooks
- User account support
- Hardware maintenance and repairs
- Coordination and completion of warranty repairs
- SCHOOL STAFF must complete all REPAIRS

## 9. EXPECTATION OF PRIVACY

No right of privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the administrator may review files, internet history logs, monitor communications/content activities, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the internet via school owned computers.

## **10. RESPONSIBLE DIGITAL USE AND AWARENESS**

School-issued Chromebooks and other devices connected to school-owned Wi-Fi and internet should be used for educational purposes and students are to adhere to Bible Baptist Christian Academy's Acceptable Use Policy and all of its corresponding administrative procedures at all times as responsible digital citizens.

Chromebooks must be used for the purpose for which they are intended. They should be used for only ethical and educational purposes. The user is responsible for all of his/her actions and activities involving the device and network. Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of school administration to use judgment as to what is acceptable in any undefined instances that may arise. The student/user of the device should keep in mind that if an action is a violation of school rules (as in the Student Handbook and/or Student Code of Conduct), the action is likewise inappropriate for the equipment.

Violation of the Acceptable Use Policy or failure to use BBKA devices, networks or other resources responsibly may result in disciplinary action, including, but not limited to, loss of Chromebook privileges and suspension. Disciplinary action will be at the discretion of the school administrator.



Bible Baptist Christian Academy  
889 GA Highway 24  
Statesboro, GA 30461

912-764-5615  
[www.mybbca.org](http://www.mybbca.org)

## Parent-Student Handbook Agreement

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

**I agree to accept all regulations of the school on the student's behalf, as detailed in the current School Handbook.** NOTE: I understand that Bible Baptist Christian Academy's policies and procedures are subject to change during the school year. It is the parent's responsibility to stay aware of policy updates through the school website, [mybbca.org](http://mybbca.org), or by requesting a copy through the office.

**I have thoroughly read the school handbook for 2025-2026. I understand and agree to the policies and procedures found therein.**

I understand that the above-named student is responsible for his/her textbooks. Should anything be damaged or lost, he/she (or the parent/guardian) is accountable for the cost of replacement.

**3<sup>rd</sup>-12<sup>th</sup> Grade Students:** By signing this, I agree to follow the school's policies and procedures as explained in the school handbook.

\_\_\_\_\_  
Parent/Guardian Printed Name (K-12<sup>th</sup> grade)

\_\_\_\_\_  
Parent/Guardian Signature (K-12<sup>th</sup> grade)

\_\_\_\_\_  
Date

\_\_\_\_\_  
3<sup>rd</sup>-12<sup>th</sup> Grade Student Signature

\_\_\_\_\_  
Date