



2025-2026
Battle Creek Academy
Student Handbook

By My Spirit



BATTLE CREEK
ACADEMY *Est. 1872*

A Heritage of Excellence



BATTLE CREEK ACADEMY

YOUR PURPOSE DISCOVERED

2025-2026 STUDENT HANDBOOK

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This handbook belongs to: _____



RIGHT TO AMEND:

As a living document, Battle Creek Academy reserves the right to amend this Student Handbook as it deems necessary. If amendments are made, a notice of such modifications will be communicated to the students and parents.

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Introduction

Our Vision

Cultivating hearts and minds for now and eternity

Our Mission

To grow students for Christ: spiritually, academically, physically, and socially

Statement of Philosophy

We believe that God is the Creator and Sustainer of life, the true Source of knowledge, wisdom, truth, and therefore education. The goal of all teaching is the edification of the spiritual, mental, and physical faculties of each student, recognizing that each is created in the image of God with specific callings and gifts. We seek to help students discover their God-given purpose by:

SPIRITUAL:

- Encouraging our students to pursue a relationship with Christ.
- Demonstrating active Christianity and participating in acts of service by adopting a model of Total Community Involvement
- Providing students with a thorough understanding of the Seventh-day Adventist Fundamental Beliefs and how they point to the Gospel message

ACADEMIC:

- Providing the framework to ensure individuation with experiential learning for all students
- Incorporating cumulative, interdisciplinary opportunities to explore, inspire, and engage the creativity, and curiosity of students through collaborative studies with real-world applications
- Creating a campus culture that is as invested in emotional intelligence as it is in academic excellence

PHYSICAL:

- Incorporating CREATION and the Adventist Health Message into our curriculum at every grade level including all events facilitated by the school
- Exploring a diverse range of outdoor education opportunities
- Strengthening the student's physical activity through physical education at all grade levels

SOCIAL:

- Actively serving and partnering with our local churches and community
- Connecting students, faculty, and community members in positive and edifying mentorship relationships
- Respecting and valuing members of all cultures as Children of God
- Filtering all influences through the principles found in the Word of God

Organization

Since 1872, Battle Creek Academy has served as the flagship educational institution of the Seventh-day Adventist Church, educating and training young people to minister to others on behalf of Christ and to make a positive impact on those around them. We provide a comprehensive learning environment for students from Kindergarten through twelfth grade.

We promote a distinctive educational program that strives for character and life development within the context of the Seventh-day Adventist Church mission, worldview, and educational philosophies. Our school operates under the guidance of the Michigan Conference of Seventh-day Adventists and Lake Union Conference of Seventh-day Adventists.

We seek partnerships with the families and homes of our students and the local Seventh-day Adventist churches in preparing young people for their eternal home. Battle Creek Academy enjoys the support of three constituent churches: The Battle Creek Tabernacle Seventh-day Adventist Church, Urbandale Seventh-day Adventist Church, and Delton Seventh-day Adventist Church.

Statement of Non-Discrimination

Battle Creek Academy does not discriminate based on race, color, ethnic background, country of origin, or gender in the administration of education policies, applications of admission, scholarship or loan programs, and extracurricular programs.

NOTE: This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures.

Admissions

New Students

Students who wish to attend Battle Creek Academy must fulfill the following requirements for admission:

- Conference/tour with the principal
- Completion of all forms required for registration
- Thorough review of the school handbook and acceptance of our philosophy, objectives, and regulations
- Completion of placement testing
- Submission of Transcript/Report Card from previous school
- Submission of IEPs, 504s, or other special education documents
- Submission of an up-to-date immunization* record and a medical report from a family physician for new students and students entering Kindergarten or 7th grade
- All applications will be reviewed, and the student will be notified of acceptance.
- Acceptance of financial responsibility
- Signed financial contract that is accepted by the finance office
- All new students will be under probation for their first academic quarter of their attendance (9 weeks). Academic performance, conduct, and financial status will be reviewed at the end of the first academic quarter. During this review, a decision will be made regarding the student's eligibility to be released from probationary status and continue as a student in good standing at Battle Creek Academy.
- Parents and students entering grade 8 and higher must sign the signature on page 61.

*According to Michigan State law, any parents/guardians seeking to claim a non-medical waiver are required to participate in an immunization-focused discussion with county health department staff and obtain a certified non-medical waiver form signed by the county's nurse.

Returning Students

Acceptance of returning students is not guaranteed. For re-admittance, students must submit all required forms and records by the announced re-enrollment deadline. If the student has been away from BCA for more than a year, they will be under probation for the first quarter of the school year.

Students with outstanding accounts must pay the balance in full or make other arrangements with the finance office.

Academic Placement of New Students

The school reserves the right to place a student at a particular grade level and to utilize a placement test for this purpose. The following factors will be considered to determine appropriate academic placement of students:

- Chronological age
- Emotional, physical, and social development
- Scholastic achievement as determined by:
 - Results of local examination of previous school
 - Results of standardized achievement assessments
 - Individualized Education Plan and/or English language learner status

Special Circumstances

AGE REQUIREMENTS: A Kindergarten student must be 5 years of age by September 1 of the current year, and a first-grade student must be 6 years of age by September 1 of the current year.

ACADEMIC REQUIREMENTS: Students who have a 2.00 GPA or below and/or were expelled or suspended during the previous or current school year may be asked to meet with the staff before their application is processed.

RETENTION REQUIREMENTS: An elementary student may be retained in a grade only after consulting with the parents and the Michigan Conference Office of Education.

HOME ENVIRONMENT: It is understood that students enrolling at Battle Creek Academy will live with their parent(s), guardian, or host family. Battle Creek Academy reserves the right to review the enrollment status of any student living on his or her own.

Students with Special Needs

Battle Creek Academy does not have a special needs program. Instead, our partnership with the local public school affords teachers and families valuable but limited support.

When a student with special needs seeks admission, the school will assess whether it can meet the academic needs of the child. If the student is admitted, parents must sign a parent release form for students with special academic needs provided by the school.

After one grading period, the school's ability to provide for the student will be reassessed.

Withdrawal

A student will not be considered withdrawn from Battle Creek Academy until the following is complete:

- Completion of the student withdrawal form
- Meeting with administration
- Financial arrangements made
- Tuition will be prorated based on the official withdrawal date. Records cannot be released if there is a balance on the account.

Financial Information

Tuition & Fees

Battle Creek Academy's school board establishes tuition rates each year. The board strives to keep the school charges as low as possible without sacrificing the quality of education. The school reserves the right to make published or unpublished changes to these charges and policies at any time and considers said changes to be equally binding.

Special fees will be billed directly to the parent as they are incurred and are to be paid along with the regular statement.

The following table outlines the fees for the current school year.

	Elementary School (K-8)	High School (9-12)
Student Tuition	\$5,515	\$7,040
Constituent Discount	\$600	\$800
International Student Tuition		\$14,000 SMG \$11,500
Part-time Student Tuition	1/8th tuition per class +\$100 per semester	1/8th tuition per class +\$100 per semester
Other Fees		
Yearbook Fee	\$40	\$40
Technology Fee (excludes Kindergarten)	\$100	\$100
Band Instrument Rental (per semester)	\$60	\$60
Physical Education Attire	\$30	\$30
Graduation	\$50 (8th)	\$100 (12th)
Private Music Lessons	As Arranged	

Financial Aid

Financing a Christian Education is a shared responsibility among students and parents, the local church, the Michigan Conference, and donors to Battle Creek Academy.

Student aid is awarded based on financial need. Need is the difference between the budgeted cost of attendance (educational expenses such as tuition, fees, books, supplies, and other related expenses) and the amount the family is able to contribute toward the student's education. All aid will be awarded by the Financial Aid Committee and announced through the BCA Finance Office.

Battle Creek Academy offers three basic types of free financial aid:

- Grants and Scholarships – These include any available aid from the local church or conference office, such as Project Assist.
- Student employment – This program provides employment to students with financial need. Students work for an average of 5 hours per week during academic terms.
- Partnering For Eternity and ASSIST – The PFE/ASSIST program makes Christian education more affordable by offering scholarships to students when they visit individually matched mentors.

Criteria for Receiving Aid

Financial aid may be revoked if parents and students do not adhere to the following guidelines:

ACADEMIC CRITERIA: Awards are subject to academic performance. High school students must maintain a 2.0 GPA, and elementary students must have a C average. Documentation is required for transfer students.

CITIZENSHIP CRITERIA: Satisfactory attendance, behavior, and citizenship as defined by the Battle Creek Academy Student Handbook are required.

CONTRIBUTION CRITERIA: Students age 14 or older are required to work at least 5 hours/week at BCA and apply their earnings to their school bill. Parents are expected to make account payments on time.

Priority for Granting Financial Aid

To apply for financial aid, a family must complete the FACTS financial aid application as part of the enrollment application before the stated deadline. No financial aid application will be processed without a completed application or reenrollment.

The Battle Creek Financial Aid Committee determines which students qualify for financial aid. Upon receiving notification of the determination of aid, a family must schedule an appointment to meet with the finance office to review the aid and sign the contract for the school year.

Work Opportunities

Students aged 14 or older who qualify for financial aid are required to work 5 hours/week at Battle Creek Academy. Work opportunities include teacher helper, tutor, childcare assistant, and custodial or maintenance worker. Wages are set by the business office. To be assigned a job, students must fill out the paperwork required by the business office.

Student earnings will be credited directly to the student's tuition account. For students, who are not receiving financial aid, if there is a credit on their tuition account, a check will be issued to the student upon written request from a parent/guardian.

Payment Plans

Parents who pay for the entire school year in August will receive a 5% discount. Parents who pay the full semester's tuition will be given a 2% discount. Parents who pay by the month can spread their payments over 10 months.

Families can arrange to have payments automatically deducted from a savings or checking account or charged to a credit card through the FACTS Payment Plan option found in the Family Portal. This must be completed prior to the start of the school year.

Delinquent Payments

Should a student's account become delinquent by 30 days, the parent or guardian must contact the school finance office to clarify the intent of payment and to sign up for automatic withdrawal through the FACTS Payment Plan. Students whose accounts become more than 45 days past due may be asked to withdraw from school until satisfactory financial arrangements are made. Generally, families must have a workable plan for paying off their previous balance to sign a contract for a new school year.

Delinquent Payments (cont'd)

Any family with delinquent accounts will be asked to set up a payment plan with automatic withdrawal through the FACTS financial website. In order for Battle Creek Academy to release cumulative folders, transcripts, diplomas or grade reports, tuition balances must not be delinquent. This includes:

- Library materials
- Fines
- Class supplies
- Music supplies
- Music instruments

Academic Information

Curriculum

Battle Creek Academy follows the academic curriculum prescribed by the Department of Education of the North American Division of Seventh-day Adventists.

Students with special needs are assessed and accommodated with the aid of the local public school district.

Graduation Requirements

EIGHTH GRADE

The Michigan Conference Office of Education issues eighth-grade diplomas and certificates upon the request of Battle Creek Academy. Diplomas are issued to all students who have passing grades in the subjects outlined for grade eight. A passing grade is at least a D year-end average in each subject.

In order to satisfy the requirements for Eighth-Grade Diploma, students must present evidence of having successfully completed:

Bible	Science	Technology
Language Arts	Social Studies	Fine Arts
Mathematics	Physical Education	

A Certificate of Attendance may be issued to students who have regularly attended required classes but have:

- received a year-end average grade of F in one or more subjects
- completed a modified, special needs program

TWELFTH GRADE

Students who enter Battle Creek Academy as freshmen must take a minimum of eight semesters over four years in order to graduate. In keeping with the mission of Battle Creek Academy, every high school student is also required to complete 100 hours of community service or 200 hours of work experience to receive their diploma. Graduation is granted upon satisfactory completion of either an Academic or Standard Diploma.

Battle Creek Academy’s Academic Diploma meets most college entrance requirements, but student should learn and meet the special requirements of the college they choose.

In order to receive a diploma, every high school senior must:

- Complete all required courses with passing grades
- Complete 100 hours of community service or 200 hours of work experience (working at Battle Creek Academy or documentation of employment outside of the school)
- Complete and submit transcripts for all correspondence courses
- Complete all credit recovery and course repeats by December of the senior year
- Receive financial clearance

Only Seniors who meet graduation requirements will be allowed to participate in graduation exercises. Any exception to this policy must be requested in writing and submitted to the administration office by the end of March.

A Certificate of Attendance may be issued to students who have regularly attended required classes but have:

- received a semester average grade of F in one or more subjects
- completed a modified, special needs program

Graduation Pathways and Christian Responsibility

Battle Creek Academy offers both academic and non-academic graduation pathways to support student needs. However, selecting a no-academic option solely “as an easy path to graduation,” **to avoid academic challenges and rigor is strongly discourage as non compliance could result in student not meeting stated graduation requirements.**

As a Christian school, we believe education is a means of developing character, discipline, and purpose. Scripture reminds us, “Whatever you do, work at it with all your heart, as working for the Lord” (Colossians 3:23). Students are encouraged to prayerfully consider their gifts and goals, and to pursue a path that reflects diligence, integrity, and God’s calling for their lives.

The BCA staff is committed to guiding students toward thoughtful, faith-led decisions that prepare them for meaningful service and lifelong growth.

DIPLOMA REQUIREMENTS

	Academic Diploma (24.5 credits)
Core Content	
Religion (Religion I, II, III, IV)- 1.0 credit per year in SDA schools	4.0
English (Composition, World Lit, American Lit, British Lit)	4.0
Mathematics (Algebra I, Geometry, Algebra II, Pre-Calculus)	4.0
Science (Biology, Chemistry, Physics)	3.0
Social Studies (World History, US History, Civics and Economics)	3.0
General Content	
World Languages	2.0
Computer Technology	1.0
Applied Arts	1.0
Fine Arts	1.0
Physical Education and Health	1.5
Electives	
Total Credits	24.5



SUGGESTED COURSE OF STUDY

Freshman	Sophomore	Junior*	Senior*
Bible I	Bible II	Bible III	Bible IV
Composition	World Literature	American Literature	British Literature
Algebra I	Geometry	Algebra II	Pre-Calculus
	World History	US History	Econ/Civics
Physical Science	Biology	Chemistry	Physics
Intro to Computer Applications		Digital Media	Digital Media
Life Skills	Language 1	Language 2	
PE I (½ credit)	PE II (½ credit)	Health (1/2 credit)	
Band/Choir (½ credit)	Band/Choir (½ credit)	Elective **	Elective **

*Students are encouraged to enroll in the Calhoun Area Career Center or take dual enrollment classes at Kellogg Community College or Andrews University during their junior and senior years.

**One elective must be an Applied Art.

Class Standing Definitions

To obtain the following class standing, the outlined requirements must be met:

Freshman: An 8th grade certificate or completed report card.

Sophomore: The completion of five units of credit. Official transcripts from the freshman year must be in the registrar's office.

Junior: The completion of 11.0 units of credit. Official transcripts from previous high school classes must be in the registrar's office.

Senior: The completion of 18 units of credit. By the school year's end, seniors will have met the graduation requirements outlined in this handbook. Official transcripts from previous high school classes must be in the registrar's office, "Incomplete" grades removed, and all required courses successfully completed.

New seniors at BCA must earn a minimum of 4 academic credits at BCA to graduate. This does not include dual enrollment and/or CACC credits.

Grading System

A computer system of grade points and weights is used to determine a student's grade point average (GPA). The following letter and points system of grading is used:

Grade	%	GPA	Grade	%	GPA	Grade		GPA
A	94-100	4.00	C	73-76	2.00	I	Incomplete	0.00
A-	90-93	3.67	C-	70-72	1.67	NC	No Credit	0.00
B+	87-89	3.33	D+	67-69	1.33	WP	Withdraw/ Pass	0.00
B	83-86	3.00	D	63-66	1.00	WF	Withdraw/ Fail	0.00
B-	80-82	2.67	D-	60-62	0.67	P	Passing	0.00
C+	77-79	2.33	F	0-59	0.00			

Incomplete Work

The student may request to receive an "Incomplete" letter grade if a special circumstance such as illness makes it impossible for assigned work to be completed on time. An "Incomplete" letter grade incurred in a subject during a grading period must be removed within two weeks of the close of that grading period. A student who has not made up an "Incomplete" grade by the deadline will receive a grade based on completed class work. Any variance from the deadline will be subject to approval by the administration office

Academic Integrity Policy

Cheating is considered a level 2 offense at BCA. Any student found cheating will be dealt with by administration and could face probation and/or suspension.

The use of Artificial Intelligence for any part of an assignment that is to be submitted for a grade is strictly forbidden. AI, like any tool, has its intended purpose and when used appropriately it is completely acceptable. However, when members of a community abuse that tool by attempting to demonstrate mastery of a skill lesson that is not by their own efforts or knowledge, it is cheating and dishonest.

A first infraction of academic dishonesty will result in a zero and a report to the academic committee. All future incidents will result in a report to the academic and discipline committees, which may result in further consequences.

As artificial intelligence tools become increasingly present in education, we will provide staff and students with ongoing training and guidance on their appropriate and ethical use. This policy will be closely monitored and adapted in response to updates from our Conference and Union leadership to ensure alignment with best practices and Seventh-day Adventist educational values.

Grade Reports & Promotion

School report cards are issued to students on a quarterly basis. This report will be furnished to parents within two weeks of the close of each marking period. For questions regarding grades, students and parents may contact the classroom teacher. Parents can monitor student progress by using the unique and secure login information and website given at registration. For questions regarding login information, parents may contact the administration office.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other testing.

Student Retentions

Students are retained in their grade level in rare circumstances and typically not beyond Grade 2. Parents will be alerted to the possibility that a student may benefit from retention and must be in agreement with the retention before recommendations are made. Teachers do not make any final decisions regarding retention. Parental consent and the teacher's request must be submitted to the Conference Office of Education by April 1.

Repeating Courses/Credit Recovery

A student may need to repeat a course in which the first attempt resulted in a failing grade. If the schedule does not allow for the repetition of a course generally taken by a student in a previous grade classification, the student must take an alternative accredited course to complete the graduation requirement. This repeated credit will replace the current transcript grade.

In addition to repeating a course, a student may enroll in a credit recovery program designed to assess where the student is lacking in the content area and to address those deficiencies. A credit recovery grade will be averaged with the current grade.

The student is responsible for finding and paying for alternative courses and programs.



Change in Program

Students may add or drop a class up to two weeks after the beginning of the semester. To add or drop a class, a student must:

- submit a signed note from parent/guardian giving permission for change
- submit the add or drop form signed by the teacher to the administration office

No changes will be made until these steps are followed. Classes dropped after the two-week deadline will be recorded as either a WP or WF on the transcript. Any exceptions will be decided by the administration office.

No student in Band or Choir may withdraw after the two-week deadline without receiving a WF. Changes may be made only at the semester.

Dual Enrollment

COLLEGE CREDIT

Andrews University, Kellogg Community College, and other schools offer dual high school and college credit options. In order to participate in these opportunities, a junior or senior student must maintain a GPA of 3.0 and have no current Ds or Fs. A student may enroll in no more than two dual enrollment courses per semester. A student may request that a course be substituted for a graduation credit by writing to the administration office. The request must be made by the end of the first week of school for each semester.

The information required for consideration of the distance/extension study includes:

- The name of the course and course description
- Contact information for the registrar/records administrator of the established program
- The start and end dates of the course
- Reasoning for taking this course through distance/extension study

The student will be responsible for any fees involved and must meet the requirements of any program that the student is applying for. See the administration office for more information and to enroll.

TECHNICAL SCHOOL

The Calhoun Area Career Center and other organizations offer dual enrollment options. In order to participate in these opportunities, a junior or senior student must maintain a GPA of 3.0 and have no current Ds or Fs. A student must submit requests to enroll in such a program by writing to the administration office. The request for the following school year must be made by the end of April.

Class Load

A full class load consists of five to eight credits. While on campus during the day, all students must be working with an officially designated supervisor. Some examples of acceptable activities include being enrolled in a class, completing work experience credit, taking part in a study hall, or participating in a school activity.

High School Part-Time Student Policy

A part-time student is defined as a student enrolled in 4 or fewer consecutive classes who is not enrolled in a recognized dual enrollment program. Students enrolled in 5 to 8 classes are considered full-time.

Students enrolled as part-time are not part of a graduation track. In order to graduate from BCA, they must be enrolled full-time during their senior year and must have completed the credits necessary as outlined in this handbook. Part-time students are not eligible for class and student association offices.

Part-time students are required to follow all policies as laid out in the BCA handbook. In addition, these students are encouraged to participate in school events.

In order to apply for part-time status, a written request must be submitted to the administration office for approval. The request must include a list of classes requested and the schedule. Please note that part-time students who are not in a class are not to remain on campus.

Classes will be charged at the rate of 1/8th tuition plus \$100.00 per semester. Financial aid is not available for part-time students.

Home-school Credit

Battle Creek Academy generally accepts home-school credits earned through an accredited correspondence school. However, when a homeschooling program is designed by a parent/teacher, whether materials used are from a home-school support organization or developed by the parent/teacher, the administration office will only consider a request for credit that includes careful documentation of the learning experience.

Home-school Credit (cont'd)

In order for a student to receive credit for courses completed through homeschooling the student and the parents must offer supporting materials as evidence of the scope of the work completed. Such evidence includes:

- The name of the course and course description with a syllabus that includes an index of the topics covered
- A list of textbooks or equivalent resources
- Contact information for the instructor

After the student has completed one full semester at Battle Creek Academy, the administration office will evaluate how home-school coursework can be applied for credit toward a high school diploma.

Transfer Students

Students transferring to Battle Creek Academy must submit an official copy of their transcripts before they will be accepted.

The registrar will review the submitted transcript and grant credits for the courses that cover equivalent or higher academic content than those in BCA's credit system.

Student Acceleration

A student may apply for one acceleration experience in elementary or high school. Typically, the student's program for acceleration should be completed prior to grade five in the elementary program or be applied by the end of the freshman year of high school.

The minimum requirements for student acceleration are:

- The student's standardized test scores must be equivalent to the grade level they will be moving into.
- The student has and maintains:
 - A grade average of A- or higher in all core classes in Grades 3-8 and superior performance in Grades 1 and 2.
 - A 3.5 grade point average in high school.
- The student has submitted a positive recommendation from the teacher/counselor of the student's social, emotional, physical, and academic readiness to the administration office and to the Michigan Conference Office of Education.
- The student has established a satisfactory citizenship program.

Student Acceleration (cont'd)

Special exception to the criteria may be granted for students who will become:

- 15 years old prior to graduation from elementary school.
- 19 years old prior to graduation from high school.

Requests for acceleration must be completed prior to March 1.

The acceleration program will be monitored by the principal. At the end of the first marking period the principal will review the student's progress for continuation of the program in consultation with the Michigan Conference Office of Education. All curriculum requirements and other school requirements must be completed prior to receiving a diploma.



Course Descriptions

Courses are typically 2 semesters in length. Some courses worth 0.5 credits are 1 semester in length. Not all courses are offered at all times.

Core Content: Religion

Bible I (1.0 Credit)

This course explores the developmental, spiritual, and psychological concerns of teens through a study of the book of Genesis and the Life of Jesus.

Bible II (1.0 Credit)

This course uncovers God's involvement in the development of His church in both Old and New Testament times. The history of the Seventh-day Adventist Church is also explored.

Bible III (1.0 Credit)

This course places emphasis on developing healthy relationships, SDA doctrines, and a general study of the books of Romans, Daniel and Revelation.

Bible IV (1.0 Credit)

This senior-level course assists students in exploring how their commitment to Christ can be applied through decision-making to such areas as personal spiritual growth, developing a personal worldview and philosophy of life, career development, perspectives on religions, and marriage and family. Study is from the books of Hebrews and John.

Core Content: Language Arts

English I - Composition (1.0 credit)

This course focuses on composition skills: grammar conventions, creative writing, and academic writing. It also covers literary styles and terminology, reading for pleasure, comprehension and analysis strategies, and archetypal and reader-response criticism. Students will also practice giving formal speeches in front of an audience and write a research paper in APA style.

English II - World Literature (1.0 credit)

This course focuses on world literature with an emphasis on historical, cultural, and new criticism. It reviews composition skills, literary styles and terminology, and comprehension and analysis strategies. Students will also practice giving formal speeches in front of an audience, write a research paper in MLA style, and do cross-curricular projects. Prerequisite: Composition.

English III - American Literature (1.0 credit)

This course focuses on American literature with an emphasis on historical, cultural, psychoanalytical, and new criticism. It reviews composition skills, literary styles and terminology, and comprehension and analysis strategies. Students will also practice giving formal speeches in front of an audience, write a research paper in APA style, and do cross-curricular projects. Prerequisite: Composition.

English IV - British Literature (1.0 credit)

This course focuses on British literature with an emphasis on historical, cultural, archetypal, post-structural, and new criticism. It reviews composition skills, literary styles and terminology, and comprehension and analysis strategies. Students will also practice giving formal speeches in front of an audience and write research papers in MLA and APA style. Prerequisite: Composition.

Core Content: Mathematics

Algebra I (1.0 credit)

This course is a brief review of mathematical concepts and formulas. Basic properties of real numbers, equations and applications are studied along with graphing, relations and functions, systems of equations, inequalities, factoring, rational expressions, exponents, radicals and quadratic equations.

Geometry (1.0 credit)

A two-semester course designed to introduce the student to logical reasoning. Points, lines, planes, angles, triangles, polygons, circles, area and volume are studied. Prerequisite: Algebra I

Algebra II (1.0 credit)

A course in high level mathematics covering real numbers, equations and inequalities, graphing, polynomials, factoring, analytic geometry, exponential and logarithmic functions, sequences and series, triangle trigonometry, trigonometric graphs, identities and applications, and matrices and determinants. Prerequisite: Algebra I and Geometry

Pre-Calculus (1.0 credit)

An optional course designed to develop skills for the study of Calculus and topics in discrete mathematics. Topics include function analysis, analytic geometry and trigonometry, vectors, matrices, and an introduction to limits. It is strongly recommended for students planning careers requiring higher mathematical skills. Prerequisite: Algebra I, Geometry, and Algebra II

Core Content: Science

Physical Science (1.0 credit)

A two-semester introductory course covering the basics of chemistry and physics. The course is designed to help prepare students to be successful in other science course work. Not offered every year.

Biology (1.0 credit)

This course is a fundamental study in the chemical, structural, and physiological diversity of life. It covers Christian principles and values in correlation with science; cellular structure and processes; taxonomy and the relationships among living organisms; exploring biological concepts utilizing the scientific method; ecology and ecosystems; Mendelian inheritance, genetics, human heredity, genetic engineering, and biotechnology; and application of the principles of biology to life, health, and the environment.

Chemistry (1.0 credit)

This course studies the chemical world from the atomic structure to the formation of macromolecules necessary to sustain life. It covers fundamental chemistry concepts; the structure and properties of matter; subatomic structures and their interactions through various types of chemical bonds; chemical laws and properties; stoichiometry; nuclear fission, fusion, and radioactive decay; and application of the principles of chemistry to health, life, and the physical environment. Prerequisites: Algebra I, Algebra II, and Biology

Anatomy & Physiology (1.0 credit)

An optional course that studies the structures and functions of the human body. Prerequisites: Biology. Not offered every year.

Physics (1.0 credit)

An optional course that studies the physics of motion, sound, light, energy, magnetism, electricity, and gravity. This upperclassman course requires competence utilizing and generalizing mathematical concepts previously learned in other mathematics courses. Prerequisite: Algebra I, Algebra II, and Geometry. Not offered every year.

Content: Social Studies

World History & Geography (1 credit)

This course examines the history of the world from early civilizations to the present with an emphasis on Western civilization. It covers trends in cultural, religious, political, and diplomatic history. Students will also practice giving formal speeches in front of an audience, write a research paper in APA style, and do cross-curricular projects.

U.S. History & Geography (1 credit)

This course examines American history from pre-colonial times to the present. It covers aspects of political, cultural, economic, religious, and diplomatic history. Students will also practice giving formal speeches in front of an audience, write a research paper in APA style, and do cross-curricular project.

Civics (0.5 credit)

This required one-semester course explores the fundamental principles and structures of the government of the United States. This course also investigates current issues and economics that impact function of the government.

Economics (0.5 credit)

A required one-semester course that introduces the students to the U.S. economic system, global economics, taxation, the role of the consumer, consumer ethics, banking, using a checkbook, and financial planning.

General Content

Spanish I (1 credit)

This course emphasizes speaking, listening, reading and writing in Spanish with a general overview of Spanish grammar. Offered every other year.

Spanish II (1 credit)

This course is a proficiency-oriented intermediate course emphasizing the past and future tenses. Greater emphasis is placed on speaking and writing skills.

Prerequisite: Spanish I with a minimum grade of “C” or consent of the instructor.

Offered opposite years of Spanish I.

Introduction to Computer Applications (1 credit)

This course is designed to develop a student’s ability to solve real-world problems using a suite of common productivity software. Topics covered include word processing, spreadsheet design, creating presentations, and database design.

Yearbook (0.5 credit, Applied Art)

This course is designed to develop a student’s ability to produce print content, digital content, and podcast/programming production for radio air play. Students will create the BCA yearbook while developing their layout and design skills using Adobe InDesign. Students will also be introduced to methods of advertising and photography. Students will create content for BCA’s social contents accounts.

Prerequisite: Introduction to Computing and Design

Life Skills (0.5 credit, Applied Art)

This project-based course is designed to expose students to practical life skills and to the various aspects of physical design. Topics may include auto maintenance, and home maintenance.

Practical Arts (0.5 credit, Applied Art)

A two-semester course that is designed to expose students to the various aspects of technology and practical life skills.

Physical Education (0.5 credit)

This course should help students learn to reflect God’s image while developing proficiency in the areas of physical education—movement competency, knowledge application, fitness knowledge and skills, personal and social skills, and values physical activity.

Health (0.5 credit)

This course is designed to develop a student’s knowledge and skills necessary to become a healthy individual. Students will discover the CREATION health principles throughout this class.

Band (0.5 credit, Fine Art)

This course is designed for the student to develop instrumental skills. All performances and travel are required.

Study Skills Lab (0.5 credit)

Performance Studies (0.5 credit, Fine Arts)

Citizenship

It is the goal of Battle Creek Academy (BCA) to help students mature into considerate, honest, responsible youth. At all times, that is before, during, or after school hours, and at any school-sponsored activity on or off campus, students of BCA are expected to display the highest standard of behavior. Students are expected to conduct themselves in a manner consistent with Christian living. Courtesy, honesty, and integrity are fundamental qualities we encourage as necessary for creating a positive school environment.

STUDENTS' RESPONSIBILITIES

Language: Each student is expected to use language befitting followers of Christ. The use of slang, impure and abusive language, and the taking of God's name in vain are not permitted.

Honesty: Each student is expected to be honest and to refrain from stealing, deceiving, cheating, committing fraud, or any act of dishonesty. This includes plagiarizing school assignments.

Safety: Each student is expected to observe proper safety precautions and is not to bring to school any weapon, weapon-type objects, matches or fireworks. Also, there should be no running in the hallways at any time. The wearing of "heels" is not permitted on school premises, exceptions will be made for special events (graduations, concerts, etc.)

Students are also encouraged to secure solutions to situations between each other that could become volatile and result in more serious behavior.

Leaving Grounds: Students are not permitted to leave the school premises during school hours except by permission of the Principal or staff designee and the parents in writing.

Bible: Students will be encouraged to respect the Bible as the inspired word of God. Students in all grades will use a Bible that includes Old and New Testaments.

Reading Materials: Reading materials must conform to Christian quality and content.

School Work: Every student is expected to attain at least a "C" grade average in all academic work. Any student who refuses to do assigned work of his/her class and grade to successfully complete the prescribed work may be retained in the same grade for improvement or referred for other action. There is a mandatory retention for grades 3 and 7 for failure in any core subject area.

Prohibited Materials: Recreational items such as video games, cell phones, iPods, iPad, MP3 players, toys of any value, etc. should NOT be brought to school. If so, they will be confiscated. Parents must sign out the item. The school is not responsible for any loss or damage done.

Cell Phones: To support a focused, distraction-free learning environment, students will be required to turn in their cell phones each morning upon arrival and retrieve them at the end of the school day. This policy will be implemented for the current school year and evaluated as a work in progress. Revisions or updates may be considered for the following academic year based on its effectiveness and community feedback.

Dress standards: Appropriate school attire is required daily by all students. No other combination is acceptable. The wearing of colored lipstick, eye shadow, colored or frosty nail polish any other gaudy artificial cosmetics; jewelry, such as earrings, rings, necklaces, bracelets, or any jewelry to school are not allowed. Parents must guide their children regarding proper dress and are asked to send a note of explanation with any student not wearing appropriate BCA attire. Exceptions include field trips. ... and in these situations, parents are asked to ensure their students adhere to appropriate school dress.

Bullying and Harassment:

Definition: Any form of intimidation or aggression in written, verbal, or physical behavior or any electronic communication whether it be a single incident or a series of incidents that produces a hostile, violent, belligerent environment that creates discomfort to an individual when he/she is exposed, repeatedly and over time.

Note: Cyberbullying is under the category of bullying.

Any student who feels harassed, bullied, or discriminated against should report it to the teacher or principal immediately.

Reports of harassment, bullying, or discrimination will be investigated by the school administration and the school board.

A finding that a student has engaged in bullying, harassment, or discriminatory acts will be immediately dealt with, and the student will be excluded from school-sponsored activities, suspended, and/or possibly recommended for expulsion.

We view this as a serious matter and it is dealt with as such.

Harmonious Solutions: A positive relationship must exist between the school, students, and parents in the operations of the school's program. Parents and students are expected to find harmonious solutions to differences or misunderstandings with others. Failure to conduct oneself in a Christlike manner may result in that student being withdrawn from the school.

The Administration reserves the right to question students about their behavior at any time without parental consent, and also to conduct random book bag searches.

PARENTS' RESPONSIBILITY

Home Habits: Parents should be aware of the need for good health habits in their child/children:

Provide an adequate breakfast.

Limit the type and amount of television viewed.

See that the child gets sufficient rest and sleep.

Supervise daily grooming habits.

Check homework* and planner daily.

Please ensure your child is practicing proper hygiene and his/her daily outfit is clean and neat before coming to school, so he/she will not be subject to being teased, isolated, or ostracized. This is critical. Please see the principal, if there are comments or questions about this policy.

Home & School Association: Parents should participate in and attend all meetings and functions.

Finances: Parents should meet financial obligations to the school promptly.

School Hours Protection Regarding Conferences: Parents are asked to confer with teachers in person or by phone before or after school hours, not during class or recess times.

School and Teacher Support: Parents should maintain courteous and professional respect for the school, teachers, and students.

Student Illness: Parents should keep students at home when symptoms of communicable diseases are present. No child should be at school with a fever. Parents will be called to pick up their child (ren) if such symptoms develop.

Parent-Teacher Conferences: Parents should show interest in the daily progress of their children. Parents are expected to attend all Parent-Teacher Conferences.

New Student Orientation is MANDATORY for all new enrollees.

PARENT-SCHOOL RELATIONSHIP

The success of the school depends in large measure upon the good faith and wholehearted cooperation between parents and the school's staff. Communication helps ensure the total growth & development of each student.

PARENT REQUESTED CONFERENCES

Teachers will be pleased to meet with parents in a pre-arranged private conference outside of school hours. Parents/guardians may request a private conference verbally or in writing. The conference must be scheduled for a time when the teacher has no other responsibilities or distractions so that ample time and attention may be devoted to the parent's/guardian's concerns. Teachers may request that the principal be present at the conference.

PARENTAL INTERACTION WITH STUDENTS/PARENTS

It is never appropriate for a parent to confront another student on campus about a behavior issue or incident that has occurred with that student. The proper procedure is to talk with the teacher or principal. The discipline of a student and the "fact-finding" process is the responsibility of the BCA Principal/staff. Parents are discouraged from confronting other parents with discipline issues with their children. Please let the teachers and principal handle the problems that occur on campus. Thank you for your cooperation and understanding in this matter.

HOME AND SCHOOL ASSOCIATION

All parents of school children are automatically members of the Home and School Association. Parents are urged to assist in the programs of the school and the association, and are encouraged to enhance relations between the home and the school. Your attendance at scheduled meetings and other activities is strongly recommended.



Attendance

Rationale

Battle Creek Academy's commitment to provide students with a quality education must be matched by the students' and parents' commitment to regular and punctual attendance for all school appointments. These include, but are not limited to, classes, chapel, service opportunities, field trips, and school music functions.

Attendance data is recorded on student transcripts and may have implications for acquisition of scholarships and employment. The attendance policy is aligned with the Seventh-day Adventist philosophy of education, the Michigan Conference Office of Education attendance guidelines, and Michigan State law.

Parents should make every effort to schedule medical or other non-emergency appointments on non-school days or after school hours.

Absences

Excused Absences

Excused absences include absences due to illness, medical or court appointments, the death of a family member, quarantine, or school-approved activities, such as Pathfinder events and college visits. Such absences will be excused only by phone call or written note to the school office by the parent or guardian within three days of the student's return to school.

An illness that necessitates five or more consecutive absences requires a physician's note.

Pre-Arranged Absences

Arrangements should be made for absences that are known ahead of time. Students must submit a Pre-arranged Absence Form to the office at least 24 hours prior to the absence (please refer to the form for procedures). Not all prearranged absences are excused absences (e.g., absences due to family vacations during the school year). However, approval guarantees that missing work will be addressed by the faculty so as to minimize the negative effects of absences.

Unexcused Absences

All other absences are unexcused absences. Teachers are not expected to repeat classwork or instruction for unexcused absences. Any unexcused elementary student who arrives at school after lunch time (11:45 a.m.) will be considered absent for half of the day. High school attendance is taken in each class.

Truancy

In line with Michigan State law, truancy is defined as ten unexcused absences per class in one school year. Truancy is a Level 3 offense that may be reported to state authorities.

Chronic Absenteeism

Chronic absenteeism is defined as missing ten percent of the periods for a class in one school year (18 out of 180 days). Chronic absenteeism is a Level 3 offense that may be reported to state authorities.

Suspensions

A suspension is an unexcused absence. Wherever possible, schoolwork will be made available for suspended students, but teachers are not expected to repeat classwork or instruction for these students.

Make-up Work

Each teacher has the right to stipulate their own procedure for addressing make-up work. Make-up work will be provided where possible and in consultation with the classroom/subject teacher. If absences are excused or pre-arranged, students will generally have one school day to make up work per day absent plus one.

Students in grades K-5 should make arrangements with their teachers for tutoring if they are falling behind in their work. Students in grades 6 to 12 are strongly recommended to attend tutoring after school if they have three or more absences or three or more missing assignments. Recommended tutoring should take precedence over after-school activities.

Absences And Grades

Michigan State law allows schools to consider attendance in determining a student's grade in a course. Hence, Battle Creek Academy retains the right to stipulate that any student missing 15% of scheduled classes per semester is subject to an F for that semester (14 of 90 periods).

Arrival and Dismissal

Arrival: Depending upon class registration, a student should arrive on campus between 7:30 a.m. and 8:00 a.m. Parents who live in outlying areas need to determine whether local road conditions are safe in their areas. Parents must call the school any time their children are unable to attend school due to

Standards of Conduct

Disciplinary Procedures

“The object of discipline is the training of the child for self-government. He should be taught self-reliance and self-control. Let all dealing with him be such as to show obedience to be just and reasonable. When God says thou shalt not, He in love warns us of the consequences of disobedience, in order to save us from harm and loss.” Education, p. 287

Isaiah 54:13 “And all thy children shall be taught of the Lord; and great shall be the peace of thy children.”

Rationale

Discipline is a fundamental part of discipleship. The behavior guidelines at Battle Creek Academy are designed to guide students to become self-disciplined, positive contributors to their communities. Discipline will be specific and appropriate to individual student actions; students will not be punished collectively for individual behavior.

The Church, State, insurance and common ethical code of right living and Christian principles dictate that some practices should not be permitted at Battle Creek Academy or during any school-sponsored off-campus activity.

Participation in any inappropriate behavior may result in forfeiting membership as a student at Battle Creek Academy or involve other disciplinary action as deemed necessary by administration.

Regulations adopted by the school administration, published or announced during the school year will carry the same force as if printed in the school bulletin.

School-wide Policies

- “Do to others as you would have them do to you” (Luke 6:31)
- Respect God, respect others, respect self
- Keep hands, feet, and objects to self
- Always act and speak in an appropriate way
- Use all materials, equipment, and electronic devices appropriately

Discipline Plan

The School Board has defined three levels of behavior that are inappropriate at Battle Creek Academy and school-sponsored events. Each level is addressed by the classroom teacher, administrator, and/or discipline committee (Principal, Elementary Teachers and/or High School Teachers) as described below. All disciplinary interactions will be recorded in FACTS SIS and tracked. Such behavior includes but is not limited to:

Level 1 Offenses	
<ul style="list-style-type: none">• Teasing/name calling• Inappropriate hallway behavior• Disregard of classroom policies• Inappropriate use of electronic devices• Littering• Lying	<p>Handled in the classroom.</p> <p>Documentation of behavior and consequence in FACTS. (Consequences will be chosen to best educate the student.)</p> <p>The student, and possibly the parents/guardians, will be consulted.</p>
Level 2 Offenses	
<ul style="list-style-type: none">• Repeated Level 1 offenses• Cheating/academic dishonesty• Public displays of affection• Being in unauthorized areas without permission• Inappropriate language• Disrespecting teachers• Open defiance/insubordination• Refusing to work• Dress code violation	<p>Handled by administration.</p> <p>Documentation of behavior and consequence in FACTS.</p> <p>Parent/guardian contact required.</p> <p>May result in suspension.</p>

Level 3 Offenses	
<ul style="list-style-type: none"> • Repeated Level 2 offenses • Skipping class • Truancy and chronic absenteeism • Leaving campus without permission • Inappropriate relationships • Bullying, hazing, verbal abuse • Vandalism/property damage • Fighting • Theft • Gambling • Tampering with fire alarms, extinguishers, or other safety equipment • Deliberate endangerment/injury of self/others • Sexual behavior/harassment 	<p>Handled by the Discipline Committee.</p> <p>Documentation of behavior and consequence in FACTS. (Consequences will be chosen to best educate the student.)</p> <p>Parents/guardians contact required.</p> <p>Will result in suspension and possible expulsion/withdrawal as voted by the BCA board.</p>
Zero Tolerance	
<p>Possessing, buying or selling:</p> <ul style="list-style-type: none"> • Alcoholic beverages • Illegal drugs <ul style="list-style-type: none"> • Including, but not limited too: tobacco products, vaping products, marijuana • Firearms • Explosives/Fireworks • Knives 	<p>Notification of law enforcement authorities and automatic expulsion from BCA, as voted by the Board.</p> <p>Documentation required in FACTS.</p>

(The above list is not meant to be exhaustive. The administration may expedite the disciplinary process pending the circumstances.)

Expulsion vs. Withdrawal

Withdrawal of a student from BCA is a parent decision, and can be done at any time. Students may be given the opportunity to withdraw from BCA in certain disciplinary situations, however, if the students does not choose to withdraw, the expulsion process will begin. By withdrawing, a student would have the opportunity to return to BCA under certain circumstances.

Expulsion is a board decision, only after the discipline committee has met and sent a recommendation of expulsion to the Board. In an expulsion situation, a student would not be allowed to return to BCA.

Probation

Some students may require an Individualized Behavior Plan or need to be placed on probation. This plan will be created by the Discipline Committee in cooperation with the student and the student's guardians and will include expected behavior, any special requirements, and consequences (to include withdrawal of the student if no progress is made). The plan will also establish dates for review and adjustment.

Standard of Language

The language that is expected and inculcated in the students of Battle Creek Academy is to meet the standard outlined in Ephesians 4:29: "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

The use of unacceptable and/or offensive language, such as name calling, profanity, and degrading remarks, is a Level 2 offense.

Standard of Dress

All Clothing

- Should fit comfortably, neither too tight nor too loose
- Should be clean and free of designs, rips, stains, or tears
- No undergarments or skin should be visible around the midriff, chest, or shoulder

Pants, Skirts, Shorts

- Pants should fit comfortably and be clean and free of designs, rips, stains, or tears
- No joggers, leggings/jeggings, sweatpants, or athletic uniforms will be allowed
- Shorts must reach the fingertips when standing
- Skirts must come to the middle of the knee when seated and standing

Shirts

- Top layer must be a solid-colored polo shirt embroidered with the BCA logo
- Students may wear short or long-sleeved undershirts of a solid color

Sweaters, Jackets, Hoodies

- Must be of a solid color embroidered with the BCA logo
- BCA Performing Arts hoodies and BC Athletic hoodies are acceptable

Shoes, Head Coverings, Accessories, etc.

- Shoes that fully cover the feet are required to be worn at all times (no croc type shoes, sandals, flip flops, etc.)
- Hats, caps, bandanas or other types of head coverings are not to be worn in the school
- Students should not have visible tattoos
- Students are not to wear jewelry (excluding watches and medical bracelets),
- Hair should not obstruct vision and should not be of an unnatural color or style

Physical Education Attire (Grades 3-12)

Students must wear a BCA physical education T-shirt.

Students must wear BCA physical education shorts/sweatpants.

Swim-wear

Girls are permitted to wear a modest, one-piece bathing suit with shorts

Boys are permitted to wear board shorts and a t-shirt.

Outside of School/After-School Events

Casual clothing is permitted at most school events. However, as representatives of the Battle Creek Academy values, students are expected to adhere to the school dress code policy regarding modesty and simplicity as written or specified at all events sponsored by the school or on school premises.

Outside of School/After-School Events (cont'd)

Banquets offer special opportunities for a more formal setting. Ladies' banquet attire must be pre-approved by administrator designees. (Graduation attire requirements are different than banquet attire. Ladies attire must meet the graduation dress code.)

Dress Code Violations

At their discretion, staff will send any student they feel is out of dress code to the principal's office with information explaining the dress code violation. Students will be given an opportunity to remedy the dress code violation. Parents will be called to bring proper attire if clothes cannot be found in the lender closet.

Being out of dress code is a Level 2 offense.

Insubordination

Insubordination is behavior that is intended to show disrespect for someone in authority. It is behavior that clearly indicates that an individual is unwilling to follow directions and/or comply with requests made by one in authority.

Challenging authority and demonstrating insubordinate behavior is a Level 2 offense.

Property Rights

Each student is expected to respect the property rights of the school and each member of the school. If a student damages property belonging to the school or member of the school, intentionally or accidentally, he/she will be required to pay for the damage. Intentional property damage is a Level 3 offense.

Harassment

Battle Creek Academy is committed to preventing harassment of any kind during regular school hours and during any school-sponsored activity, whether or not it occurs on school premises. No staff member, student, or any other person associated with the school shall cooperate with, permit, or participate in any act that injures, degrades, or disgraces any student or other person. Harassment of any student or other person is not acceptable. School personnel will take seriously and act on any reported incidents of sexual harassment, bullying, hazing, violence, threats, or intentional humiliation. Harassment is a Level 3 offense.

Bullying

Bullying is defined as the repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse or the attack on the property of another. It may include actions such as verbal taunts, name-calling and put-downs related to an individual's race, religion, national origin, age, gender, appearance, or physical challenges. Students who engage in any act of bullying while at school or at any school function will be subject to appropriate disciplinary actions. Bullying is a Level 3 offense.

Sexual Harassment

Sexual harassment is defined as any unwanted verbal or nonverbal behavior that intimidates, coerces, or offends an individual or violates his or her personal space and/or causes bodily harm or emotional trauma because of gender.

Incidents of sexual harassment shall be reported to the administration office and to the Michigan Conference Office of Education. Students who engage in any act of sexual harassment while at school or at any school function will be subject to appropriate disciplinary actions. Sexual harassment is a Level 3 offense.

Hazing

Hazing is a form of harassment, abuse, and victimization that abuses power and violates human dignity. Hazing is defined as any action taken or situation intentionally created, any method of initiation, or any pastime or amusement in connection with an activity or organization that causes, or is likely to cause, bodily danger or physical, psychological, or emotional harm. Soliciting, encouraging, aiding, or engaging in hazing at school or during school-sponsored activities, whether or not it occurs on school premises, is strictly prohibited. Students who engage in any act of hazing while at school or at any school function will be subject to appropriate disciplinary actions. Hazing is a Level 3 offense.

Leaving Campus

Battle Creek Academy operates a closed campus during the school day. In the event that a student needs to leave campus during the school day, the student must obtain permission from the administration office and must be signed out at the office by a parent, legal guardian, or other person as designated on the student's authorized pickup list.

Students who have their own transportation on campus must still obtain permission from the administration office, have parental permission on record, and sign out before they leave. Permission must be obtained for all passengers in a student vehicle. Leaving campus without administrative permission is a Level 3 offense.

Campus Traffic

Battle Creek Academy supports safety while driving on campus. The following regulations apply to all motorized vehicles, including scooters and motorcycles. Driving safely and following the regulations will help ensure driving privileges.

- All vehicles must be parked in designated parking areas.
- Students may not use vehicles for eating, visiting, or sitting in during school hours.
- Students may not borrow another student's vehicle.
- In order to transport other students, the student must obtain permission from
 - the principal
 - the driver's parent or guardian and
 - each passenger's parent or guardian

All students must ride in school-provided transportation to school activities, which begin and/or end at school.

Driving off campus during school hours without permission may result in the suspension of driving privileges for two weeks and a one-day suspension from school.

Loading and unloading heavy items at the door is only allowed when children are not in the parking area. Cars are not allowed at the school doors just before or after school.

Battle Creek Academy reserves the right to search student vehicles at any time.

Vehicles must be operated at posted speed limits and in a safe manner while on campus.

There is to be no loitering in the campus parking lot. Anyone thought to be loitering will be asked to leave campus immediately. Authorities will be called if suspicious activity is observed.

Vehicle Safety

The following policies must be observed at all times for any school vehicles (defined as all vehicles owned, rented, or chartered by the school):

- Students will be under the authority and supervision of the staff assigned to be in charge and are expected to obey their requests.

- Students may be required to sit in designated seats with seat belts secured when available.
- Students are to remain seated while the vehicle is in motion.
- Mixed seating is allowed in the front 10 rows only during daylight hours. No mixed seating is allowed after dark.
- Throwing items from school vehicles is prohibited.
- Nothing may be placed over windows to obscure the driver's vision. Any student who jeopardizes the safety of another passenger will lose the privilege of riding in school vehicles.

Field Trips

Field trips are a privilege. Students must abide by all school policies during transportation and during field-trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian. Students may be prohibited from attending field trips for failure to receive appropriate permission or other administrative concerns.

Medications on Campus

All medications on campus must be administered through the office. Students should not have medications with them at any time while on campus. Students who need to have any medications administered during the day must bring them into the office and complete a consent for medications form. This is required even for temporary or limited medications.

Substance Abuse Policy

Battle Creek Academy is committed to providing a drug-free environment for our students. Anyone found possessing, consuming, or distributing drugs (other than those prescribed specifically for the student by a doctor) are strictly prohibited on campus or any off-campus, school sponsored events. Anyone suspected of substance abuse will be dealt with on a case by case event, and may be investigated by law enforcement.

Substance Abuse Policy (cont'd)

Substance abuse involves:

- 1- the misuse of non-prescription or prescription drugs
- 2- possession of prescription drugs not belonging to student found with the drugs
- 3- possession of drug paraphernalia
- 4- the inhalation of glue fumes, tire patching compound, chemicals, etc
- 5- possession of all illegal drugs, including marijuana
- 6- the use or possession of e-cigarettes/JUULs/vapes and/or vaping paraphernalia
- 7- the use or possession of alcoholic beverages or tobacco
- 8- imitating or giving the impression of using any of the above-mentioned items
- 9- the transference of any substance to an unauthorized user

If reasonable suspicion of use exists, the administration may ask students to submit to drug testing. If a student is found under the influence of, in possession of, or distributing any of the above-named substances, the student will be asked to withdraw from school.



Acceptable Use of Technology

Members of the Battle Creek Academy school community are expected to use all types of computing devices and the school's network in a responsible, ethical, and legal manner at all times. Both student and parent(s) must sign the Technology and Internet Acceptable Use Policy as part of the registration process. Therefore, while utilizing technology on or off campus, students agree to adhere to the following principles:

- I will be responsible and courteous in all communications
- I will not use the Internet to demean, bully, intimidate, or in any way cause intentional hardship to another individual
- I will not publish materials on social media or any other electronic media forums that would misrepresent the school's principles and stated values
- I will use a personal electronic device on campus only if school policy allows and only within school guidelines and principles
- I will not allow people to use my accounts and will not share my passwords
- I will respect confidentiality of accounts, folders, work, and files of others
- I will observe copyright laws and will also give each source credit when using pictures, quotes and/or other material
- I will not attempt to access or alter unauthorized areas of a computer system and/or network
- I will not look at or participate in anything that is illegal or in opposition to the values set by the school

Any activity not in compliance with these rules may result in a loss of access to school technology as well as other disciplinary and/or legal action.

Technology Use At School

Unauthorized technology devices (including but not limited to cell phones, laptops, smartwatches, gaming devices) are not to be used on campus during school hours (8:00am – 3:25pm or 12:00pm on Fridays). Any unauthorized technology device being used during this time will be sent to the office and can be picked up when the student's ride arrives at the school. After three offenses, the student will be required to turn in their phone to the office to be admitted to their first period class for the period of one week. Repeated offenses will require that a parent come into the office to retrieve the device and will be referred to the discipline committee as necessary.

Headphones/earbuds are not to be used in the halls.

Battle Creek Academy will not be responsible for any loss or damage to personal electronic devices.

Technology Use Off Campus

In light of the fact that the use of technology is not limited to the boundaries of school grounds, this Technology and Internet Acceptable Use Policy also applies to the use of the Internet and any electronic device off campus that would negatively impact the school or church family in any way. Policies for electronic devices during off campus trips will be communicated in advance by the sponsoring staff.



Chromebook Policy

Battle Creek Academy has implemented a Chromebook program to enhance academics through the use of technology. Each student will be issued a Chromebook with predetermined applications installed. Parents and students must sign and return the Chromebook Acceptable Use Policy and Pledge documents before the Chromebook can be issued to the student.

Battle Creek Academy retains sole right of possession of the Chromebook and related equipment. The Chromebook will be issued to students according to the guidelines set forth in this document. Battle Creek Academy retains the right to collect and/or inspect the Chromebook and its contents at any time and to alter, add, or delete installed software or hardware.

Chromebook Use

PASSWORDS: Chromebooks are password protected, and authentication uses the students' Google accounts as assigned by Battle Creek Academy. The account remains school property. Students are prohibited from sharing their password with anyone except their parents.

CLASS TIME: Students are expected to bring their fully charged Chromebooks to all classes unless specifically instructed not to do so by their teacher. Failure to bring the Chromebook to class will be handled by teachers in the same way as failure to bring textbooks and other required materials. Loaner Chromebooks are not available to students who forgot to bring their Chromebook to class or failed to charge their Chromebook. Borrowing another student's Chromebook to use is strictly prohibited.

School Chromebooks are to be used only when the teacher instructs the student to do so. Students found using the Chromebooks for unapproved purposes will have their Chromebooks taken for the remainder of the day. Repeat offenders will require further disciplinary action, including but not limited to loss of access to a school Chromebook.

OTHER TIMES: During study halls and lunchtime, students may ask permission to use their Chromebooks for non-educational but BCA-appropriate uses if they have their work completed. Listening to music is only allowed on the Chromebook if provided or permitted by the teacher. Sound must be muted at all times unless permission is obtained from the teacher.

PRINTING: Limited printing at school is available with the Chromebook. Students will be given information and instruction on printing with designated printers around campus. Students are encouraged to limit printing and to view documents on the screen.

AT HOME: Students are allowed to set up wireless networks on their Chromebooks to assist them with Chromebook use while at home. Printing at home requires

a wireless printer, proper settings on the Chromebook, and the correct app. Parents are responsible to guide Internet usage at home, and the student is responsible for any material that is downloaded at home and brought to school.

Any material accessed on Chromebooks or personalization of Chromebooks (e.g., using a personalized wallpaper or profile picture) must comply with Battle Creek Academy values.

Caring For Chromebooks

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 the office for an evaluation of the equipment. Cords and cables must be inserted carefully into the Chromebook to prevent damage. Chromebooks must remain free of any writing or drawing. Stickers or labels should comply with Battle Creek Academy values and be easy to remove.

Students will be held responsible for all damage to their Chromebooks not covered by the warranty, including but not limited to: broken screens, cracked plastic pieces, and interoperability. Should the cost of repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost. Loaner Chromebooks may be issued to students when their assigned Chromebook has been sent in for repair.

Returning Chromebooks

Chromebooks must be returned at the designated time during the final week of school. Students who transfer, withdraw, or are expelled from Battle Creek Academy during the school year must return the Chromebook to the academy upon departure.

If the student fails to return the Chromebook, a market value replacement charge will be assessed and is due to be paid within 7 days.

School Life

Student Association

All students become members of the Student Association (SA) when they enroll in Battle Creek Academy. All staff are members, as well. SA officers are the representatives of the student body and serve as the liaison between the administration and the student body. Students may propose amendments to the student handbook to the SA. Amendments approved by a two-thirds majority vote of the SA will be presented by the SA President at staff meetings for careful consideration.

SA officers are also responsible for fundraising, planning, and conducting social and spiritual student activities at the academy.

SA officers include the president, ministries leader, social activities leader, secretary, treasurer, and public relations director. Each class may also elect an SA representative.

Student Association Banquets

High school students may request to bring a non-BCA student date to the Student Association banquet. A Non-Student Banquet Request form must be completed and submitted to administration for approval one week before the event.

Class Officers

Each class in grades 8-12 may elect a president, vice president, pastor, secretary, treasurer, and SA representative. Class officers are responsible for fundraising, planning, and conducting class activities, particularly the eighth grade and senior class trips and graduation ceremonies.

Publications Officers

Publications officers, including yearbook editor, social media manager, and lead photographer are appointed by the sponsor. Publications officers are responsible for creating and editing content intended for Battle Creek Academy use.

Limitations for Holding Office

A student who wishes to hold and maintain an office in any student organization (including eighth grade class offices) must have a current 2.00 minimum GPA, no Fs at the end of each quarter, fulfill the attendance standard, and not be subject to any major discipline. Students must complete a Student Office Eligibility form.

Students who qualified at the time of their election but fell into a citizenship probationary status or a current or cumulative grade point average less than 2.0 must resign their office. The organization sponsors and school administration will work with the organization to arrange a plan for handling the vacancy.

A student may hold only one major office during any school year. Major offices include Student Association President, Student Association Ministries Leader, Junior or Senior Class President, and Yearbook Editor. No student may hold more than two offices at any one time.

Elections

All elections must be decided by secret ballot, and offices are won by simple majority. The names of candidates for all offices will be posted for five school days prior to the day on which the officers are elected.

Class officers are elected in the fall of each school year. SA officers are elected in the spring. Special elections may be held to fill a vacancy.



National Honors Society

The purpose of the Battle Creek Academy Chapter of the National Honor Society of Secondary Schools is to encourage the development of students' character, academics, leadership, and community engagement.

Selection Criteria

At the end of the fall semester, eligible students will be notified by the chapter adviser. From that time, students who wish to be inducted have three weeks to return a completed Student Activity Information form. If they wish to opt out of the opportunity, both the student and a parent or guardian must sign a waiver to that effect.

To be eligible for membership, students must:

- Be a sophomore, junior, or senior
- Have attended BCA for at least one semester
- Have fewer than 10 unexcused absences
- Have earned a cumulative grade point average of 3.5
- Have 30 hours of documented community service hours
- Have 2 documented instances of leadership in the school (at least one at school), church, or community
- Provide at least 3 successful references: 2 from high school teachers of core subject areas and 1 from an adult non-family member of the church or community

The selection of each member to the Battle Creek Academy Chapter shall be by a majority vote of the faculty.

Member Responsibilities

National Honors Society members are responsible for taking part in:

- The chapter's annual meeting schedule
- Service project participation requirements (both chapter and individual)
- Planned fundraising activities
- Maintaining the standards that are used for selection
- Being a role model both on and off campus

Both the candidate and the candidate's parent or guardian must sign a form agreeing to abide by these obligations if selected.



General Notices

A Final Word

This BCA handbook is designed to give students and parents a better understanding of the philosophy, operations, and policies of our school. It may not answer all your questions. However, when a question arises, please feel free to set up an appointment with the teachers or school administration.

Parents are very important members of the Battle Creek Academy family. As such, we encourage you to participate fully in helping to make your child's school experience rich and meaningful.

"It takes the best of all of us to produce the finest educational system obtainable, and the worst in only a few of us can wreck a system no matter how conscientious and efficient (it) ...may be." School Board Journal 120, April 1950.

"The lessons that the child learns during the first seven years of life have more to do with forming his character than all that he learns in future years." Ellen G. White – C.G. 193

Visitors

Visits by parents, school board members and others in an official capacity are encouraged. All visitors are required to enter through the front door of the building and proceed immediately to the main office to sign in and receive a visitor's pass.

All visitors are to follow school regulations while on campus. School and class activities are open only to current students of Battle Creek Academy, except by special permission of the principal.

All doors are to remain locked and closed throughout the day. No doors may be propped open unless supervised by a staff member. Only staff members may let anyone into the building. At no time are students to open any door for any person.

Volunteers

To foster community engagement and exemplify a mindset of service, parents are expected to volunteer for 20 hours each school year. For volunteer opportunities, please contact the administration office.

Volunteers (cont'd)

All school volunteers responsible for supervising students must:

- Complete the Volunteer Information Form
- Complete the Michigan Conference Child Protection Policy
- Undergo a Criminal Background Check
- Be approved by the school principal before assisting at the school
- All forms are available at the administration office.
- Volunteers are required to check in and out at the main office.

Video Monitoring Systems

A video monitoring system is used in public areas of the school building to protect students, staff, visitors, and school property. If a discipline problem is captured on camera, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

Emergency School Closings

- If Battle Creek Public Schools close, Battle Creek Academy will be closed.
- If Harper Creek, Pennfield, and Lakeview school districts all close (but Battle Creek Public Schools do not) Battle Creek Academy will be closed.
- In the event that it appears that the closings are not related to safe travel conditions (i.e. closed due to severe cold or maintenance issues) then closing will be at the discretion of the administration.
- In the event that Battle Creek Academy is without water, power, or heat, the school will be closed.
- In the event that a parent, residing in a district that is closed due to weather, feels that it is unsafe to attend, the absence will be considered excused
- On a day of school closure for any of the aforementioned reasons, a decision on evening / after school events will be made by 1 p.m. after the current weather conditions and the decisions of the surrounding city schools have been assessed. If either Battle Creek Public Schools alone or Harper Creek, Pennfield and Lakeview schools all have canceled their evening /after school events, our evening / after school events will also be canceled.

Accommodating Persons with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Questions about accessibility or accommodations should be directed to the administration office. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Mandated Reporters

Teachers, counselors, and administrators are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

Distribution of Materials

Students are prohibited from accessing or distributing at school any pictures, written material, or electronic material (including material from the Internet or from a blog) that:

- Causes substantial disruption of the proper and orderly operation and discipline of the school or school activities
- Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright
- Is socially inappropriate or inappropriate due to students' maturity level, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar or contains indecent and vulgar language
- Is primarily intended for the immediate solicitation of funds
- Directly contradicts BCA values

Conflict Resolution Process

Battle Creek Academy recognizes that differences of opinion, misinformation or misunderstanding, and genuine concern sometimes create conflict between individuals in the school and its community. In the interest of preserving credibility and maintaining an effective teaching and learning environment, parents and students, faculty, and administration are requested to follow this procedure based on the counsel in Matthew 18:15:

- Consult the individual directly and avoid going to a third party to discuss the problem. In most cases the problem can be resolved quickly and easily at this stage.
- If no resolution is obtained in step one, all concerned parties should discuss the matter with the principal.
- If step three does not yield satisfactory results, the matter may be taken to the school board.

The goal of our school community is to act in a positive, forgiving, and humble way that promotes a Christian atmosphere in our interpersonal relationships.



Career Preparation Checklist

Career Exploration

Students in Grades 6 through 12 have periodic opportunities to take spiritual gifts, personality, and aptitude tests that can assist in matching students to careers and fields of study.

From their freshman year, students should begin:

- Taking part in extracurricular and service activities
- Embracing leadership opportunities
- Gaining work experience

Students should also consider finding and taking advantage of summer volunteering, work, and internship opportunities.

Academics

Students of all ages are encouraged to build good study habits and learn how to maintain a high GPA. High school students have access to at least one study hall period each year.

As they approach their junior and senior years, students should consider:

- Enrolling at the Calhoun Area Career Center or equivalent program. Applications are due in May of the sophomore or junior year.
- Taking dual enrollment classes through Kellogg Community College, Andrews University, or an equivalent program.

College Applications

From their freshman year, students will have periodic opportunities to meet with college representatives. During their junior year, students who intend to further their studies should identify colleges of interest, visit college campuses, and check admissions requirements.

- pervasively lewd and vulgar or contains indecent and vulgar language
- Is primarily intended for the immediate solicitation of funds
- Directly contradicts BCA values

Starting in the fall, seniors should:

- Determine application requirements and deadlines for target colleges
- Write college application essays
- Ask for letters of recommendation from teachers
- Consider financial aid
 - Complete the FAFSA (household tax documents needed)
 - Apply for scholarships
 - Make a financial aid plan
 - Consider work-study
 - Consider student loans
- Complete and submit college applications
- Typically, Early Decision applications are due in November and Regular decision applications are due anywhere from January to March

Exams

Battle Creek Academy offers students periodic opportunities to take standardized tests on campus, but students may also need to take exams elsewhere. Students should register 1 to 2 months in advance for all tests.

During their junior year, students should take the PSAT and study for and take their first ACT or SAT.

During their senior year, students should retake the ACT or SAT (3 times is recommended). International students should take the TOEFL

SIGNATURE PAGE

- Pick-Up Permission Form
- Handbook Signature Form

Please complete the Pick-Up Permission Form if you have not updated your pick-up list in FACTS.

Please sign the signature page stating that you received a handbook, understand the printed information regarding operational information contained therein, and are willing to comply with ALL stated expectations, including the financial, cell phone, and dress code policies. Return a signed copy to the school to: the teacher, office manager, or principal.

Signatures are required before the registration/admissions process is complete.

Pick-Up Permission Form

Date: _____ Child(ren)'s Name: _____

Please allow:

(adult driver) _____

(relationship) _____

to pick up my child from school on this specific date(s):

-----OR-----

This is a standing pick-up note, good through the following date:

If this is a standing note, check one:

☐ Each time this person picks up my child, I will notify you beforehand.

☐ This person will only pick up according to the following schedule:

Parent/Guardian's Name: _____

PHONE: Cell _____ Alt _____

Signature: _____ **Date** _____

BCA STUDENT HANDBOOK SIGNATURE PAGE

ALL Parents/Guardians and grade 8-12 students must acknowledge:

_____ I have read the Battle Creek Academy's 2025-2026 STUDENT HANDBOOK. If I have questions, I will contact the principal or the appointed designee.

_____ I have read, understand, and will comply with the financial policies of the Student Handbook.

_____ I have read, understand, and will comply with the School Dress policies of the 2025-2026 Student Handbook.

_____ I have read, understand, and will adhere to the cell phone policy for the 2025-2026 school year: * See Handbook details regarding this information

_____ I have read, understand, and will adhere to the Technology and Internet Acceptable Use Policy for the 2025-2026 school year: * Read and signed in the re-enrollment packet.

_____ I have read, understand, and will adhere to the Chromebook Use Policy for the 2025-2026 school year: * Read and signed in the re-enrollment packet.

----- PLEASE COMPLETE THE BELOW-----

Student _____ Grade _____
PRINT NAME

Parent/Guardian _____
Parent/Guardian's PRINTED NAME DATE

Parent's SIGNATURE Student's SIGNATURE
(required if in grades 8-12)

Address Information:

Apt. _____

Zip _____

Home Phone Cell Phone Parent/Guardian Work Phone

Email Email

=====DO NOT WRITE BELOW THIS LINE=====

SCHOOL PERSONNEL SIGNATURE

Name and Title Date

Contacts

ROLE	NAME	EXT.	EMAIL*
Administration			
Principal	Sandra Brown	102	principal
Business Manager	Amanda Jones	103	businessoffice
Plant Manager	Shay Smith	115	ssmith
Secretary		101	secretary
Primary			
Grades K-2	Sean Kellogg	109	skellogg
Grades 3-5	Tim Castanon	110	tcastanon
Middle School/High School			
Grades 6-8	Barbara Stowell	127	bstowell
Mathematics, Music, Tech, Drama	David Mori	108	dmori
Science, Bible	Tim Erich	114	terich
English, PE, Yearbook, Drama	TJ Simmons	117	tsimmons
Spanish	Dinah Norcross	122	dnorcross
Mathematics, Science	Rande Dager	106	rdager
Support Staff			
6-8 Teacher's Aide	Sherri Gregory		shgregory
K-2 Teacher's Aide	Deb Bateman		dbateman
Food Service			

Important Dates

Monday, August 11, 2025	Back to School Night
Wednesday, August 13, 2025	First Day of School (Full Day)
Monday, September 1, 2025	No School - Labor Day Observance
Thursday, September 4, 2025	School Pictures
Friday, October 10, 2025	1st Quarter Ends
Monday, October 13, 2025	2nd Quarter Begins
Thursday, October 30, 2025	Early Release- Parent/Teacher Conferences
Friday, October 31, 2025	No School- Teacher In-Service
Wednesday-Friday, November 26-28, 2025	Thanksgiving Break
Friday, December 19, 2025	2nd Quarter Ends
December 22-January 2, 2026	No School- Christmas Break
Monday, January 5, 2026	3rd Quarter Begins
Monday, January 19, 2026	No School- MLK Jr. Day Observance
Thursday, February 12, 2026	Early Release- Parent/Teacher Conferences
Friday, February 13, 2026	No School- Teacher In-Service
Monday, February 16, 2026	No School- Presidents' Day Observance
Friday, March 13, 2026	3rd Quarter Ends
Monday-Friday, March 16-20, 2026	No School- Spring Break
Monday, March 23, 2026	4th Quarter Begins
Monday, April 27, 2026	No School- Long Weekend
Friday, May 22, 2026	Last Day of School 4th Quarter Ends



Not by might
nor by power,
but by My Spirit,
says the Lord of hosts
Zechariah 4:6



BATTLE CREEK
ACADEMY *Est. 1872*

A Heritage of Excellence