





BATTLE CREEK ACADEMY *A Heritage of Excellence*

480 Parkway Drive

Battle Creek, MI 49037-2134

 269.965.1278  269.965.3250

BCAInfo@BattleCreekAcademy.com

www.BattleCreekAcademy.com

Student/Parent Handbook

2017-2018

CONTACT INFORMATION

NAME		EXT.	EMAIL
			@BattleCreekAcademy.com
Administration			
Davis, James	Principal	1002	principal
Fox, Larry	Finance Officer	1003	lfox
Curtis, Duane	Plant Manager	1015	dcurtis
	Alumni, Development, Financial Aid	1022	
Jones, Amanada	Administrative Assistant	1000	ajones
Elementary Teachers			
Asenjo, Jessica	Grades K-2	1009	jasenjo
Lavallee, Charlene	Grades 3-4	1028	clavallee
Andersen, Jean	Grades 5-6	1010	jandersen
Fields, Janel	Grades 7-8	1027	jfields
Elementary PE			
High School Teachers			
Aldrich, Don	Mathematics	1029	daldrich
Arvelo-Torres, Alicia	Spanish	1016	aarvelotorres
Knapp, Alanna	English, Library	1017	aknapp
Meis, Alan	Bible, History	1019	ameis
Stark, Michele	Band, Choir	1008	mstark
	Science	1014	

School Calendar 2017-2018

Teachers Report	August 2
Teacher's Convention	August 8-10
New Teacher Orientation	August 10
School Starts - Early Release	August 17
Picture Day	August 31
Labor Day - No School	September 4
Teacher Study Groups - Early Release	September 13
Achievement Testing	September 20-29
LU Secondary Leadership Camp	October 5-8
LIFT	October 8-11
SciFest	October 12-13
1st Quarter Ends - 46 days	October 20
Picture Retake	October 26
Teacher Inservice Day - No school	October 30
Parent/Teacher/Student Conferences - Early Release	November 2
Thanksgiving Break - Early Release	November 21
Thanksgiving Break	November 22-26
Quarter 2 Ends - 39 days	December 20
Christmas Break - Early Release	December 20
Christmas Break	December 21-January 2
MLK Day - No School	January 15
Parent/Teacher/Student Conferences - Early Release	January 18
Bible Camp	January 19-21
Teacher Study Groups - Early Release	February 6
Presidents' Day - No school	February 19
Quarter 3 Ends - 51 days	March 16
Spring Break - Early Release	March 16
Spring Break	March 17-25
Teacher Study Groups - Early Release	April 18
Long Weekend - No School	April 23
8th Grade Graduation	May 24
Quarter 4 Ends - 45 days	May 25
Last Day of School - Early Release	May 25
Graduation	May 27
Last Day of Contracts	May 31
Total	180 days

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1.0 - INTRODUCTORY INFORMATION

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

The primary aim of Seventh-day Adventist education is to provide opportunity for students to accept Christ as their Savior, to allow the Holy Spirit to transform their lives, and to fulfill the commission of preaching the gospel to all the world.

FEA 05 05 Mission Statement, para. 2
NAD Working Policy 2010-2011: K-12 Education Policies

1.1 Organization

Battle Creek Academy is the flagship educational institution of the Seventh-day Adventist Church. As part of the church's worldwide network of schools we have been providing the very best in Christian education in historic Battle Creek, Michigan since 1872. Located on a 44.5-acre site we are just one-half mile away from the site of the old Battle Creek College, and about an hour and a half away from Andrews University, the Seventh-day Adventist Church's flagship institution of higher learning. The teacher to student ratio is currently about 1 to 9 with an average student population of about 100 students from Kindergarten through Grade 12.

Battle Creek Academy enjoys the support of three constituent churches: the Tabernacle Seventh-day Adventist Church, Urbandale Seventh-day Adventist Church, and Delton Seventh-day Adventist Church. In addition, the school is under the umbrella of the Michigan Conference of Seventh-day Adventists and Lake Union Conference of Seventh-day Adventists.

1.2 Statement of Non-Discrimination

Battle Creek Academy is owned and operated by Seventh-day Adventists and emphasizes Adventist beliefs through its curriculum.

However, a student does not have to be a Seventh-day Adventist to attend. Enrollment is extended to any student who upholds a reverence for God and is willing to observe all school regulations.

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of 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.

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.

1.3 Statement of Mission

To provide a safe, nurturing, Christ-centered Seventh-day Adventist educational program that promotes excellence in our students' spiritual, academic, physical and social development to prepare them for service in this world and in the world to come.

1.4 Statement of Philosophy

We believe that man and the universe are the handiwork of God, our Divine Creator. We believe He sustains all, is the Source of all true knowledge and wisdom, and His revealed will is the standard of right and truth. We promote a distinctive educational program that strives for character and life development within the context of the Seventh-day Adventist Church mission, world view, and educational philosophies. We seek partnership with the families and the homes of our students, and the local Seventh-day Adventist churches in preparing young people for their eternal home.

We pursue excellence by fostering an educational setting that teaches and affirms the following:

SPIRITUAL:

- Having a personal and redeeming relationship with Jesus Christ
- The Bible as the only standard by which all teachings and experience must be tested
- The inspired writings of Ellen G. White that guide us to a greater understanding of the Bible and His character
- Using one's spiritual gifts to actively participate in the Gospel Commission

ACADEMIC:

- An inner desire to learn and achieve our unique potential and to be a blessing to mankind
- Allowing the Bible and a true understanding of nature to mold our students into “men and women who possess breadth of mind, clearness of thought, and the courage of their convictions.” Education page 18
- To strive towards our unlimited potential in growth and learning in every branch of true knowledge

PHYSICAL:

- A culture of whole person health and fitness (1 Corinthians 6:19-20)
- Healthful living (e.g. nutrition, exercise, water, sunshine, temperance, air, rest and trust in God) as a personal lifestyle and a way to witness for Jesus

SOCIAL:

- Moral purity and the rejection of all inappropriate worldly influences
- Positive and edifying interactions between and among students and faculty
- Active service to our local churches and community
- Celebrating and leveraging our multicultural diversity

2.0 – ATTENDANCE

2.1 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. The value of our academic program is greatly diminished for the student who is habitually late or absent from school. 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.

2.2 Objectives

In light of our present mission, regular student attendance at Battle Creek Academy is closely linked to character development and academic rigor. Through consistent student attendance the school seeks to secure the following objectives:

- To enhance students' spiritual growth and academic performance.
- To obtain students' spiritual and social contributions to the classroom.
- To instill habits of punctuality and responsibility.
- To enable teacher effectiveness in delivery of instruction through cooperative learning strategies (e.g. group work).

2.3 Attendance Standard

Acceptable attendance is defined as five or less unexcused absences for the year. (For high-school students, this is roughly equivalent to 30 unexcused periods.) Five days is equivalent to one academic week of missed classroom experiences, some of which cannot be duplicated even with make-up assignments (e.g. spontaneous testimony, classroom discussions, experiments, hands-on activity, incidental evaluations, and group work). Battle Creek Academy is committed to providing make-up work where possible and in consultation with the classroom/subject teacher. Students will generally have one day to make up work per day absent. Teachers are not expected to repeat classwork or instruction for unexcused absences.

Regular attendance for all school appointments is expected of every student. These include, but are not limited to, classes, chapel, service opportunities, field trips, and school music functions. It is important to note that attendance data is recorded on student transcripts and may have implications for acquisition of scholarships and employment.

2.4 The Nature of Absences

Excused absences: Absences due to illness, medical or court appointments, the death of a family member, or quarantine. Such absences will be excused only after a written note is sent to the school office by the parent or guardian within three days of the student's return to school. **A phone call to the school prior to a written excuse, while encouraged, does not preclude written documentation.** An illness that necessitates five or more consecutive absences requires a physician's note. Also, the school faculty must approve prearranged absences for standard Lake Union or Michigan Conference Pathfinder events and college visits (must fill out College Visit form for excuse.)

Unexcused Absences: All absences that are not excused absences. Teachers are not expected to repeat classwork or instruction for unexcused absences.

Excessive Absences: Six or more unexcused absences (roughly 30 or more periods for high-school.)

Absence Equivalents: Three unexcused tardies are equal to one unexcused absence.

Suspensions: A suspension is an unexcused absence. Wherever possible, schoolwork will be made available for suspended students. This is the onus of the parent and student.

PREARRANGED ABSENCE FORM

Arrangements should be made for absences that are known ahead of time. Elementary students must make arrangements with their classroom teacher in advance of such absences. For high school students, a Prearranged Absence Form must be completed and submitted to the office prior to the absence (please refer to the form for deadlines and procedures.) Approvable events include the following: college visits, Pathfinder events, medical/dental appointments and court appointments. Not all prearranged absences are excused absences (e.g. absences due to family vacations during the school year. Please refer to excused absences above.) However, the approval guarantees that missing work will be addressed by the faculty so as to minimize the

negative effects of absences. Each teacher has the right to stipulate their own procedure for addressing make-up work.

PROCEDURE FOLLOWING AN ABSENCE

Within 3 days of returning to school following an absence, the student must bring a written excuse from his or her parent/guardian to the office to verify the excused absence. At this time, the student will receive an absence pass to take to all classes in order to receive credit for make-up work.

2.5 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 if local road conditions are safe in their areas. Parents must call the school anytime their children are unable to attend school due to hazardous road conditions.

Dismissal: Parents are to pick up their students immediately after school is dismissed at 3:15 PM for school days, Monday - Thursday. Fridays end at 2:15 PM. Elementary students will in the chapel from dismissal until 3:30 PM (2:30 PM on Friday). On early release days, school will end at 11:30 AM and students will remain with their teachers till 11:45 AM.

At this time, remaining students will be placed in the elementary lunchroom with the teacher on duty. Students will need to be picked up by 4:00 PM (12:15 PM on early release days.) Students remaining after this time will be billed at \$5 per student, every 15 minutes. This applies to all students (elementary and high-school.)

Battle Creek Academy is not responsible for the conduct or injury of students who arrive before the school is open or who stay after the school closes in the afternoon.

2.6 Procedure for Unacceptable Attendance

1. A letter will be sent to the parent outlining the concern.
2. If unresolved, the administrator will request a conference with the family. (This may be done over the phone.)
3. If unresolved, the Discipline Committee will decide further intervening steps and notify the parents in writing. (Could include fieldtrip and tour

restrictions.)

4. If unresolved, the school board will be notified and a letter from the board chairperson will be sent to the parent indicating that failure to rectify the situation will result in the necessity for the parent to appear before the board.
5. Should the latter occur, the school board will determine if the school will continue to work with the situation or if dismissal from school is warranted.

2.7 Issuing a Failing Grade

Michigan State 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 can be subject to an F for that semester (for a 180 day school year this would be equivalent to 27 absences). These cases are considered on an individual basis with due notice. Battle Creek Academy intends to foster students with academic integrity and aptitude.

3.0 – SCHOLASTIC INFORMATION

I*f placed under the control of His Spirit, the more thoroughly the intellect is cultivated, the more effectively it can be used in the service of God. The uneducated man who is consecrated to God and who longs to bless others can be, and is, used by the Lord in His service. But those who, with the same spirit of consecration, have had the benefit of a thorough education can do a much more extensive work for Christ. They stand on vantage ground.*

Christ's Object Lessons, pg. 333, par. 3

3.1 Curriculum

Battle Creek Academy follows the academic curriculum prescribed by the Department of Education of the North American Division (NAD) of Seventh-day Adventists. These standards can be viewed at

<http://www.adventisteducation.org>.

Bands are offered to students in the 5th through 12th grade levels. Students in all grades will have the opportunity to have a music program.

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

3.2 Graduation Requirements

EIGHTH GRADE

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

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

Bible*	Physical Education	Mathematics*
Fine Arts	Reading*	Social Studies*
Keyboarding	Language Arts*	Science-Health*

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

In keeping with the mission of Battle Creek Academy, every high school student is required to perform 25 hours of community service for each year in attendance at BCA. Failure to complete this requirement will result in forfeiture of participation in graduation exercises. Forms and suggested guidelines are provided through the office.

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.

Students who enter Battle Creek Academy as freshmen must take a minimum of eight semesters over four years in order to graduate. Seniors are encouraged to take college credit courses at local colleges, should time permit. Graduation is granted upon satisfactory completion of either an Academic or Basic diploma as outlined below:

NOTE:

College entrance requirements are generally met by Battle Creek Academy's Academic Diploma.

However, in addition to the listed requirements, the student should learn and meet the special requirements of the college curriculum they choose. The guidance counselor is available to assist students in their choices. The Basic Diploma will not prepare students for most universities or 4-year colleges.

Students entering the 9th grade in 2009, or later, should exceed the Michigan Merit High School Graduation Requirements as outlined by the school guidance counselor.

SUGGESTED COURSE OF STUDY

Freshman	Sophomore	Junior	Senior
Religion I	Religion II	Religion III	Religion IV
English I	English II	English III	English IV
Algebra I	Geometry	Algebra II	Pre-Calculus
Digital Media	World History	U.S. History	Civics/Economics
Biology I	Biology II	Chemistry/ Anatomy & Physiology	Physics/Anatomy & Physiology
Computers	PE	<i>Elective</i>	<i>Elective</i>
Band/Choir	Band/Choir	<i>Elective</i>	<i>Elective</i>

See table following for diploma requirements.

Diplomas: In order to receive a diploma, all correspondence courses must be complete and transcripts received. In addition, financial clearance is required.

Graduation: In order to participate in graduation exercises, all credit recovery or course repeats must be completed December of the senior year. An extension request can be made to the Academic Standards Committee but will not generally be granted beyond April 1.

Diploma Requirements

	Academic Diploma 27 Credits	Basic Diploma 21.5 Credits
CORE CONTENT		
Religion (Religion I, II, III, and IV: 1.0 credit per year in SDA school)	4.0	4.0
English (English I, II, III, and IV: 1.0 credit per year in SDA school)	4.0	3.0
Mathematics (Algebra I, Geometry, Algebra II, one course in final year)	4.0	1.0*
Science (Biology I and II, Chemistry or Physics, Anatomy & Physiology)	4.0	1.0
Social Studies (US Hist. & Geography, World Hist. & Geography, Economics I, Civics)	3.0	3.0
GENERAL CONTENT		
Applied Arts	1.0	1.0
Computer Technology	1.0	1.0
Physical Education	1.0	1.0
Visual or Performing Arts	1.0	0.5
World Languages	2.0	0.0
<i>Electives</i>	2.0	6

*Algebra I or above

3.3 Course Descriptions

Courses are typically 2 semesters in length, except for courses worth 0.5 Credits, which are typically 1 semester in length. Not all courses are offered at all times.

<i>KEY</i>	
A Applied Art	R Visual/Performing Arts
C Practical Art	

Core Content: Religious Studies

Religion 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.

Religion 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.

Religion 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.

Religion IV 1.0 Credit

This Senior level course which 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: English Language Studies

English I 1.0 Credit

This course covers literary styles and literary terminology; creative writing and practice with the connection between standard norms of grammar and composition; reading for pleasure, comprehension and analysis.

English II 1.0 Credit

This course is designed to continue development of skills in various modes of composition, along with analytical reading and thinking. The second nine weeks is dedicated to the basics of formal speech including the following types: introduction, information, demonstration, persuasion, and the report. Appearance before an audience is required. Students will also study Biblical Literature and World Literature.

English III

1.0 Credit

This course covers the study of American Literature; literary terminology, and figurative language; reasoning skills and inferential thinking; continued work with basic and creative essay writing.

English IV

1.0 Credit

This is a college preparatory class that includes advanced essay writing, research papers with MLA documentation, continuation of reasoning skills development, and study of 8th - 20th century British Literature.

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.

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.

Calculus

1.0 Credit

Calculus has been designed to give strong emphasis to the development of the concept of limit and its applications to the derivative and integral. Problem-solving and reasoning skills are strong components of this course. It is strongly recommended for students planning careers requiring higher mathematical skills. *Prerequisite: Pre-calculus.*

College Prep Mathematics Review

1.0 Credit

This course is for Seniors who desire a review of arithmetic, algebra, and geometry in preparation for college mathematics placement tests and college entrance exams such as the ACT and SAT. Test-taking skills will be emphasized.

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.

Pre-Algebra 1.0 Credit

This course will cover the study of rational numbers, proportions, percent, data and probability, whole numbers and integers, variable expressions and equations, function and graphs, exponents and polynomials and geometry. Individual remedial instruction on elementary mathematical ideas will also be included.

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 II.*

Core Content: Science

Biology I 1.0 Credit

This course is a fundamental study in the chemical, structural and physiological diversity of life. This course will cover such subjects as botany, zoology, entomology, genetics/heredity, and origins along with the study of life from the chemical design and heredity of ecosystems.

Biology II 1.0 Credit

This course is a fundamental study in the chemical, structural and physiological diversity of life. This course will cover such subjects as botany, zoology, entomology, genetics/heredity, and origins along with the study of life from the chemical design and heredity of ecosystems.

Chemistry 1.0 Credit

This course studies the chemical world from the atomic structure to the formation of macromolecules necessary to sustain life. Prerequisite: Algebra I and Biology. *Must be taken with Algebra II.*

Anatomy & Physiology

1.0 Credit

Prerequisite: Biology I and II, Chemistry (May be taken in conjunction.)

Physics

1.0 Credit

This course 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*

Core Content: Social Studies

Civics

1.0 Credit

This course explores the fundamental principles and structures of the government of the credited States. This course also investigates current issues and economics that impact the function of government. *Seniors only.*

Economics I

0.5 Credits

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.

Economics II

0.5 Credits

This is an elective course that covers that practical side of consumer economics. It will educate the students about how to be a smart shopper, purchase technology products, clothing, transportation, food and health care. Students gain knowledge to help them make good decisions about things that affect their daily lives.

U.S. History & Geography

1.0 Credit

This course covers American history from pre-colonial times to the present. Aspects of political, cultural, economic, religious, and diplomatic history will be examined.

World History & Geography

1.0 Credit

This course examines the history of the world from early civilizations to the present. The emphasis of the course is Western civilization. Aspects and trends in cultural, religious, political and diplomatic history will be covered.

Other

Art 0.5 Credits

This course introduces students to stained glass, drawing, watercolor, acrylic and oil painting.

Band 0.5 Credits

This course is designed for the student to develop instrumental skills. All performances and travel are obligatory if accepted into the course.

Choir 0.5 Credits

This course covers basic vocal productions. All performances and travel are obligatory if accepted into the course.

Computer Applications 1.0 Credit

This course is designed to develop a students' ability to solve real-world problems using a suite of common productivity software. Topics covered are word processing, spreadsheet design, presentations and database design..

Music Appreciation 0.5 Credits

Music Appreciation is a survey of musical style periods, Renaissance through Popular. Representative composers and music from each period are listened to, discussed, and compared. It also explores the role of music in our lives.

Physical Education 0.5 Credits

A two-semester course designed to provide continual development of physical skills and personal fitness. Required for Freshmen and Sophomores; elective for Juniors and Seniors.

Spanish I 1.0 Credit

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

Spanish II 1.0 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.*

Digital Media Design/ Yearbook 1.0 Credit

This course is designed to develop a students' ability to and produce Digital Media. Students will be introduced to publishing, video production, photography and other

methods of using digital media. Students will also be creating the school yearbook.

Technology Education

 1.0 Credit

This course is designed to expose students to the various aspects of physical design. Students will be exposed to a number of projects requiring them to think spatially, become familiar with various tools (both traditional and modern, such as 3d printers.)

3.4 Grading System

The following letter and points system of grading is used:

Grade	%	Grade	%	Grade	%
A	94-100	C+	77-79	F	0-59
A-	90-93	C	73-76	I	Incomplete
B+	87-89	C-	70-72	NC	No Credit
B	83-86	D+	67-69	WP	Withdraw/Pass
B-	80-82	D	63-66	WF	Withdraw/Fail
		D-	60-62	P	Passing

A computer system of grade points and weights is used to determine a student's grade point average (GPA). Grade points for each credit of credit are:

A	4.00	B-	2.67	D+	1.33	NC	0.00
A-	3.67	C+	2.33	D	1.00	WP	0.00
B+	3.33	C	2.00	D-	0.67	WF	0.00
B	3.00	C-	1.67	F/I	0.00		

3.5 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, please 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 please contact our school offices.

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.

3.6 Homework & Assignments

Homework is used as a way for students to practice what they have learned in the classroom. Each teacher's classroom policy will be communicated clearly and often throughout the school year. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Students are expected to keep their work up-to-date. All homework is to be completed by the student and turned in as scheduled by the teacher. Exceptions are allowed only for situations as stated under the "Incomplete Work" policy.

3.7 Incomplete Work

An "Incomplete" letter grade is not designed to allow a student extra time to complete class work. The appropriateness of its use will be determined by the individual teacher and registrar when the student initiates the process by requesting a petition for illness that 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 after the close of that grading period. Students, parents, and teachers will be informed of the deadline of each 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 faculty approval.

3.8 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 freshmen 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 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.

Any senior not receiving a diploma at graduation will not be allowed to participate in graduation exercises. Any exception to this policy must be requested in writing and submitted to the administration/staff for their consideration by the end of March.

3.9 Change in Program

Students may drop/add a class up to two weeks after the beginning of the semester. For a student to drop or add a class, he/she must (a) submit a signed note from parent/guardian giving permission for change, and (b) obtain a drop/add voucher from the registrar. No changes will be made until these steps are followed. Any exceptions will be decided by the faculty. Classes dropped after the two week deadline will be recorded as either a WP or WF on the transcript.

Any student in Band or Choir may not withdraw after the two-week deadline without receiving a WF. Changes may be made only at the semester.

3.10 Class Load

A full class load consists of five to eight credits. One credit of Physical Education is required of all students in order to graduate unless they have a doctor's statement for exemption. While on campus, during the day, all students must either be enrolled in a class or working during each period (being enrolled in an independent study class or an online class would be considered a class.)

3.11 Secondary Part-Time Student Policy

In an effort to better serve our constituents and community, Battle Creek Academy is offering a part-time student option for secondary students.

A part time student is defined as a student enrolled in 4 or less consecutive classes and not enrolled in either the Battle Creek Area Math and Science Center or the Calhoun Area Career Center.

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 will be required to follow all policies as laid out in the BCA handbook. In addition, these students are strongly encouraged to participate in school events such as vespers, activities, banquets and Bible Camp. If enrolled in band, they will be required to attend band events and the band trip.

In order to apply for part-time status, a written request must be submitted to the academic standards committee 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. This should be considered when planning which classes to request. It would be advised to enroll in a block of classes. Students enrolled in 5 to 8 classes are considered full-time.

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

3.12 Correspondence or Extension Study

A full-time student in residence desiring to acquire credits to extend his/her academy education must receive prior approval from the Academic Standards Committee. The information required by the Academic Standards Committee 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 date of the course.
- Reasoning for taking this course through distance/extension study (scheduling conflicts, accelerated program, remedial status.)

Andrews University, Kellogg Community College, and Concordia University offer college credit options. In order to participate in these options, a student must maintain a GPA of 3.0 and no current D's or F's. 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 Academic Standards Committee. The request must be made by April for the fall semester and October for the spring semester. 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 registrar for more information and to enroll.

3.13 Dual Enrollment

Students at times may wish to be enrolled in the training schools concurrent with their enrollment at Battle Creek Academy, e.g. Calhoun Area Career Center or the Battle Creek Math and Science Center. Such requests must be made to the Administration by the end of April. If Battle Creek Academy can accommodate the student and avoid scheduling conflicts for the next year such accommodations will be made. Battle Creek Academy, however, cannot guarantee that it will always be possible to avoid scheduling conflicts and it is the responsibility of the parent and student to ensure that all graduation requirements are met.

3.14 Student Accelerations

Prior to consideration being given for acceleration, the parent and teacher must first consider the option of expanding the student's learning horizontally through enrichment as opposed to accelerating the student vertically.

CRITERIA

Criteria for the acceleration of a student are to be based on the following minimum requirements:

- The student will achieve a composite score on the ITBS battery at the 90th percentile or above with no score being lower than the 80th

percentile. ITBS core test for grades 1 and 2 may be used to test the students who have not reached the 3rd grade level.

- The student will have and maintain:
 - A 3.5 grade point average in high school.
 - A grade average of A- or higher in all core classes in grades 3-8 and superior performance in grades 1 and 2.
- The student will have a positive recommendation from the teacher/counselor of the student's social, emotional, physical and academic readiness. The recommendation will be submitted to the Conference Office of Education.
- The student will have established a satisfactory citizenship program.
- Ordinarily, a student would have no more than one acceleration experience during K-12.
- Typically the student's program for acceleration should:
 - be completed prior to grade five in the elementary program.
 - be applied by the end of the freshman year of high school.

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

- 15 years old prior to graduation from the elementary school, or
- 19 years old prior to graduation from the secondary school.

PROCEDURE

- The student/parent will initiate a request for acceleration by completing the application form and submitting it to the principal prior to March 1. (application form available from school office)
- The principal (or designee) will review the acceleration policy with the student/parents.
- The principal will request the teacher to fill out and return a recommendation form for the student.
- The principal (or designee) will compile and submit the materials for final decision by April 1 to the MI Conference superintendent.

- The program of studies, including deadlines to be met, will be developed by the teacher and principal in harmony with the superintendent of schools.
- 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 Office of Education.

EXPECTATIONS

- The student must meet the minimum graduation requirements.
- All credits, including correspondence work, must be pre-approved by the school.
- All curriculum requirements and other school requirements must be completed prior to receiving a diploma.

Teachers do not make any final decisions regarding acceleration.

3.15 Student Retentions

Students are retained in their grade level in only rare circumstances and typically not beyond grade 2. When it is felt that a student would benefit by retention, the teacher will send a request to the associate superintendent in charge of retentions.

Parents will be alerted to this possibility well in advance and must be in agreement with the retention before recommendations will be made by the Michigan Conference Office of Education. Parental consent and teacher request must be in the Conference Office of Education by April 1.

Teachers do not make any final decisions regarding retention.

3.16 Repeating Courses/Credit Recovery

Courses may not be repeated thus duplicating credit previously earned. Concert Band, Choir, Digital Media/Yearbook, Physical Education and Technology Education courses are exceptions to this policy.

If a student must repeat a course in which the first attempt resulted in a failing grade and no credit was earned, then that student can repeat the course to acquire a passing grade and therefore earn credit for the course. If the schedule does not allow the repeating of a course generally taken by a student in a previous grade classification, then it is the responsibility of the student to find a distance/extension course (for credit recovery, see below) to complete his/her graduation requirement and pay the appropriate fees. This repeated credit will replace the current transcript grade.

In addition to repeating a course, a student may enroll in a Credit Recovery program. These are programs that are 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.

3.17 Homeschool Credit

For Battle Creek Academy to consider acceptance of academic credit, a homeschool program must involve the student in a series of carefully designed academic experiences constituting a valid curriculum. Homeschool credits are often earned through an accredited correspondence school or distance education program and as such may be accepted by Battle Creek Academy and applied to the student's transcript without further formal evaluation.

When a homeschooling program is designed by a parent/teacher, whether materials used are from a homeschool support organization or developed by the parent/teacher, the Academic Standards Committee will only consider a request for credit that includes careful documentation of the learning experience. 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 will consist of the following items:

- 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.

The purpose of the requirements listed above is to assess the equivalence of the homeschool course work to that at Battle Creek Academy. Upon receipt of these elements of documentation, Battle Creek Academy's Academic Standards Committee will give consideration to the specific amount of credit assigned. The actual application of credit is done after the student has successfully completed a minimum of one full semester of Battle Creek Academy enrollment. It is the work of the academic Standards Committee to determine appropriate application of credit.

4.0 ADMISSIONS

In the lower school of earth we are to learn the lessons that will prepare us to enter the higher school, where our education will continue under the personal instruction of Christ. Then He will open to us the meaning of His Word. We cannot afford to miss the privilege of seeing His face and of hearing the gospel from His lips. Shall we not put our whole souls into the work of preparing for admission into the higher school, where we shall see Christ face to face?

Manuscript 61, July 2, 1903

4.1 Admissions Requirements

Admission is based on the following satisfactory evidence:

1. Meeting with the Principal.
2. Completion of all forms required for registration.
3. Completion of placement testing.
4. Providing copies of IEP's, 504's, or other special education documents. (Refer to "Students with Special Needs section of handbook.)
5. An up-to-date immunization record and a medical report from a family physician for students entering Kindergarten, 5th grade, or any new student.
6. Familiarity with the philosophy, objectives, and regulations at BCA.
7. The student's willingness to cooperate with the school authority and programs.
8. Acceptance of financial responsibility and a signed financial contract that is accepted by the Finance Office.
9. A Kindergarten student must be 5 years of age by October 1 of the current year.
10. A first grade student must be 6 years of age by October 1 of the current year.

11. All applications will be reviewed with student notification of acceptance.
12. Demonstration of desire for spiritual growth.

4.2 New Students

Parents of new students will visit the school, have a conference with school personnel, study the handbook and other pertinent information, and sign and submit forms required for registration. These forms include three recommendations. In addition, new students will need to take a placement test. Financial information and applications from those seeking financial assistance must be approved by the Finance Office.

All applications will be reviewed by the Admissions Committee and the student will be notified of acceptance. Students who have a 2.00 GPA or below and/or students who were expelled or suspended during the previous or current school year may be asked to meet with the staff before their application is processed.

4.3 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

4.4 Returning Students

1. Acceptance of returning students is not guaranteed.
2. Students must submit all required forms for re-admittance by the announced reenrollment deadline.

3. Students with outstanding accounts must pay the balance in full or make other arrangement with the finance office.
4. For elementary school, a student may be retained in a grade only after consulting with the parents and the Michigan Conference Department of Education.

4.5 Students with Special Needs

Battle Creek Academy does not have a special needs program. Instead, a 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 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 assessed.

4.6 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 official withdrawal date. Records cannot be released if there is a balance on the account.)

5.0 FINANCIAL INFORMATION

M*ake up your mind that you will respond to the expectations your parents have of you, that you will make faithful efforts to excel, that you will see to it that the money expended for you has not been misapplied and misused. Have a determined purpose to cooperate with the efforts made by parents and teachers, and reach a high standard of knowledge and character. Be determined not to disappoint those who love you well enough to trust you.*

Fundamentals of Christian Education, pg. 247, par. 2

5.1 Tuition & Fees

The 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 adjust any or all published or unpublished charges.

Special fees will be billed directly to the parent as they are incurred and are to be paid along with the regular statement. Battle Creek Academy reserves the right to make verbal or written changes to these charges and policies at any time and considers said changes to be equally binding. The following table outlines the fees for the current school year. Parents who wish to pay the full years tuition at registration will be given a 5% discount. A 2% discount will be given if parents choose to pay the semester in full. If you chose to pay by the month you can spread your payments over 10 months or 12 months.

The school can arrange to have your payments automatically deducted from your savings or checking account or charged to your credit card. See the finance office to set-up automatic payments. Payments can also be made on-line through the BCA website.

	Elementary School (K - 8)	High School (9 - 12)
Student Tuition	\$5,250	\$9,950
Constituent Discount	\$600	\$1,200
International Student Tuition	--	\$14,500*
OTHER FEES		
Band Instrument Rental (per semester)	\$60	\$60
Physical Education Attire	\$25	\$25
High School Graduation	--	\$100
Additional Academy Transcript	--	\$5
Private Music Lessons	... As arranged ...	
*International Student Band Fee \$600		
*International Student Senior Fee \$500		

5.2 Delinquent Payments

Should a student's account become delinquent, it is the duty of the parent or guardian to contact the school finance office to clarify the intent of payment. Those students whose accounts become more than 45 days past due may be asked to withdraw from school until satisfactory financial arrangements are made. Generally, students will not be accepted for the following year if their accounts are not current.

In order for Battle Creek Academy to release cumulative folders, transcripts, diplomas or grade reports, financial arrangements must be made. Additionally, library materials, fines, class supplies, music supplies and instruments must be returned or paid for.

5.3 Financial Aid

I. Introduction

Student aid is awarded based on financial need. Need is the difference between your budgeted cost of attendance (educational expenses such as

tuition, fees, books, supplies, and other related expenses) and an amount you and your family are expected to contribute toward your education.

Battle Creek Academy offers two basic types of financial aid, all which are determined by your completion of just one application. The primary types of aid are:

1. **Grants and Scholarships** – this is aid which does not have to be repaid. These include any available aid from your local church, or conference office such as project assist.
2. **Student employment** – a program that provides employment to students with financial need. Students work for an average of 5 hours per week during academic terms. (See section 5.4 Work Opportunities)

Financing a Christian Education is a **SHARED RESPONSIBILITY** between (a) students and parents, (b) BCA, (c) your church, and (d) private funders such as former alumni and donors to Battle Creek Academy. There are no programs that cover the entire cost of an education at the Academy; but in partnership with God and with sacrifice, faith, and prayer all things are possible!

II. Criteria & Guidelines

Financial aid is a privilege, not a right, no one automatically receives aid. Families seeking assistance should have explored other primary sources of funding first such as employment, etc. All aid will be awarded by the Financial Aid Committee and announced through the BCA Finance Office. There are Guidelines for receiving and maintaining aid, these are as follows:

1. 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.
2. Employment age students are expected to work and apply their earnings to their school bill.
3. Satisfactory attendance, behavior, and citizenship as defined by the Battle Creek Academy Student Handbook are required.
4. Parents are expected to make account payments on time.

5. Because Battle Creek Academy is supported financially by its constituent churches and the Michigan Conference of Seventh-day Adventists, the following priority for granting financial aid has been established:
 - 1st - Constituent students*
 - 2nd - Non-constituent SDA students**
 - 3rd - Non-SDA students***
6. Financial aid may be revoked if parents and students do not adhere to the above guidelines.

III. Application Process/Steps

To begin the process for Financial Assistance, you must first complete the FACTs Financial Aid Application available as part of the enrollment application at www.battlecreekacademy.com. (No financial aid application will be processed without a completed application or reenrollment.) Returning students need to have their application submitted to the development office on or before the deadline as communicated in order to be considered on time. Once received, the following steps are taken:

1. Your request is shared and reviewed by one or more of the following funding organizations:
 - a. Battle Creek Academy Scholarship Committee
 - b. Your church
 - c. Granting Foundations
 - d. Other aid associations as available
2. The Academy notifies you via phone, e-mail or letter when a determination of aid has been made.
3. You will schedule an appointment to meet with the Finance Office to review the aid and sign your contract for the school year.

IV. Appeals

As outlined above, the Battle Creek Academy Financial Aid Committee determines which students qualify for financial aid. If a family would like to appeal the decision of the Committee, a written request may be made to the Battle Creek Academy Finance Committee. The decision of the Finance Committee will be final.

V. Definitions

- * Constituent SDA Student: A student who is a member of a Battle Creek Academy (BCA) constituent church. Also includes students whose father and/or mother are members of a BCA constituent church.
- ** Non-constituent Student: A student who is a member of a Seventh-day Adventist church that is not a member of the constituency. Also includes students whose father and/or mother are members of a Seventh-day Adventist church.
- ***Non-SDA Student: A student who is not a member of the Seventh-day Adventist Church. Also includes students for which neither parent belongs to a Seventh-day Adventist church.

5.4 Work opportunities

Battle Creek Academy offers limited work opportunities for custodial, teacher helpers, and maintenance positions. Jobs are reserved for students with financial need as determined by Battle Creek Academy. Employment at Battle Creek Academy, or length of employment, is not guaranteed or implied to any student. Wages are set by the business office.

6.0 – REGULATIONS & STANDARDS OF CONDUCT

God enjoins upon all His followers to bear a living testimony in unmistakable language by their conduct, their dress and conversation, in all the pursuits of life, that the power of true godliness is profitable to all in this life and in the life to come.

The Faith I Live By, pg. 235

6.1 Standard of Dress

Battle Creek Academy has adopted a school uniform dress code. Lands' End is the preferred provider of the BCA uniform. Parents may obtain items from school uniform sections at stores such as Target, Kohl's or Wal-Mart. Items must be from school uniform sections and not just khakis or slacks. You can see available options at www.Landsend.com/school using school code 900155961.

Items purchased at other locations must match in color and style with the Lands' End offerings. The approved shirt colors are White, Black, Navy Blue, Royal Blue, Light Blue, and Maroon. Pant colors are Navy Blue, Black, and Tan. Sample items are available at the BCA office for color comparison. Please note that it is the parents' responsibility to ensure that all items are of the proper fit, color and style. All shirts must be embroidered with the BCA logo. For items purchased elsewhere, embroidery can be done locally at Adam's Shirt Shack at 100 Beadle Lake Rd, Battle Creek, MI 49014.

Please adhere to the following when purchasing uniform items:

- All items should fit appropriately without being tight fitting, skin tight, or form fitting (i.e. no skinny jeans or pants, leggings, or jeggings) nor should they be excessively baggy.
- Outline of items in pockets should not be recognizable from the outside of the pocket.
- No denim (jean) material pants are appropriate, whether uniform color or not.
- Pants and skirts should sit no lower than the natural waistline.
- Long sleeve shirts may be worn under uniform shirts and must be of the same colors as listed above with the inclusion of gray.

- No undergarments or skin should be showing.
- No “cargo pants”, work pants with large external pockets.
- Skirts should come to the middle of the knee when seated and standing. (Note that leggings, tights, or jeggings, in uniform colors, may be worn under skirts, however these do not count as extending the length of the skirt.)
- Uniform shorts must reach the fingertips when standing.
- Clothing should be clean, not too wrinkly and free of tears and major stains.
- Button up shirts must be tucked in and buttoned to the next to the top button.
- Sweaters must be worn with a collared shirt, must be in uniform colors, and must be embroidered with the school logo.
- Coats, jackets, non-uniform sweaters, hoodies, are not to be worn in the classrooms or hallways. Band hoodies are allowed. (Teachers are authorized to allow them if the classroom is particularly cold.) (Seniors may design a class hoodie that may be worn over their uniforms.)

Shoes must provide adequate protection to the feet and must not come off too easily. Sandals must have a strap around the back and cannot have foam or similar soles. Flip-flops, Crocs and other shoes of this type are not to be worn on campus or at school events. Shoes must be worn at all times. For safety, clothing or shoelaces may not drag on the floor.

Hats, caps, bandanas or other types of head coverings are not to be worn in the building. Nor should students have visible tattoos. In addition, students are not to wear jewelry (excluding watches and medical bracelets), excessive make-up, bright lip color, or colored nail polish. Hair should not obstruct vision and should not be of a radical/sub-culture color or style.

PE Attire

All students in grades 9-12 must wear BCA school sweat pants or BCA school shorts and BCA PE shirts for Physical Education class. Other grades will remain in uniform unless otherwise instructed.

Swimwear

Acceptable swimwear for girls is a modest, one-piece bathing suit. Boys are not permitted to wear “speedo” type swimwear. Board shorts are appropriate for water activities.

Non-Uniform Days

From time to time, there will be days that are designated as non-uniform days. These may include jean days, service days, field trips, etc. Instructions will be given on a case by case basis. When jeans are permitted, they must be size appropriate, clean, and without holes. Shorts must adhere to the same length as uniform shorts.

Uniform Violations

Students who are not in uniform will be sent to the office until the situation is remedied (see School-Wide Discipline Plan section.) Decisions concerning dress code will be left to the discretion of the staff.

Any items taken from students will be turned in to the Principal’s office. For the first offense, these items will be returned to the student after school. Any subsequent items taken will be returned only to the parents. Students who refuse to cooperate are subject to disciplinary action.

Students are expected to adhere to the school policy as written or specified for all school events, including band concerts, picnics, banquets, field trips, class trips, etc. Repeated disregard for the dress policy could result in suspension from school. Banquets offer special opportunities for a more formal setting. Ladies banquet attire must be pre-approved by Administrator designees.

6.2 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, degrading remarks, etc., will be disciplined as described in the School-wide Discipline Plan section.

6.3 Adopted Behavior Guidelines

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 of the following areas may forfeit membership as a student at Battle Creek Academy or involve other disciplinary action as deemed necessary by the Administrative Council.

The School Board has adopted the following guidelines as behavior not acceptable on campus. Such behavior includes, but is not limited to:

- showing attitudes of insubordination;
- using profane language;
- gambling;
- possessing or distributing alcoholic, tobacco or illegal drugs;
- sexual harassment;
- cheating or other forms of dishonesty;
- physical injury to others;
- degrading others by verbal abuse;
- inappropriate relationships;
- possession of firearms, explosives or fireworks;
- disregard of dress policy;
- vandalism;
- being in unauthorized areas without permission;
- tampering with fire alarms, extinguishers or other safety equipment;
- public display of affection;

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.

Possessing, buying or selling any of the following will result in the notification of law enforcement authorities and automatic expulsion from BCA:

- Alcoholic beverages
- Illegal drugs
- Firearms
- Explosives
- Knives

6.4 School-wide Discipline Plan

The object of discipline is the training of the child for self-government. He should be taught self-reliance and self-control. (Education, 287.)

SCHOOL-WIDE RULES

- ‘Do to others as you would have them do to you.’ Luke 6:31
- Respect God, Respect others, Respect self
- No uniform, No Class
- 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

Inappropriate behaviors at Battle Creek Academy fall into 3 levels. Each level is addressed by the classroom teacher, administrator, or discipline committee (Principal, Vice-Principal, Chaplain, Elementary Representative, High School Representative) as described below. All disciplinary interactions will be recorded on a Discipline Report Form and tracked. The discipline committee may become involved at any level at the discretion of the administration.

LEVEL 1 OFFENSES

- Teasing/name calling
- Inappropriate hallway behavior
- Non-compliance
- Homework incomplete
- Inappropriate use of electronic devices
- Excessive Talking
- Littering
- Lying
- Not following directions

Handled in the classroom, documentation of behavior and consequence required. (Consequences will be chosen to best educate the student. The student, and possibly the parents, will be consulted.)

LEVEL 2 OFFENSES	
<ul style="list-style-type: none"> • Chronic Level 1 Offenses • Cheating/Academic Dishonesty • Inappropriate language • Disrespecting teachers • Open defiance • Refusing to work • Uniform violation 	Handled by administration, documentation of behavior and action required. Parent contact highly suggested.
LEVEL 3 OFFENSES	
<ul style="list-style-type: none"> • Chronic Level 2 Offenses • Fighting • Leaving campus without permission • Vandalism • Skipping class • Excessive tardies, absences • Bullying • Theft • Non-emergency fire alarm • Sexual Harassment • Endangerment of self/others • Sexual behavior 	Handled by Discipline Committee. Documentation of behavior and action required. Parents contacted.

Zero Tolerance	
<ul style="list-style-type: none"> • Alcoholic beverages • Illegal drugs • Firearms • Explosives • Knives 	Offenses that result in immediate removal. Documentation required. Notification of board.

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

PROBATION

Students who are consistently breaking rules, have diagnosed problems, or who are not otherwise progressing will be given an Individualized Behavior Plan or placed on probation. This plan will be created by the Discipline committee in cooperation with the student and the student's guardians. This plan 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.

6.5 Cell Phones/Electronic Devices

Cell Phones and other electronic devices are to be turned off and placed in the basket provided in each classroom, unless otherwise instructed by a faculty member. These devices should not be used on the campus, during school hours, unless instructed by a staff member. Staff members will only grant permission for educational and emergency reasons.

Headphones are not to be used in the halls. Cell phones and electronic devices are not to be used during the lunch period, unless the supervising staff has granted permission. Staff members will only grant permission for educational and emergency reasons.

Battle Creek Academy will not be responsible for any loss or damage to personal electronic devices. It is best that these items remain off campus.

In the event that an electronic device is used without permission, or is used in a disruptive way, the device will be taken and turned in to the office. The

student may pick it up at the end of the school day. 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.

Policies for electronic devices during off campus trips will be communicated in advance by the sponsoring staff.

6.6 Harassment (Bullying, Sexual, etc.)

Battle Creek Academy is committed to preventing harassment of any kind during regular school hours or 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 concur with, 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. Battle Creek Academy will exercise all its authority to pursue corrective action including expulsion of offenders.

6.6.1 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.

6.6.2 SEXUAL HARASSMENT

Sexual harassment is defined as any unwanted verbal or non-verbal 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.

Battle Creek Academy upholds the provisions of Title IX of the Federal Education Act of 1972, which mandates that schools provide for an environment free of sexual harassment.

Incidents of sexual harassment shall be reported to the Principal, Board Chair, Pastor, or the Michigan Conference Office of Education. Before any action is taken, a written report will be submitted. To the greatest extent possible, such complaints will be treated in a confidential manner. If after appropriate investigation, it is determined that policy has been violated, prompt corrective action will be taken in accordance with the applicable policy.

6.6.3 HAZING

Hazing is a form of harassment, abuse, and victimization. Hazing is about the abuse of power and violation of human dignity. Hazing is defined as any action taken or situation intentionally created, any method of initiation, any pastime or amusement in connection with an activity or organization which 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.

6.7 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.

Students who repeatedly challenge authority and demonstrate insubordinate behavior will be subject to disciplinary action.

6.8 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.

6.9 Computer/Internet Use

The Seventh-day Adventist educational system offers students access to a computer network for file storage and internet usage. To gain access to these, the legal parent/guardian and student must sign the Acceptable Use Policy.

School computers are for educational purposes only. Since the network is provided for students to conduct research and complete academic work, access is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege, not a right. School staff may review any and all student files and internet access histories to maintain system integrity and ensure that students are using the system responsibly.

Students must adhere to Christian principles. They will

- be responsible and courteous in all computer usage
- be responsible with all computer hardware and software
- keep passwords to themselves
- respect the confidentiality of others computer usage
- learn about and observe copyright laws
- comply with the BATTLE CREEK ACADEMY Acceptable Use Policy
- not attempt to access or alter unauthorized areas of any computer system.

Any activity not in compliance with these rules will result in restriction of access as well as other disciplinary or legal action.

6.10 Leaving Campus

Battle Creek Academy operates a closed campus during the school day. Students must obtain permission from the Administration before leaving campus for any reason, regardless if parental permission is given.

We believe that class time is valuable and essential for students. As such, we encourage as much as possible, that appointments be scheduled after school. However, we also understand that this is not always possible.

In the event that a student needs to leave campus during the school day, we require that the student be signed out at the office by a parent, legal guardian,

or other person as designated on the student's authorized pickup list. Students will not be able to sign themselves out except as explained below.

For students who have their own vehicle on campus, we will need a schedule of when they work and the time they need to leave school. For days when they have appointments that would require them to leave at another time, we will need to have parental permission before they go. This can be in the form of a written note, an email, or a phone call to the office.

6.11 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.

1. All vehicles must be parked in designated parking spots.
2. Students may not use vehicles for eating in, visiting or sitting during school hours.
3. Students may not borrow another student's vehicle.
4. In order to transport other students, the student will need permission from a) the principal, b) the driver's parent or guardian and c) the rider's parent or guardian.
5. All students must ride in school-provided transportation to school activities, which begin and/or end at school.
6. 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.
7. 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.
8. Battle Creek Academy reserves the right to search student vehicles at any time.

6.12 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.):

1. Students will be under the authority and supervision of the staff assigned to be in charge and are expected to obey their requests.
2. Students may be required to sit in designated seats, with seat belts secured when available.
3. Students are to remain seated while the vehicle is in motion.
4. Mixed seating is allowed in the front 10 rows only during daylight hours. No mixed seating after dark.
5. Throwing items from school vehicles is prohibited.
6. 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.

6.13 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 with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian/teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

6.14 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. If your student needs to have any medications administered during the day, please bring those in to the office and complete a "Consent for Medications" form. This is required even for temporary or limited medications.

7.0 – SCHOOL LIFE

Students, prepare yourselves to cooperate with your teachers. As you cooperate with them, you give them hope and courage. You are helping them, and at the same time you are helping yourselves to advance. Remember that it rests largely with you whether your teachers stand on vantage ground, their work an acknowledged success.

Manuscript Releases, Volume 12, pg. 124, para. 1

7.1 Limitations for Holding Office

In order for a student to hold (and maintain) an office in any student organization (to include 8th grade class offices as well) he/she must have a current 2.00 minimum GPA, no F's at the end of each quarter and fulfill the attendance standard and not be subject to any major discipline. Students must complete a Student Office Eligibility form.

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

7.2 National Honors Society

The purpose of the Battle Creek Academy Chapter of the National Honor Society of Secondary Schools is to create enthusiasm for scholarship, stimulate a desire to render service, to promote synergy within the organization, and to encourage the development of character in all students of Battle Creek Academy. A summary follows of the selection criteria and process. For full details regarding these and more please refer to the Battle Creek Academy NHS Bylaws and Handbook located at www.battlecreekacademy.com/NHS, or ask for a copy of these documents at the office.

7.2.1 SELECTION CRITERIA

To be eligible for membership into the Battle Creek Academy Chapter of the National Honor Society the student must be a sophomore, junior, or senior.

They must not have excessive absences according to the Battle Creek Academy attendance policy. They must also have been in attendance at the school for at least the equivalent of one semester. The selection of each member to the Battle Creek Academy Chapter shall be by a majority vote of the Faculty Council. The minimum standards are as follows:

Scholarship. A candidate must have a cumulative grade point average (GPA) of 3.50. Candidates are then evaluated on the basis of service, leadership, and character.

Service. A candidate must have 5 hours of documented service hours above the annual required community service hours for graduation at Battle Creek Academy.

Leadership. A candidate must have two instances of leadership either in the school, church or community. At least one of which must be school related.

Character. A candidate must have at least three successful character evaluations from (a)2 high school teachers of core subject areas; (b) an adult non-family member of the church or city community.

7.2.2 THE SELECTION PROCESS

Scholastic Pre-requisite

Students' academic records are reviewed at the end of the first semester to determine who are scholastically eligible for membership, i.e., students who meet the required cumulative GPA standard of at least 3.50. Candidates will be notified by the Chapter Adviser in writing by the Notice of Candidacy letter and informed that for further consideration for selection to the chapter, they must complete the student Activity Information Form. The letter will also notify candidates that they should make an appointment to meet with the Chapter Adviser to be oriented to the requirements of the Student Activity Information Form and the selection process.

Student Activity Information Form

This form outlines the candidate's accomplishments in the areas of Service and Leadership. A span of three weeks will be from the notice of candidacy letter to the deadline for the completion and return of the information form. Both the candidate and his or her parents must sign these forms. Forms that are not

completed in a timely manner or as per the instructions will negatively affect candidates' selection. It is a leadership expectation that candidates seek help from the Chapter Adviser if they require help in understanding the instructions and the process of selection.

Obligation Sheet

Accompanying these forms will be an obligation sheet outlining:

- The chapter's annual meeting schedule
- Service project participation requirements (both chapter and individual)
- Planned fundraising activities
- Expectations for participation, maintaining the standards that are used for selection, being a role model both on and off campus, and reference to the possibility of discipline or dismissal if the member falls below the standards used for selection to membership.

Both the candidate and the candidate's parent or guardian must sign a copy of the obligation sheet acknowledging the content and agreeing to abide by these obligations if selected.

Opt Out Sheet

An "opt out" sheet is provided for the parent and student who acknowledge that while a viable candidate for this round of selection, the candidate respectfully declines the invitation to be considered. A signed and dated form, containing student and parent signatures, can then be kept for future reference. Returning such forms will not preclude the student from being considered in the next round of selection as long as he or she still meets the prerequisite qualifications established by the Chapter.

Faculty Input

Apart from the five appointed members of the Faculty Council input can be acquired from the wider faculty body. In such a case a faculty evaluation from will be used per candidate. Consequently, point totals or averages of the faculty ratings are not considered as votes or the sole determinants of membership, but will instead be reported to the Faculty Council to add to their information when considering selections. All input from the faculty should be

signed, but remain confidential. The Chapter Advisor must keep these on record for a maximum of three months after the selection process is completed.

Faculty Council Review

The Student Activity Information Form for each candidate will be reviewed by the Faculty Council, along with any other verifiable information about the candidates relevant to their candidacy. The Faculty Councils can choose to interview candidates personally.

Notification of Selection/Nonselection

With the vote on each candidate, those candidates receiving a majority vote of the Faculty Council will be invited to be inducted into the chapter. Selected candidates will be notified in writing of his or her status by the president of the NHS chapter. The notification will also solicit a response of acceptance and notify of the next steps towards induction.

All nonselected candidates (i.e., those who do not receive the majority vote of the Faculty Council) will be notified in writing by the Chapter Adviser of his or her nonselection status, the standard by which they were not selected, encouragement to improve in this area, and the next steps in the event that the candidate would want to appeal the decision.

8.0 – GENERAL NOTICES

The principles of heaven are to be carried out in every family, in the discipline of every church, in every establishment, in every institution, in every school, and in everything that shall be managed.

The Ellen G. White 1888 Materials, pg. 1745

8.1 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 where they will be given a visitor’s pass.

All visitors are to follow the 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.

Please note, all doors are to remain locked and closed throughout the day. No doors may be propped open. Only staff members may let anyone into the building. At no time are students to open any door for any person.

Juniors and Seniors may request to bring a non-student date to the Student Association banquet. A Non-Student Banquet Request form and submit to administration for approval.

8.2 Emergency School Closings

In case of bad weather and other local emergencies, an automated phone message will be sent notifying of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

SOURCES OF INFORMATION FOR SCHOOL CLOSINGS	
• Automated Phone Message	• WOOD TV 8

<ul style="list-style-type: none"> • WBCK 95.3 FM • CW 7 • WBXX 104.9 FM 	<ul style="list-style-type: none"> • WOTV 41 • WWMT – TV • WCSG 91.3/90.9
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8.3 Volunteers

All school volunteers must complete (a) the *Volunteer Information Form*, (b) the *Michigan Conference Child Protection Policy*, and (c) be approved by the school principal before assisting at the school. All forms are available at the office

All volunteers who work with children are required to undergo a Criminal Background Check.

Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the principal. Volunteers are required to check in and out at the main office.

8.4 Video Monitoring Systems

A video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, 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.

8.5 Accommodating Persons with Disabilities

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

8.6 Grievance Procedure

Battle Creek Academy realizes that differences of opinion, misinformation, genuine concern and misunderstanding sometimes create breaches of confidence between individuals in the school family. In the interest of preserving credibility and maintaining an effective teaching and learning environment at BCA, we recommend the following procedure based on the counsel in Matthew 8:15.

1. 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.
2. If no satisfaction is obtained in step one, the concerned parties and the principal may discuss the matter.
3. If steps one and two do not yield satisfactory results, the chairperson of the school board may be brought into the consultative process along with the individuals involved.
4. If step three does not yield satisfactory results, the matter may then go to the school board.

Special board meetings may be called at the discretion of the chairperson of the board. A forgiving, humble spirit lends itself to building positive interpersonal relationships and promoting a Christian atmosphere.

8.7 Non-School-Sponsored Publications/Websites

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene,

pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or

4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school.

8.8 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.