

# SPEAK, *Lord*

*Your Purpose Discovered*

**Student Handbook  
2022-2023**





# **Battle Creek Academy**

*Your Purpose Discovered*

## **2022-2023 Handbook**

480 Parkway Drive

Battle Creek, MI 49037-2134

269-965-1278

269-965-3250

[info@battlecreekacademy.com](mailto:info@battlecreekacademy.com)

[www.battlecreekacademy.com](http://www.battlecreekacademy.com)

This handbook belongs to: \_\_\_\_\_

# Contents

<b>Introduction .....</b>	<b>6</b>
Statement of Mission .....	6
Statement of Philosophy .....	6
Organization .....	7
Statement of Non-Discrimination .....	7
<b>Admissions.....</b>	<b>8</b>
New Students .....	8
Returning Students.....	8
Academic Placement of New Students.....	8
Special Circumstances .....	9
Students with Special Needs.....	9
Withdrawal .....	9
<b>Financial Information.....</b>	<b>10</b>
Tuition & Fees.....	10
Financial Aid .....	10
Work Opportunities .....	12
Payment Plans .....	12
Delinquent Payments .....	12
<b>Academic Information .....</b>	<b>13</b>
Curriculum .....	13
Graduation Requirements.....	13
Class Standing Definitions.....	16
Grading System.....	16
Incomplete Work.....	16
Grade Reports & Promotion .....	16
Student Retentions .....	17
Repeating Courses/Credit Recovery .....	17
Change in Program .....	17
Dual Enrollment .....	18
Class Load.....	18
High School Part-Time Student Policy.....	18
Homeschool Credit.....	19
Student Acceleration .....	19
Course Descriptions .....	20
<b>Attendance .....</b>	<b>25</b>
Rationale.....	25
Absences.....	25
Make-Up Work.....	26
Absences And Grades.....	26

Arrival and Dismissal .....	26
Unsupervised Times .....	27
<b>Standards of Conduct .....</b>	<b>28</b>
Rationale .....	28
Schoolwide Policies .....	28
Discipline Plan .....	28
Probation .....	30
Standard of Language .....	30
Standard of Dress .....	30
Property Rights .....	32
Insubordination .....	32
Harassment .....	32
Leaving Campus .....	33
Campus Traffic .....	33
Vehicle Safety .....	34
Field Trips .....	34
Medications on Campus .....	35
Acceptable Use of Technology .....	35
<b>School Life.....</b>	<b>38</b>
Student Association .....	38
Class Officers .....	38
Publications Officers .....	38
Limitations for Holding Office .....	38
Elections .....	39
National Honors Society .....	39
<b>General Notices.....</b>	<b>41</b>
Visitors .....	41
Volunteers .....	41
Video Monitoring Systems .....	41
Emergency School Closings .....	42
Accommodating Persons with Disabilities .....	42
Mandated Reporters .....	42
Distribution of Materials .....	42
Conflict Resolution Process .....	43
<b>Career Preparation Checklist.....</b>	<b>44</b>
Career Exploration .....	44
Academics .....	44
College Applications .....	44
Exams.....	45
<b>Contacts.....</b>	<b>46</b>
<b>Important Dates.....</b>	<b>47</b>

# Introduction

---

## 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.

## 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:

- Supporting our students' pursuit of 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 progressive, interdisciplinary opportunities to explore, inspire, and engage the creativity, curiosity, and activism 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 functions and fundraisers put on by the school
- Incorporating outdoor education opportunities
- Bolstering physical education and the time designated to meaningful physical

activity across our community

## **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 education for students from Kindergarten through Grade 12.

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 partnership 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 Tabernacle Seventh-day Adventist Church, Urbandale Seventh-day Adventist Church, and Delton Seventh-day Adventist Church.

## **Statement of Non-Discrimination**

Battle Creek Academy 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. Enrollment is extended to any student who upholds a reverence for God and is willing to observe all school regulations.

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 fulfil the following requirements for admission:

- Conference with the principal
- Thorough review of the school handbook and acceptance of our philosophy, objectives, and regulations
- Completion of all forms required for registration
- Completion of placement testing
- 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
- Acceptance of financial responsibility and a signed financial contract that is accepted by the finance office

All applications will be reviewed, and the student will be notified of acceptance.

\*According to Michigan State law, any parent/guardian who wants to claim a nonmedical waiver must receive education regarding the benefits of vaccination and the risks of disease from a county health department and obtain a certified nonmedical waiver form signed by the county's nurse.

## Returning Students

Acceptance of returning students is not guaranteed. For readmittance, students must submit all required forms and records by the announced re-enrollment deadline.

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 October 1 of the current year, and a first-grade student must be 6 years of age by October 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 Department 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	\$5515	\$7040
Constituent Discount	\$600	\$800
International Student Tuition		\$14,000
<b>Other Fees</b>		
Technology Fee	\$100	\$100
Band Instrument Rental (per semester)	\$60	\$60
Physical Education Attire	\$25	\$25
High School Graduation	\$50/8 <sup>th</sup> grade	\$100
Private Music Lessons	As Arranged	
International Student Band Fee (optional)		\$600
International Student Senior Fee		\$500

## 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

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:

1. **Constituent Students:** Students who are members of a Battle Creek Academy constituent church or whose parent is a member
2. **Non-constituent SDA Students:** Students who are members of an Seventh-day Adventist church or whose parent is a member
3. **Non-SDA students:** Students who are not members of any Seventh-day Adventist church and whose parents are not members

## Applying for 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 Academy 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.

## Payment Plans

Parents who pay the full year's tuition at registration will be given 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.

## 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.

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. Additionally, library materials, fines, class supplies, music supplies, and instruments must be returned or paid for.

# 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 generally meets college entrance requirements, but the student should learn and meet the special requirements of the college they choose. The Standard Diploma will not prepare students for most universities or four-year colleges. Juniors and seniors are encouraged to participate in programs through the Calhoun Area Career Center or take college credit courses at local colleges to enrich their course of study.

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
- Complete and submit transcripts for all correspondence courses
- Complete all credit recovery and course repeats by December of the senior year
- Receive financial clearance

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 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

#### DIPLOMA REQUIREMENTS

	College Preparatory Diploma		General Diploma
	Honors Diploma (28.5 credits)	Academic Diploma (25 credits)	Standard Diploma (22 credits)
Religion (Religion I, II, III, IV) - 1.0 credit per year in SDA schools	4.0	4.0	4.0
English (Composition, World Lit, American Lit, British Lit) - 1.0 credit per year in SDA schools	4.0	4.0	4.0

Mathematics (Algebra I, Geometry, Algebra II, Pre-Calculus)	4.0	3.0	1.0*
Science (Biology, Chemistry, Physics, Earth Science/Agri-Science)	4.0	3.0	1.0
Social Studies (World History, US History, Civics and Economics, Psychology)	3.0	3.0	3.0
Modern Languages	2.0	2.0	0
Technology	1.0	1.0	1.0
Applied Arts	1.0	1.0	1.0
Fine Arts (Band, Choir, Pottery/Ceramics)	1.0	1.0	1.0
Physical Education and Health	1.5	1.5	1.5
Business Studies (Economics, Accounts/ Finance Marketing, Entrepreneurship)	2.0	1.0	1.0
Work Experience	0.5	0.5	0.5

\*Algebra I or above

#### SUGGESTED COURSE OF STUDY FOR COLLEGE PREPARATORY DIPLOMA

<b>Freshman</b>	<b>Sophomore</b>	<b>Junior</b>	<b>Senior</b>
Bible I	Bible II	Bible III	Bible IV
Composition	World Literature	American Literature	British Literature
Algebra I	Algebra II	Geometry	Pre-Calculus
World History	US History	Econ/Civics; Psychology; Archeology; Anthropology	
Biology; Agri Science	Chemistry	Physics	Earth Science; A&P

PE	PE	Health	
Intro to Computer Design	Yearbook and Social Media Marketing	Yearbook and Social Media Marketing	Yearbook and Social Media Marketing
Life Skills	Culinary Arts	Coding/Robotics	Horticulture
Band (½ credit)	Choir (½ credit)	Art; Painting; Photography	Pottery/Ceramics
Economics	Accounting/Finance	Marketing	Entrepreneurship
WSE	WSE	WSE	WSE

\*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.

#### SUGGESTED COURSE OF STUDY FOR GENERAL DIPLOMA

<b>Freshman</b>	<b>Sophomore</b>	<b>Junior</b>	<b>Senior</b>
Bible I	Bible II	Bible III	Bible IV
Composition	World Literature	American Literature	British Literature
Algebra I			
Biology: Agri Science			
World History	US History	Econ/Civics; Psychology; Archeology; Anthropology	
PE	PE	Health	
Intro to Computer Design	Yearbook and Social Media Marketing	Yearbook and Social Media Marketing	Yearbook and Social Media Marketing
Band (½ credit)	Choir (½ credit)	Art; Painting; Photography	Pottery/Ceramics
Life Skills	Culinary Arts	Coding/Robotics	Horticulture
Economics			
WSE	WSE	WSE	WSE



# 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 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.

# 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.

# 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.

## **Homeschool Credit**

Battle Creek Academy generally accepts homeschool credits earned through an accredited correspondence school. However, 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 administration office 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 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 homeschool coursework can be applied for credit toward a high school diploma.

## **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.

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**

### **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.

### **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.

### **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.

### **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.

**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.

**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 (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 and Biology. Must be taken with Algebra II.

**Anatomy & Physiology (1.0 credit)**

An optional course that studies the structures and functions of the human body. Prerequisites: Biology I and II.

**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.

**Agri Science (1.0 credit)**

An optional class where the student will gain knowledge on concepts within agriculture from a scientific perspective, focusing primarily on animal and plant production.

## Core 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 MLA 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 projects.

**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 the function of 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.

**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.

**Introduction to Computing & Design (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.



# 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.

## 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 prior to the absence at least 24 hours (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, 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**

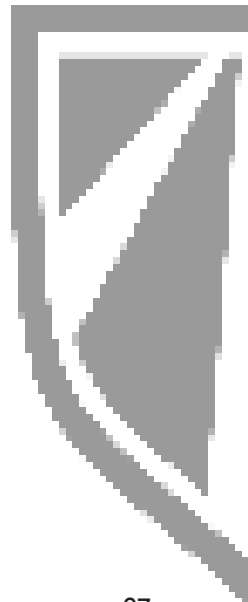
**Arrival:** Depending upon class registration, a student should arrive on campus between 7:30 a.m. and 8:00 a.m. Parents who live in outlying areas need to determine whether local road conditions are safe in their areas. Parents must call the school any time their children are unable to attend school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

**Dismissal:** If students are not participating in prearranged after-school programs, parents are expected to pick up their students within 15 minutes of dismissal of school at 3:24 p.m. on Mondays through Thursdays, at 1:32 p.m. on Fridays, and at 11:32 a.m. on early release days.

Elementary students may be picked up at 3:00pm (M-Th). If you need your elementary student to stay until the high school dismisses at 3:24pm (M-Th) you must notify the office. Only students who have made arrangements with the office will be allowed to remain on campus with supervision after 3:00pm.

## Unsupervised Times

Battle Creek Academy is not responsible for the conduct or injury of students who arrive on campus during hours when staff are not expected to be available, including: weekends and before 7:30 a.m. and after 3:45 p.m. Monday-Thursday and 1:45pm on Fridays. **Parents are expected to supervise elementary students who are not active participants in after-school and weekend events .**



# Standards of Conduct

---

## 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.

## Schoolwide Policies

- “Do to others as you would have them do to you” (Luke 6:31)
- Respect God, respect others, respect self
- No dress code, 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

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:

<b>Level 1 Offenses</b>	
<ul style="list-style-type: none"> <li>• Teasing/name calling</li> <li>• Inappropriate hallway behavior</li> <li>• Non-compliance</li> <li>• Inappropriate use of electronic devices</li> <li>• Littering</li> <li>• Lying</li> </ul>	<p>Handled in the classroom.</p> <p>Documentation of behavior and consequence required. (Consequences will be chosen to best educate the student.)</p> <p>The student, and possibly the parents/guardians, will be consulted.</p>
<b>Level 2 Offenses</b>	
<ul style="list-style-type: none"> <li>• Repeated Level 1 offenses</li> <li>• Cheating/academic dishonesty</li> <li>• Public displays of affection</li> <li>• Being in unauthorized areas without permission</li> <li>• Inappropriate language</li> <li>• Disrespecting teachers</li> <li>• Open defiance/insubordination</li> <li>• Refusing to work</li> <li>• Dress code violation</li> </ul>	<p>Handled by administration.</p> <p>Documentation of behavior and action required.</p> <p>Parent/guardian contact strongly advised.</p>
<b>Level 3 Offenses</b>	
<ul style="list-style-type: none"> <li>• Repeated Level 2 offenses</li> <li>• Skipping class</li> <li>• Truancy and chronic absenteeism</li> <li>• Leaving campus without permission</li> <li>• Inappropriate relationships</li> <li>• Bullying, hazing, verbal abuse</li> <li>• Vandalism/property damage</li> <li>• Fighting</li> <li>• Theft</li> <li>• Gambling</li> <li>• Tampering with fire alarms, extinguishers, or other safety equipment</li> <li>• Deliberate endangerment/injury of self/others</li> <li>• Sexual behavior/harassment</li> </ul>	<p>Handled by the Discipline Committee.</p> <p>Documentation of behavior and action required.</p> <p>Parents/guardians contacted.</p>

<b>Zero Tolerance</b>	
Possessing, buying or selling: <ul style="list-style-type: none"> <li>• Alcoholic beverages</li> <li>• Illegal drugs</li> <li>• Firearms</li> <li>• Explosives/Fireworks</li> <li>• Knives</li> </ul>	Notification of law enforcement authorities and automatic expulsion from BCA.  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

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

- Should be of a dark or neutral color (such as khaki, black, brown, gray, or navy blue) and sit at the natural waistline
- No blue jeans, athletic pants/shorts, sweatpants, jeggings, leggings, or skinny pants

- 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
- Battle Creek Athletic team hoodies and BCA band hoodies are acceptable

### **Shoes, Head Coverings, Accessories, etc.**

- Shoes that fully cover the feet are required to be worn at all times
- Hats, caps, bandanas or other types of head coverings are not to be worn in the building
- Students should not have visible tattoos
- Students are not to wear jewelry (excluding watches and medical bracelets), excessive makeup, or bright lip color

### **Physical Education Attire (Grades 6-12)**

Students must wear a T-shirt of solid color (no designs), a BCA physical education T-shirt or a Tabernacle athletic team shirt.

Students must wear solid-color basketball style shorts or BCA physical education shorts/sweatpants.

### **Swimwear**

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

Boys are permitted to wear board shorts

### **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.

Banquets offer special opportunities for a more formal setting. Ladies' banquet attire must be pre-approved by administrator designees.

### **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.

## **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.

## **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.

## **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**

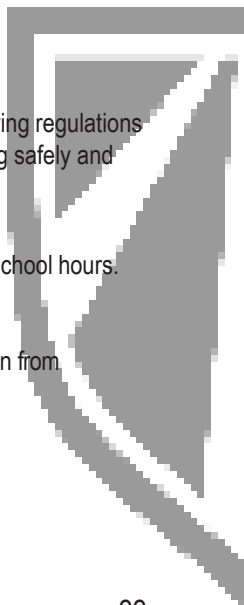
Battle Creek Academy operates a closed campus during the school day. In the event that a student needs to leave campus during the school day, the student must obtain permission from the administration office and must be signed out at the office by a parent, legal guardian, or other person as designated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

## **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.

## 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

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 – 3:30pm). 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 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

---

## 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.

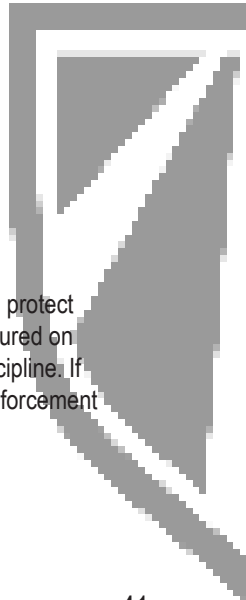
All school volunteers responsible for supervising students must:

- 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

In case of bad weather and other local emergencies, an automated phone message is sent notifying of school closings or early dismissals. Local media stations may also provide school closure information. If the school is dismissed early for an emergency, all after-school functions are automatically 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:

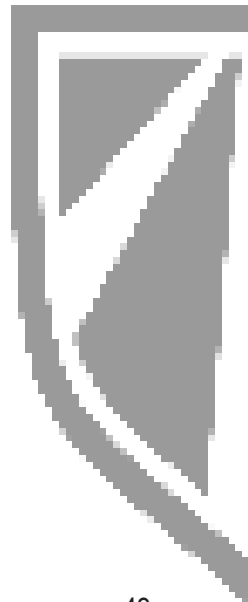
- Causes substantial disruption of the proper and orderly operation and discipline of the school or school activities
- Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright
- Is socially inappropriate or inappropriate 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 steps one and two do not yield satisfactory results, the concerned parties and principal should consult with the chairperson of the school board.
- 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.

Starting in the fall, seniors should:

- Determine application requirements and deadlines for target colleges
- Write college application essays

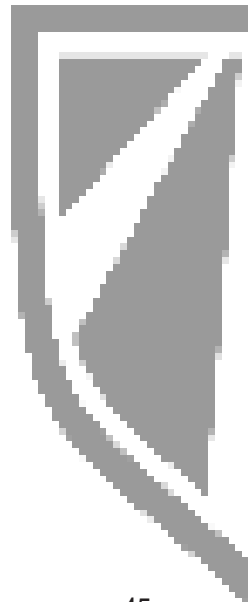
- Ask for letters of recommendation from teachers
- Consider financial aid
  - Complete the FAFSA (household tax documents needed)
  - Apply for scholarships
  - Make a financial aid plan
    - Consider work-study
    - Consider student loans
- Complete and submit college applications
  - Typically, 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 some 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.



# Contacts

ROLE	NAME	EXT.	EMAIL
			@battlecreekacademy.com
Administration			
Principal	Ranjan Fernando	102	principal
Finance Officer	Mindy Segar	103	businessoffice
Office Manager	Amanda Jones	101	ajones
Plant Manager	Shay Smith	115	ssmith
Elementary			
Grades K-2	Sean Kellogg	109	skellogg
Grades 3-5	Jean Andersen	110	jandersen
Grades 6-8	Barbara Stowell	127	bstowell
Elementary PE	Shadrach Grentz	124	sgrentz
Elementary Music	David Mori	108	dmori
High School			
Mathematics, Music	David Mori	108	dmori
Science, Bible	John Landis	114	jlandis
English, History	Kelley Lorencin	117	klorencin
Technology, PE	Shadrach Grentz	124	sgrentz
Spanish	Dinah Norcross	989-866-8000	dnorcross
Algebra II, Physics	Rande Dager		rdager
Chemistry	Ranjan Fernando	102	principal
Support Staff			
K-2 Teacher's Aide	Deb Bateman		dbateman
3-5 Teacher's Aide	Cheryl Knapp		cknapp

## Daily Start/End Times

	Mon-Thurs	Friday	Early Release
Elementary	8:00am-3:00pm	8:00am-1:32pm	11:32am
High School	8:00am-3:24pm	8:00am-1:32pm	11:32am

# Important Dates

Early Release – First Day of School	August 17, 2022
Early Release	September 2, 2022
No School – Labor Day	September 5, 2022
No School - Teacher/Pastor Day	September 19, 2022
LU Leadership Camp	September 30- October 2, 2022
LIFT	October 2-5, 2022
End of 1st Quarter	October 14, 2022
Begin 2nd Quarter	October 17, 2022
No School – In Service Day	October 31, 2022
Early Release - Parent Teacher Conferences	November 3, 2022
Thanksgiving Break	November 23-27, 2022
End of 2nd Quarter	December 16, 2022
Early Release – Christmas Break	December 16, 2022
Christmas Break	December 17 – January 2, 2023
Begin 3rd Quarter	January 3, 2023
Early Release - Long Weeekend	January 13, 2023
No School – MLK Day	January 16, 2023
Early Release- Parent Teacher Conferences	February 15, 2023
Early Release - Long Weekend	February 17, 2023
No School - Presidents' Day	February 20, 2023
End of 3rd Quarter	March 17, 2023
Early Release – Spring Break	March 17, 2023
Spring Break	March 18-26, 2023
Being 4th Quarter	March 27, 2023
Final Exams	May 23-25, 2023
8th Grade Graduation	May 25, 2023
End of 4th Quarter (Last Day of School)	May 26, 2023
Graduation Weekend	May 26-28, 2023

“...speak, for your servant is listening” I Samuel 3:10



BATTLE CREEK  
ACADEMY Est. 1872

*A Heritage of Excellence*