

Berea Seventh-day Adventist Academy

Junior Academy (Preschool - Grade 10)

Parent/Student Handbook



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The Berea S.D.A. Academy is accredited by the Board of Regents of the General Conference of Seventh-day Adventists and the Adventist Accreditation Association.

TABLE OF CONTENTS

SCHOOL OVERVIEW 5

Vision Statement 5
Mission Statement 5
Philosophy 5
Goals 5
Objectives 6
History 7

ADMISSION & ENROLLMENT 9

Admissions Policy 9
Registration 9
Placement 9
Enrollment Policy 9
New Applicants – Pre-School through Grade Ten 9
Entrance Requirements 10
Pre-school Entrance 10
Kindergarten to Tenth Grade Entrance 10

ACADEMIC INFORMATION 10

Course of Study – Kindergarten Through Grade Eight 11
 Kindergarten Course of Study 11
 Grade 1 to 4 Course of Study 11
 Grade 5 to 8 Course of Study 11
 Grade Distribution: Grade 3 to 8 11
 Grade Point Average and Honor Roll 12
 Grading Scales 12
 Kindergarten to Grade 2 Grading Scale 12
 Grades 3 – 4 Grading Scale and Honor Roll Points 12
 Grades 5 – 8 Grading Scale and Honor Roll Points 13
 Promotion Requirements 14
 Report Cards 14
 Interim Reports 14
 Achievement Test 14
 Parent-Teacher Consultation 14
 Academic Grievance Procedure 15
 Graduation Requirements 15
 General Requirements 15
 Eighth Grade Diploma Requirements 15
 General Diploma Requirements for Graduation (Minimum) 15

ATTENDANCE and SCHOOL SCHEDULE 15

School Year 15
Absences 16
Attendance 16 Tardiness 16
Early Dismissal 16
School Hours (Kindergarten through Grade 10) 16
School Hours (Pre-School Department) 16
Late Pick-up 17
After School Contract 17
Daily Security Procedures 17

DRESS POLICY 18

Appearance 18
Jewelry 18
Make-up 18
Uniforms 18
Physical Education Attire (Gym Uniform) 19

STANDARD OF CONDUCT 19

Corporal Punishment 19
Child Abuse 19
Discipline 19
Detention 19
Probation 19
Suspension 20
Expulsion 20
Parental Right to Appeal 20
Destruction of School Property 20
Student Responsibilities 20
Short list of Violations 20
Other Infractions 21
Other Violations That May Result in Expulsion 21

STUDENT LIFE 22

Award Ceremony 22
Academic Achievement 22
Citizenship 22
Honor Society 22
Perfect Attendance 22
Principal's Award 22
Merit Point System 22

FINANCIAL INFORMATION 23

Tuition 23
Application 23
Registration 23
General Fees 23
Re-enrollment 23
Unpaid Student Accounts 23
Tuition Refund Policy 23
Financial Sanctions 24

GENERAL INFORMATION 24

Medical/Personal Concerns 24
Communicable Diseases 24
Dispensing Medication 24
First Aid and Preventative Health Care Training 25
First Aid to Students 25
Health Care 25
Hygiene 25
Medical Emergency 25
Sex Education 25
Student Illness 25
Technology 26
Acceptable Use Policy for Digital Resources 26
Telephone 26
Cell Phones 26
Building Entry 26
Classroom Visits 26
Evacuation Emergency Policy 27
Field Trips 27
Home & School Association 27
Image Release 28
Insurance 28

Library 28
Meals 28
School Cancellations 28
School Crossing
28 Transportation 29

SCHOOL POLICY FOR STUDENT SEXUAL HARASSMENT/BULLYING 29

GENERAL INFORMATION NOTES 30

Seventh-day Adventist Believe 30-38

THE AGREEMENT 39

SCHOOL OVERVIEW

Vision Statement

Berea SDA Academy (BSAA) is developing a diverse, dynamic, and balanced Pre-School – Grade 10 Junior Academy with excellent academic, cultural and spiritual awareness to extended high school enrichment in an environment that is safe and caring.

Mission Statement

BSAA is a co-educational Christian institution established by the Berea SDA Church for the purpose of training children for the citizenship in this world and the world to come. The school aims to promote academic excellence in a safe and caring environment for the students.

Philosophy of Education

BSAA was founded and operates upon the belief that God created men and women and that the Creator is vitally interested in their destiny. We believe that our students are children of God and our teachers, servants of God. Our school is commissioned, therefore, to follow the will of God. The Seventh-day Adventist Church operates a school system to insure that its youth are guided into attaining the fullest possible development of their mental, physical, spiritual, and social capacities, in harmony with denominational standards and ideals.

Seventh-day Adventists conduct their schools for the express purpose of providing effective, quality education. As a Seventh-day Adventist school, Berea believes that the Biblical scriptures should occupy a unique position in education.

Biblical study forms the basis of the high academic standards. This is achieved through the integration of a Biblical perspective in all the subjects. All students are taught the fundamentals of Seventh-day Adventism. It is our belief that the highest and the best intellectual abilities of each student should be discovered and challenged. To this end the Academy endeavors to obtain those teachers that are both spiritually and intellectually qualified to fully fulfill this responsibility.

A true knowledge of God, intellectual development and likeness to God in character, are the goals and objective of Seventh-day Adventist Christian Education.

Goals of the School

1. Academics—Establish and provide academic programs that prepare students for high school.
2. Spiritual—Strengthen the spiritual foundation of each student within the Seventh-day Adventist church.

3. Socio-cultural—Provide students with the characteristics necessary to respect diversity, and demonstrate Christian leadership and caring in all that they do.

Objectives of the School

“True education means more than the pursuit of a certain course of study... it is the harmonious development of the physical, the mental and the spiritual powers. It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come...” (Education, page 13)

In harmony with this concept, the objectives of the school are:

1. To promote the development of the consistent Christian life and character
2. To challenge the intellect and motivate to academic excellence
3. To prepare students for further academic pursuits
4. To train for leadership in the church and in the community
5. To stimulate an appreciation of the cultural value of books, art, nature, and music
6. To develop habits of accuracy, responsibility, and sound judgment in thinking and doing
7. To restore in children the image of Christ lost through sin
8. To develop self-esteem and dignity
9. To stimulate cultural awareness
10. To develop a healthy respect for others and for the community

History

Berea Seventh-day Adventist Academy is a co-educational institution operated by the Berea Seventh-day Church for the purpose of training children for the responsibilities of this world, and to prepare them for citizenship in the world to come. For over 85 years, Berea Academy has been making a significant difference in the lives of children in the cities of Mattapan, Roxbury, Dorchester and other areas. This difference is evidenced in the quality education the young receive within a safe Christian learning environment.

Berea Seventh-day Adventist Academy provides an environment where academic excellence is nurtured and spiritual values are encouraged. We believe that if there were ever a time when such values need to be encouraged, it is now. Forty-five percent of our enrollment comes from outside the Seventh-day Adventist denomination; this speaks to the evangelistic qualities of SDA education.

The students who attend our school have developed a great desire to learn. Armed with a strong academic foundation from Pre-School through Junior High, many have gone on to some of the finest high schools in the Greater Boston area, including Thayer Academy, Milton Academy, Buckingham, Browne & Nichols, and Noble & Greenough, and to some of the best colleges and universities in this country, including Harvard, Yale and Brown.

In 1928 the Boston Number Two Seventh-day Adventist (S.D.A.) Church School was founded under the direction of Elder Herbert Green, Pastor of the Berea Seventh-day Adventist Church. The church was located on Shawmut Avenue in Roxbury. The school opened with one faculty member, Miriam Burgess. There were 15 students enrolled in the school. Miriam Burgess conducted the lessons for this class which included grades 1-8. The school was officially licensed by the State of Massachusetts in 1929.

The Number Two Seventh-day Adventist School held its first graduation in 1930. The graduating class consisted of one proud student, Minnie Platt. The next graduation was conducted in 1931 and two proud students marched, Wilhelmina Platt and Richard Cox. The school did not operate between the years of 1932 and 1939, but reopened in 1940. Its new name was the Berea Seventh-day Adventist Elementary School. The school has remained open since that time. The Berea Seventh-day Adventist Church and the Berea Seventh-day Adventist Elementary School moved to 108 Seaver Street in 1960.

Mrs. Juanita Small arrived at the Berea Seventh-day Adventist Church and School in 1964. She served as the school principal/teacher from 1964 to 1974. Under Mrs. Small's leadership, the student enrollment grew to over two hundred students. During this time the school gained a reputation for academic excellence in the community.

In 1981, a tragic fire occurred at the Berea Seventh-day Adventist Church and School. In 1982, through the concerted effort and determination of Mr. William Duncan, School Board Chairperson, and Councilor Bruce Bolling, the Berea Seventh-day Adventist church acquired and renovated a school building located at 800 Morton Street in Mattapan.

In the mid-1900's, during Dr. Donald Vantepool's principalship a Pre-School Program was established at the school. In 1989, under the administration of Dr. Earlington Guiste, the Berea Seventh-day Adventist Elementary School was renamed Berea Seventh-day Adventist Academy. In addition, programs were expanded to include computer education, Spanish and physical education. A fully equipped library was also established.

The Berea Seventh-day Adventist Academy is governed by a Board of Trustees known as the Berea School Board which consist of members from the various constituent churches.

The Berea Seventh-day Academy is committed to the development of the intellectual, physical, spiritual and social needs of each student. Over the years the school has focused on providing and maintaining a Christian academic environment for its students. A belief encouraged during student's tenure at the Academy is "In all thy ways acknowledge Him and He shall direct thy path." (Proverbs 3:6)

ADMISSION & ENROLLMENT

Admission Policy

Berea SDA Academy admits students of any race, creed, religion, national, and ethnic origin and accord to each all the rights, privileges, programs and activities generally accorded or made available to students at the school.

The school has the right not to admit or re-admit students who have failing grades, have had a history of misconduct and inappropriate behavior, or do not follow the schools code of conduct. A student with an outstanding balance on their accounts may not be re-admitted. Parents whose behavior is deemed inappropriate toward any member of the faculty, staff, principal, school board, or school policies may also not be allowed to enroll or re-enroll their children at the school.

Registration

All applicants should completed application forms on file by **May 31st of the** school year for which they expect to attend. Acceptance letters will be issued by July 31st. If the number of new applicants exceeds the number of available spaces, the applicants' names are placed on a waiting list. All returning students must complete a re-application form.

Placement

Grade placement is the decision of the Placement Committee which uses evaluative materials (including entrance exams, transcripts, and cumulative records) in combination with the social and behavioral needs of the individual to be placed in making the determination. Transfer students are assigned provisionally until a final placement is made.

Enrollment Policy

New Applications - Pre-School through Grade 10

1. Application forms available from the school office are to be completed for all students applying for admission. Beginning students are required to present proof of date of birth, an application fee, immunization records and proof and results of medical examination dated not more than one year from the beginning date of school. If a child is transferring from another school, prior school records should be submitted as well.
2. It is understood that in the application for admission the student/parent indicates his/her willingness to accept the regulations of the school as his/her standard of conduct. Admission to this school is a privilege, not a right.

Entrance Requirements:

Pre-School Entrance

1. To be eligible for Pre-School, the child should be three (3) years of age by December 31st, but not older than three (3) years and nine (9) months.
2. To be eligible for Pre-Kindergarten, the child should be four (4) years of age by December 31st, but not older than four (4) years and nine (9) months.

Kindergarten – Tenth Grade

1. To be eligible for Kindergarten, the child should be five (5) years old by December 31st, but not older than five (5) years and nine (9) months.
2. To be eligible for Grade 1, the child should be six (6) years old by December 31st.
3. To be eligible for Grades 2 through Grades 10, a student must have successfully passed all of the previous grade subjects with a "C" or above. Transcripts, behavior reports, and IEPs from the previous school year are mandatory. Students entering grade 7/8 must provide transcript from grade 6 and above. (Required 8th Grade graduation cumulative GPA is calculate from grades 6-8)

The school reserves the right to waive age requirements based on the maturity or previous educational experience.

ACADEMIC INFORMATION (Course of Study)

Kindergarten Course of Study

Art

Bible

Language Arts

- Phonics
- Letter recognition
- Reading readiness skills

Mathematics

- Number recognition
- Counting by rote
- Counting by objects
- Distinguishing shapes

Music

Science

- Understanding of differences between living and non-living things
- Become familiar with different animals and plants

Social Studies

- Discuss the role of different people in society
- Discover differences and similarities between children of different countries

Grade 1 to 5 Course of Study

Bible/Religion

Fine Arts/Practical Arts

Language Arts

Mathematics

Music

Physical Education

Science & Health

Social Studies

Technology

Grade 6 to 10 Course of Study

Bible/Religion

Fine Arts/Practical Arts

Foreign Language

Language Arts

Mathematics

- Pre-Algebra (Grades 6/7/8)
- Algebra (Grade 8/9)
- Geometry (Grades 9/10)

Music

Physical Education

Science & Health

Social Studies (World History, Geography, US History, Economics, Government)

Technology

Grade Distribution: Grade 3 to 8

Class Work _____ 20%

Homework _____ 10%

Projects/Research _____ 15%

Quiz _____ 10%

Tests _____ 15%

Final Exams _____ 30%

TOTAL _____ **100%**

Grading Scales

Kindergarten Grading Scale

I	The student is working INDEPENDENTLY to achieve objectives and perform skills.
P	The student is PROGRESSING towards achieving objectives and skills.
NT	The student NEEDS more TIME to develop

Grade 1-2 Grading Scale

E	EXCELLENT
S	SATISFACTORY
N	NEEDS to improve

Grade Point Average is not assigned to grading scale for Kindergarten to Grade 2 students.

Grades 3-10 Grading Scale

Honor Roll	A student must obtain a 3.5 or higher Grade Point Average (GPA) including conduct and effort to receive Honor Roll status.		
Excellent	The student is more than meeting the demands of the curriculum. His/her work is on time, is of superior quality, and shows mastery of the subject matter. He/she has the ability to carry a job through and exerts a positive influence on the class.		
	A	95-100%	4.00 GPA
	A-	93-94%	3.69 GPA
Good	The work is above average and the required work is well done. The student meets the demands of the curriculum and exerts a positive influence on the class.		
	B+	90 -92%	3.33 GPA
	B	86- 89%	3.00 GPA
	B-	83- 85%	2.67 GPA
Average	The student does the required work satisfactorily. His/her work is on time and is of average quality. The student is showing achievement.		
	C+	80 -82%	2.33 GPA
	C	72- 79%	2.00 GPA
	C-	70 –71%	1.67 GPA
Low Passing	The student's work is below average, but shows some evidence of growth.		
	D+	68 -69%	
	D	60-64%	
Not Passing	Unsatisfactory/Unacceptable performance in the subject matter. There is little growth taking place.		
	F		59% or below

Promotion Requirements

Students must pass all subjects with a "C" or above in order to be promoted to the next grade.

In some instances the principal and teacher may strongly recommend summer school for a student who received a "D" in more than one subject for the year.

A student who receives an "F" in a subject for the year will be required to make up this academic deficiency in an approved summer school. The decision to attend summer school will be at the discretion of the principal and the teacher.

A student who receives two or more "F's" as a final course grade for the year, will be required to repeat the same grade the following school year, or the student may be asked to do summer school or withdraw from Berea Seventh-day Adventist Academy.

Report Cards

Report cards are issued at the end of each marking period. Report cards include grades and teachers' comments. Grades are permanent and become a part of each student's record.

There are four marking periods during the school year. At the end of the first, second, and third marking periods, parents or guardians are required to come to the school for a parent teacher conference. The student's performance will be discussed with parents during these parent-teacher conferences. At the conclusion of the conference, parents/guardians will be expected to sign the report card indicating the discussion took place. The signature does not mean the parent is totally satisfied with the grade given.

Interim Reports

Every three weeks, at least, teachers of the middle school; Grades 6 – 8 will email progress or interim reports so parents can be kept abreast of their child's/children's progress. Student grades can be found on the schools Student Information System (SIS)--currently Jupiter Ed.

Achievement Test: MAP Testing (Measures of Academic Progress)

An achievement test is administered to students in Grades K to 10, three times per year; Fall, winter, and Spring.

Parent-Teacher Consultation

Parents may request a parent-teacher consultation during the school year. Parents must call the school and arrange for parent-teacher consultations. The teacher will try to arrange a time that will not disrupt his/her duties in the classroom. It is unacceptable for parents to walk in and demand an immediate consultation with a teacher or the principal. The teacher or principal would be within his/her right to deny such a request and to arrange for such a consultation at a convenient time.

Academic Grievance Procedure

If a parent has a concern about her/his child's performance in school, that parent should make an appointment to talk with the teacher first before seeking assistance from the principal. If the concern persists, the parent may take the matter to the principal. At that time the principal will discuss the concerns with the teacher. If the problem continues beyond this point the principal will call a meeting with the teacher and the parent involved. This last meeting should bring about an amicable solution to the concern. Parents are discouraged from discussing (gossiping) with other parents their concerns. We will endeavor to solve problems the Biblical way and not employ the ways of the world.

GRADUATION REQUIREMENTS

General Information

Eligibility for graduation is determined by the student's successful completion of the requirements for graduation in accordance with the NAD Standards. Students graduating from Grade 8 must maintain satisfactory progress in the following areas: Academic, Citizenship and Attendance.

Eighth Grade Diploma Requirements

To complete the requirements for a diploma from Grade 8, students must earn passing grades in the following core subjects or meet the objectives of a MAP or IEP. In calculating a GPA, (Grade Point Average) grades may be averaged over Grades 6-8 for the following subjects: Bible/Religion, Language Arts, Mathematics, Science/Health, and Social Studies.

General Diploma Requirements for Graduation (Minimum)

A minimum of 220 semester units, a 2.0 GPA, and 25 community service hours are required for a General Diploma.

ATTENDANCE and SCHOOL SCHEDULE

School Year

The school year for students in Pre-School through Grade Eight will run in accordance with the academic school year for the Boston Public School system. All public holidays will be observed. School will begin right after Labor Day and end in June of the next year. The exact date of closing in June will be announced.

Attendance

Children are expected to attend school on a daily basis. It is important to the continuity of the school program and the child's best interest that attendance be consistent and punctual.

Absences

Every absence must be accompanied by a note from the child's parent or legal guardian. Absences resulting from illness lasting three days or longer must be accompanied by a letter from a physician. Extreme amounts of unexcused absences may result in the calling of a truancy officer and/or non-promotion to the next grade level.

Tardiness

Students need to allow time each morning to arrive at school by 7:45 a.m. No students should be on the school grounds or in the building before 7:30 a.m., except in the winter or when weather conditions are poor.

If a student is not in the classroom by 8:15 a.m. he/she will be marked absent. Should the student come in after 8:15 a.m. he/she must receive a tardy slip from the school office before being admitted to class and should also bring a note the following day from their parent/guardian explaining the reason for tardiness. Habitual tardiness is subject to disciplinary action.

Early Dismissal

If a parent/guardian wishes early dismissal of their child during the regular school day, they must write a note requesting the time and reason for dismissal. The principal or his/her designee must approve the dismissal request. Students will only be released to authorized persons. An authorized adult must sign the student out. Pupils are expected to leave the school ground immediately after school is dismissed. There is to be no loitering on the school premises.

Parents or others who pick up children must make arrangements to pick up students immediately at dismissal time. The school will not be responsible or liable for students who are not picked up on time. At 6:00 p.m., if no contact is made with either the parent, guardian or designated person, the Boston Police Department is to be contacted and the student placed in its custody. A report of such an action is to be submitted to the principal and placed in the student's file and reported to DSS.

School Hours (Pre-School through Grade 10)

The normal school day begins at 8:00 a.m. and ends at 3:00 p.m., Monday through Thursday. On Friday school begins at 8:00 a.m. and ends at 1:00 p.m. Students may arrive between the hours of 7:30 a.m. and 8:00 a.m. and leave the premises between the hours of 3:00 p.m. and 3:30 p.m. Monday through Thursday. Students may leave the premises between 1:00 p.m. and 1:30 p.m. on Friday. Supervision of the students will be the responsibility of the school for those periods only. Non compliance with the program hours will result in the parent being fined.

Late pick up of children

Late fines are as follows*: Kindly refer to current financial information package

Late Pick Up Procedure:

Step 1 A telephone call is made to the parent or guardian of any student who is not picked up by 5:00 p.m. If there is no response, Step 2 will be implemented;

Step 2 The emergency telephone number is called and if contact is made, the person is to be requested/asked to pick up the student. If there is no response, Step 1 and Step 2 will be repeated at 5:30 p.m., and after. However, if Steps 1 and 2 prove unsuccessful, Step 3 will go into effect;

Step 3 At 6:00 p.m., if no contact is made with either the parent, guardian or designated person, the Boston Police Department is to be contacted and the student placed in its custody. A report of such an action is to be submitted to the principal and placed in the student's file as well as reported to DSS.

After School Contract

Children in Kindergarten through Grade 8 must be picked up by 3:30 p.m. Monday – Thursday and by 2:00 pm on Friday. If parents know that they cannot get to the school at these times, it is recommended that they sign an after-school contract to avoid late fees*. Kindly refer to current After-school contract for fee information.

Daily Security Procedures

7:30 a.m.	Main Entrance door is open.
7:45 a.m. – 8:00 a.m.	Students are assembled in lines by grade.
8:00 a.m.	All students must be in classrooms.
8:15 a.m.	End of Grace Period for Tardy Students.
8:15 a.m.	Student is tardy. A written note or Tardy Pass is required to enter class.
8:30 a.m.	Main entrance doors will be locked.
2:45 – 3:30 p.m.	Parent/Guardian entering the building should ask the office attendant to call their student to the office for dismissal. No parent/guardian should go to the classroom without permission from the office.
3:30-5:00	Students go to aftercare (\$10/day) or extracurricular activities.

- ❖ Parents and visitors are required to check in at the main office **before** visiting any classroom. Classroom visits are not allowed during instructional time.
- ❖ Students will remain in the classroom, between 3:00 p.m. and 3:30 p.m., until a parent/guardian comes to request their dismissal. No child will be allowed to wait on the outside for his or her parents. Parents must not ask children to wait on the outside to avoid late pick-up charges. Do your best to be on time.
- ❖ Confirm early pick-up with the office staff. Parent/Guradian must sign student out for early dismissal before 2:45 PM Monday-Thursday and before 12:45 PM on Fridays.
- ❖ Non-aftercare students must be picked up before 3:30 p.m. to avoid late charge of \$10.
- ❖ The Academy requests that everyone enters at the main entrance of the building and checks in at the Main office. This includes parents, visitors, vendors, and employees.

DRESS POLICY

Appearance

Boys and girls must dress appropriately for school and school activities. The girl's dress must be worn below the knees. Shirt for boys and girls must not be tight fitting. Students hair must be neat. Modesty in dress is required at all times. Skirts that are above the knee are prohibited and should not be worn. Failure to wear the proper uniform will result in parents being called to pick up student. In case of non-compliance due to an emergency, /a written explanation from the parent/guardian must be sent to the school office.

Jewelry

Jewelry in its various forms is not allowed, i.e. earrings, rings, bracelets, necklaces, etc. (An exception for wedding bands for married faculty, staff, and volunteers)

Make-up

Make-up such as lipstick, nail coloring, rouge, and eyeshadow, shall not be worn on the school premises or during field trips.

Uniforms (Pre-School – Grade 10)

The school uniform is to be worn to school at all times unless special activities are planned and students are advised differently.

Boys should wear:

Pants Navy blue (no denim jeans allowed)

Shirts White

Tie Plaid (Khaki/navy/red)

Vest Navy blue

Sweater Navy blue

Shoes Black shoes

Sock Black or Navy blue

Blazer (Grades 6-8) Navy blue

Girls should wear:

Blouse White

Jumper (Pre-school – Grade 5) Plaid jumper (Khaki/navy/red)

Tie Plaid (Khaki/navy/red) Criss Cross tie Sweater Navy blue

Socks or Tights Black or Navy blue (no sheer pattern or fishnet)

Shoes Black shoes

Skirts (Grades 6 -8) Plaid Khaki/navy/red)

Blazer (Grades 6-8) Navy blue

Sweater/Vest Navy blue

Uniforms may be purchased online at:

www.metroshooluniforms.com

www.donnellysclothing.com

www.cookieskids.com

Physical Education Attire

Students are expected to wear their pre-assigned Physical Education Attire (Gym Uniform) as indicated in the yearly class schedule. Gym Uniforms may be purchased at the school's main office.

STANDARD OF CONDUCT**Corporal Punishment**

This form of punishment is **not** practiced at this school.

Child Abuse

If the administrator, faculty or staff member suspects child abuse to any of the enrolled students, the matter will be reported to the Children Services.

Discipline

Discipline is used to correct inappropriate actions committed by students. First time offenders are warned by the teacher. Parents are notified if another infraction is committed. The principal is next alerted if there are any other infractions. In all cases, the principal will call a parent/teacher/principal meeting to discuss possible corrective measures that can be employed at home to assist the school in keeping control. Some of the disciplinary actions that are administered at school, may include, but not limited to, time-out, cleaning duties, running laps, loss of privileges, parent notification, suspension and expulsion.

Detention: Detention is the retention of students after school dismissal. Parents will be informed prior to the detention of any student. In most cases students will be required to remain after school for at least one (1) hour. Before-School detention is also permissible.

Probation: Students may be put on probation as a result of violation of school policies, rules or regulations. After a designated period of time, if the student's behavior has not improved, stronger measures may be recommended. A student on probation may be denied participation in certain extra-curricular school activities or functions.

Suspension: Suspension is the temporary prohibition of a student from attending class or school functions for a designated period of time. Suspension is not permanent.

Expulsion (Dismissal): Expulsion is the permanent dismissal of a student from attending the Berea Seventh-day Adventist Academy. A recommendation for expulsion is usually done on the recommendation of the principal to the school board, who in turn votes on the action of expulsion from the school.

Parental Right to Appeal

Any disciplinary action may be appealed by a parent, sponsor, or guardian through written contact with the school principal. If satisfaction does not result, the parent, sponsor or guardian may request a further appeal to the School Board through its chairperson. All decisions of the School Board are final.

Destruction of School Property

Assessed damage of school property resulting from the action of a student will be the responsibility of the parent.

Parents are expected to support BSAA rules and regulations regarding student behavior. Parent cooperation with school administration and faculty is essential for fostering the best interests of the student.

Student Responsibilities

Students are expected to be good citizens within the school community. Students are expected to act in ways which enhance the health and safety of themselves and others. Students are expected to:

- Be honest, kind, considerate and respectful of others (no hitting, no pushing, no kicking, no punching, no bullying, no cursing)
- Be knowledgeable about and observe all school rules and regulations
- Use courteous, respectful, and appropriate language and behavior towards others
- Be honest in all class work (no cheating, no copying others work, no plagiarism)
- Respect the property of others (no vandalizing, no stealing)
- Respect the property of the school (Chromebooks, desks, chairs, doors, walls, tables, sinks, toilets, etc.)
- Use Digital Integrity while on the internet (no inappropriate websites or social media). Only use school issued devices and online accounts. Sign into the device with the student's school issued Google Account ONLY (email ending in bereasdaacademy.org).

Violations of these rules may result in automatic suspension. Any and all property damage by the student will be at the expense of the student's parent/guardian.

Short list of Violations

The following tabulation of violations represents a partial list of what is considered serious violations of conduct at BSAA and may result in expulsion:

1. Falsifying school documents (e.g. forging a parent's signature)
2. Stealing
3. Name calling, teasing, bullying
4. Leaving the school grounds without permission
5. Possession of:
 - a. firearms
 - b. firecrackers or explosives of any kind
 - c. knives or other instruments considered to be lethal weapons

These items will be confiscated and given only to a parent.

6. Pre-marital sex, overt sexual behavior toward another student, sexual abuse, or complaints of sexual harassment
7. Setting off or otherwise illegally tampering with a fire alarm or fire safety equipment
8. Willful or abusive disrespect of and/or failure to comply with a directive of any member of the staff or an authorized agent of the school with the intent to create disorder
9. Willful damage and destruction of school property. Unlawful entry
10. Using, handling, possessing, selling or distributing liquor, intoxicating materials, tobacco (including vaping), marijuana or narcotics, or generally a controlled substance
11. Intentionally causing serious injury to another person
12. Consistently violating school policies or regulations
13. Using profane or indecent language or gestures; possessing, reading, selling, or distributing obscene literature or websites.
14. Fighting (assault and battery)
15. Refusal to participate in worship and other devotional exercises.
16. Breach/repeated breach of any school regulation.

Other Infractions

Any of these infractions may result in in-school punishment or suspension from school

1. Candy or gum chewing
2. Attending school out of uniform without permission
3. Classroom or hallway disruption
4. Running and/or loud speaking in the hallway
5. Wearing make-up or jewelry, etc.
6. Cheating on examinations (automatic failure)
7. Cutting class/leaving class without permission
8. Unsanitary behavior (e.g. spitting)
9. Use of smart phones, smart watches, cell-phones, tablets, or other electronic devices at school, without permission (Any such items can be confiscated and held until the last day of the school year.)
10. Tardiness

Other Violations That May Result in Expulsion

1. A parent/guardian who finds her/himself out of harmony with the policies of the school, who is uncooperative, and/or whose attitude gives evidence of an uncontrolled nature, may be advised to withdraw from the school family.
2. All final decisions of this nature will be made by the School Board of Trustees.

STUDENT LIFE

Award Ceremony

BSAA encourages all students to strive for academic success in all subjects and believes in rewarding students for their outstanding performance. An Award Ceremony is held yearly. Below is a list of awards presented at the Award Ceremony.

Academic Achievement

Given to all students who made the Honor Roll for three (3) marking periods, or a combination of two honor roll and two honorable mention or honorable mention for four (4) marking periods.

Citizenship

Given to the students whose behavior exemplifies our Christ-centered philosophy and principles on which our school is founded.

Honor Society

Given to all students who merit a place on the Honor Roll for all four (4) marking periods. Bible, Math, Science, Social Studies, and Language Arts

Given to the top students (best academic record/performance) in each subject area. Limited to one for each class.

Perfect Attendance

Given to all students who were never absent nor late for school.

High Honors

Given to the student with the highest GPA/best grades in each class/grade. If two or more students qualify by academic performance, perfect attendance and/or citizenship will be taken into consideration to select one.

Merit Point System

Merit points will be given for commendable deportment, attainment or performance in the areas listed below:

1. Perfect Class Attendance, which means no absence or tardiness to any class appointment. To achieve perfect attendance for the school year, the student record must indicate present and on time to all classes.

2. Classroom behavior should be commendable.
3. Reverence in all religious services and during prayers in the classroom. Students directed to kneel, stand or bow head for prayer should comply. No irreverent talking, laughing, or writing should take place.
4. Uniforms, should be clean and neatly pressed, ties in place, and regulation shoes be worn to class.

FINANCIAL INFORMATION

Tuition

BSAA is supported primarily by tuition. An annual tuition is charged to each student; it is due in full and payable at registration time. Parents must keep their accounts current or run the risk of having their children temporarily removed from the school until all payments are brought current. Tuition, as referred above, does not include after-school care.

Application Fee

An application fee must be submitted with the admissions application for each new student. This application fee does not apply towards tuition and is non-refundable. (See current registration package)

Registration

Each new student shall pay the one month's tuition and the registration fees, which are non-refundable, by August 10 of the current school year for the next school year.

General Fees

A general fee will be charged each student to cover the cost of textbooks, workbooks, devices, school time insurance, labs and other program fees; all 8th grade students pay a graduation fee. Not included in this fee is the yearbook and 8th grade trip expense. Provision should be made for incidental expenses related to field trips, athletic supplies and special programs; all supplies, including pencils, assignment books, erasers and rulers will be purchased by each child. General fees are non-refundable.

Re-enrollment

Re-enrollment application must be submitted by May 31st at which time one month's tuition and the registration fees must be paid. These monies are non-refundable.

Unpaid Student Accounts

No child will be admitted whose account from the previous year has not been paid in full. Other financial arrangements will be at the discretion of the School Board of Trustees.

Tuition Refund Policy

The Berea Seventh-day Adventist Academy School Board of Trustees has set the following refund policy:

1. All withdrawal requests must be in writing, and given two weeks prior to the student's departure. Parents are financially obligated to pay for those two weeks.
2. If a parent/guardian withdraws his/her child from school after the school year has started, he/she will not receive a refund of the general fees.
3. Failure to attend school does not constitute a withdrawal. A withdrawal form must be completed by the parent or guardian (only). This form can be obtained from the business office.
4. Parents who become delinquent in their tuition payment will be asked to remove their child by the 15th of that month.

Financial Sanctions

1. No student will be allowed to attend class in September unless his/her tuition for the previous school year has been paid in full or satisfactory arrangements are made with Business Manager.
2. No student will be allowed to take quarterly exams until all financial obligations to the school have been settled. Grades will therefore be incomplete for the year.
3. No Preschool, Pre-K, Kindergarten, or eighth grade student will be allowed to participate in graduation activities unless all **bills** are paid in full by May 5th, of the current school year.
4. No report cards or transcripts will be released until all financial obligations to the school have been settled.

GENERAL INFORMATION

Medical/Personal Concerns

Communicable Diseases

If symptoms of any communicable disease are observed, the child will be quarantined, the parents notified. No child with any form of diagnosed communicable disease will be allowed to attend school for the duration of the period of time which the disease is listed as contagious. All parents will be notified in writing if/when such diseases have been introduced into the school.

Dispensing Medication

No teacher or aide should dispense any form of medication to any child whether prescription or non-prescription drugs including baby aspirin. If, however, a child is on medication that must be given during the school day, the parent or guardian must deliver the medication in person to the Administrative Office with the Permission to Administer Medication form. The container shall be clearly labeled with the child's name and written instructions for dispensing. The medication will be kept in a locked closet and only the designated adult will be responsible for dispensing the medication to the child. The adult shall fill in the dispensing chart on a daily basis, and destroy or return unused portions to the parents.

First Aid and Preventative Health Care Training

Faculty & staff members of the school do have training in First Aid Training.

First Aid to Students

The school's staff will respond to non-emergency type injuries. If a child is injured and requires first aid, the parent will be notified of procedure followed and type of first aid applied. An accident report will be completed and sent home. A copy will be filed with the student's health records for any injuries occurring during school hours.

Health Care

General preventive health care, routine school related examinations required by the Massachusetts State Department of Health, and review of health records will be performed by the designated employee of the school.

Hygiene

Personal hygiene and cleanliness is of great importance to the well-being and proper attitude of children toward learning. Therefore, any child who appears to be neglected in these areas will be referred to the principal for parental notification.

Medical Emergency

If a child requires emergency assistance or the immediate attention of a physician, the child's parents will be notified in accordance with the emergency procedures listed on the emergency form. In cases where parents cannot be reached, the child will be taken to the nearest hospital or to the clinic or physician listed on the Emergency Form. In cases where extreme immediate emergency treatment is required and lapse of time creates further complications, the nearest hospital emergency room will be utilized.

Sex Education

Students in grades 5 – 8 are taught about human sexuality in a Christian manner. Parental permission to conduct such classes is hereby given through the signing of a letter by parent. The teacher will remind parents when such a topic comes up. Parents do have the right to request that their children not participate in such classes.

Student Illness

Children who are known to be ill should be kept at home **(REQUIRED: Before returning to school, the student should be without a fever, vomiting, rash, or diarrhea for a minimum of 24 hours)**. Should a student become ill during the day, he/she must get a Health Service referral slip from the teacher that period and should report immediately to the principal or his/her designee. The principal will make arrangements for placing the apparently ill student in the health care office and contacting the parent's/guardian and/or family doctor. The child will be under observation until a parent/guardian arrives or instructions are received from the physician stating other procedures to follow.

A parent/guardian or responsible adult should be accessible by telephone in case of an emergency. If address and/or telephone number changes during the school year parent/guardian must notify the school.

Technology: Acceptable use Policy for Digital Resources

BSAA provides access to technology devices and internet system for employees and students for educational and school business purposes. All persons utilizing these digital resources must adhere to the school's Acceptable Use Policy for Digital Resources.

Telephone

The school telephone is for school business. Students should not be called during school hours except in cases of emergency.

Cell Phones

Students are not allowed to use cell phones in school unless special arrangements are made with the principal.

1. Students shall have Cell phones/tablets turned off and stored at all times during school hours, which includes chapel, lunch, assemblies, and between classes. The only time that students may have the devices turned on or used; is when they are used in class supervised by the teacher, or before school, and after school.
2. Should a student receive/make a phone call or use the phone without permission during school (disrupting the classroom instructional process or a school assembly) the device shall be confiscated by a staff member and be given to an administrator. The student may pick up the device at the end of the day from the office. A second infraction may result in the device being confiscated and the parent/guardian will be required to meet with the principal or the principal's administrative designee in order to retrieve the device. A third infraction shall result in disciplinary action with the consent to possess all cell phone/tablets being revoked until the end of the semester.

If a student needs to use a telephone, he/she is advised to go to the Main Office and ask permission to use the office phone or for the office to make a call on their behave.

Building Entry

Parents are not allowed to enter the building to visit with teachers after 8:00 am. Any such visits must be arranged with the teacher and the office notified. All persons entering the building must report to the main office.

Classroom Visits

Classroom visits by parents are welcomed. Parents and all visitors are required to make arrangements with the principal prior to the visitation date. No parent/teacher conference is allowed to be held during instructional time. Visits must be scheduled around teacher's planning time, before or after school. Teachers/parents are required to notify the office of scheduled visits during school time. This will prevent delays upon entering the building.

Evacuation Emergency Policy

In the event that an emergency necessitates an evacuation, the school will obtain appropriate transportation and leave building and/or city if necessary. Parents will be notified if such action is taken. Parents who work/live in close proximity of the school will be contacted to assist with transportation.

Fire drills, lock downs, shelter in place will take place throughout the school year. All students are expected to exit the building in an orderly fashion, follow the directive of the teacher/designee and remain in designated location until the signal to return in the building.

Field Trips

Permission slips must be signed by parents/guardians before a child is allowed to attend a field trip. No child will be allowed to attend a field trip if a permission slip has not been signed and returned to the school by the specified date.

Home & School

Parents are encouraged to attend all scheduled Home & School Association meetings. Full participation in all school activities is expected. In order for BSAA to operate at optimum effectiveness the school must have cooperation of the parents. Parents are therefore asked to abide by the following regulations:

1. Each parent who intends to retain his/her child at BSAA for the next school year must complete a Re-enrollment Commitment form during the specified period each year. This period is usually the months of March and April. A space cannot be held for the child except this is done.
2. Parents are required to attend all Home & School Association Meetings. The Berea staff, school board members and Home and School Association officers are available to assist, if requested.
3. Parents are expected to attend conferences when requested by the teacher and/or principal regarding a student's academic and behavior progress. There are four scheduled meetings. Reminders for these meetings will be sent home from the school to parents.

4. Parents are expected to make personal visits to the school at least (4) times per year (two during the first semester, September through December; and two during the second semester, January through May) for conferences with teacher or the principal, for open house, and especially at graduation.

5. Parents are encouraged to become involved in other activities of BSAA such as Home & School Committee meetings, fundraisers, recreational events, and field trips.

6. Parents are encouraged and expected to volunteer time as necessary for special projects and other activities at the school (volunteer form must be filled out and kept on file in the office).

Image Release

Parents are required to sign a yearly image release form, which allows or denies BSAA permission to use student images or printed work for the purposes of publicity, illustration, advertising, and Web content.

Insurance

Each child will be insured through the school's group policy. This coverage is required to protect against accidental injuries during school-related activities.

Library

The Library is a resource available for the benefit of Berea Seventh-day Adventist Academy students. The library provides enrichment opportunities for students. Students are allowed to utilize the material provided in the library under the supervision of the librarian. The library provides students with:

1. A knowledge of how to utilize the library system
2. An opportunity to gain an appreciation for reading
3. Resources for writing book reports or other school projects
4. Exposure to books, tapes, and computer materials, etc.

Library usage is a privilege. Students are expected to take good care of the books and other library materials. It is necessary that quiet be maintained at all times in the library. The librarian may withdraw privileges if a student exhibits unsatisfactory conduct in the library.

Meals

The school provides meals at a minimum cost. Parents are expected to cooperate in seeing that unclean meats such as pork or pork products, shellfish, caffeine or caffeine products are not sent to school or placed in the student's lunch. Due to many peanut allergies, we are now a peanut free school.

School Cancellation

The cancellation of a school session at Berea for storm or other emergency will be broadcasted over radio and television stations. An instant alert message will also be issued to parents.

School Crossing

A school crossing guard and monitor are available to assist pupils who must cross the street upon arrival to, and dismissal from school. Pupils must obey the guards or monitor at all times.

Transportation

Since the Berea Seventh-day Adventist Academy does not own a school bus, transportation is available through private or public-school bus service. Arrangements for the transport of children, to and from school through the public-school bus service, may be made through the school office.

Each parent must insure that his/her child adheres to the MBTA and/or private bus regulations of safety and conduct if the child uses the bus to get to and from school.

SCHOOL POLICY FOR STUDENT SEXUAL HARASSMENT/BULLYING

The Berea Seventh-day Adventist Academy is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti and jokes and gestures.

If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities it is prohibited sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher in grades Kindergarten – Grade 8 or to any teacher. The student may also report to the principal. The matter will be reported to Department of Social Service – DSS by the school for investigation.

If the harassment comes from an adult, the student should report directly to the principal.

After the investigation and response, the victim should be informed that appropriate corrective action has been taken and the victim encouraged reporting any further events.

Sexual harassment of any student by another student or any employee, or other person under the supervision of the school is unlawful and is prohibited.

Teachers shall discuss this policy with their students in an age appropriate way. Any student who engages in sexual harassment shall be subject to disciplinary action up to and including expulsion.

Each school shall adopt a sexual harassment policy. The policy shall include a definition of sexual harassment and procedures for reporting sexual harassment. In addition, each school shall adopt administrative guidelines for investigating and responding to reports of harassment.

Each school's written policy shall be published in the student handbook or bulletin which is distributed to students.

A copy of the school's policy regarding sexual harassment shall be displayed in a prominent location in the administrative building or other location where such notices are posted for students.

A copy of the policy shall be provided as part of the orientation of new students at the beginning of the school year and to each new staff member when employed.

GENERAL INFORMATION NOTES

All the rules and regulations in this handbook shall be used as guidelines for the operation of the school. Other rules and regulations instituted by the principal or school board shall be deemed to be authentic and will be as binding as the rules and regulations outlined in this book.

Seventh-day Adventist Believe

1. **The Holy Scriptures** - The Holy Scriptures, Old and New Testaments, are the written Word of God, given by divine inspiration through holy men of God who spoke and wrote as they were moved by the Holy Spirit. In this Word, God has committed to man the knowledge necessary for salvation. The Holy Scriptures are the infallible revelation of His will. They are the standard of character, the test of experience, the authoritative revealer of doctrines, and the trustworthy record of God's acts in history. (2 Peter 1:20, 21; 2 Tim. 3:16, 17; Ps. 119:105; Prov. 30:5, 6; Isa. 8:20; John 17:17; 1 Thess. 2:13; Heb. 4:12.)

2. **The Trinity** - There is one God: Father, Son, and Holy Spirit, a unity of three co eternal Persons. God is immortal, all-powerful, all-knowing, above all, and ever present. He is infinite and beyond human comprehension, yet known through His self-revelation. He is forever worthy of worship, adoration, and service by the whole creation. (Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; Eph. 4:4-6; 1 Peter 1:2; 1 Tim. 1:17; Rev. 14:7.)

3. **The Father** - God the eternal Father is the Creator, Source, Sustainer, and Sovereign of all creation. He is just and holy, merciful and gracious, slow to anger, and abounding in steadfast love and faithfulness. The qualities and powers exhibited in the Son and the Holy Spirit are also revelations of the Father. (Gen. 1:1; Rev. 4:11; 1 Cor. 15:28; John 3:16; 1 John 4:8; 1 Tim. 1:17; Ex. 34:6, 7; John 14:9.)

4. **The Son** - God the eternal Son became incarnate in Jesus Christ. Through Him all things were created, the character of God is revealed, the salvation of humanity is accomplished, and the world is judged. Forever truly God, He became also truly man, Jesus the Christ. He was conceived of the Holy Spirit and born of the virgin Mary. He lived and experienced temptation as a human being, but perfectly exemplified the righteousness and love of God. By His miracles He manifested God's power and was attested as God's promised Messiah. He suffered and died voluntarily on the cross for our sins and in our place, was raised from the dead, and ascended to minister in the heavenly sanctuary in our behalf. He will come again in glory for the final deliverance of His people and the restoration of all things. (John 1:1-3, 14; Col. 1:15-19; John 10:30; 14:9; Rom. 6:23; 2 Cor. 5:17-19; John 5:22; Luke 1:35; Phil. 2:5-11; Heb. 2:9-18; 1 Cor. 15:3, 4; Heb. 8:1, 2; John 14:1-3.)

5. **The Holy Spirit** - God the eternal Spirit was active with the Father and the Son in Creation, incarnation, and redemption. He inspired the writers of Scripture. He filled Christ's life with power. He draws and convicts human beings; and those who respond He renews and transforms into the image of God. Sent by the Father and the Son to be always with His children, He extends spiritual gifts to the church, empowers it to bear witness to Christ, and in harmony with the Scriptures leads it into all truth. (Gen. 1:1, 2; Luke 1:35; 4:18; Acts 10:38; 2 Peter 1:21; 2 Cor. 3:18; Eph. 4:11, 12; Acts 1:8; John 14:16-18, 26; 15:26, 27; 16:7-13.)

6. Creation - God is Creator of all things, and has revealed in Scripture the authentic account of His creative activity. In six days the Lord made "the heaven and the earth" and all living things upon the earth, and rested on the seventh day of that first week. Thus He established the Sabbath as a perpetual memorial of His completed creative work. The first man and woman were made in the image of God as the crowning work of Creation, given dominion over the world, and charged with responsibility to care for it. When the world was finished it was "very good", declaring the glory of God. (Gen. 1; 2; Ex. 20:8-11; Ps. 19:1-6; 33:6, 9; 104; Heb. 11:3.)

7. The Nature of Man - Man and woman were made in the image of God with individuality, the power and freedom to think and to do. Though created free beings, each is an indivisible unity of body, mind, and spirit, dependent upon God for life and breath and all else. When our first parents disobeyed God, they denied their dependence upon Him and fell from their high position under God. The image of God in them was marred and they became subject to death. Their descendants share this fallen nature and its consequences. They are born with weaknesses and tendencies to evil. But God in Christ reconciled the world to Himself and by His Spirit restores in penitent mortals the image of their Maker. Created for the glory of God, they are called to love Him and one another, and to care for their environment. (Gen. 1:26- 28; 2:7; Ps. 8:4-8; Acts 17:24-28; Gen. 3; Ps. 51:5; Rom. 5:12-17; 2 Cor. 5:19, 20; Ps. 51:10; 1 John 4:7, 8, 11, 20; Gen. 2:15.)

8. The Great Controversy - All humanity is now involved in a great controversy between Christ and Satan regarding the character of God, His law, and His sovereignty over the universe. This conflict originated in heaven when a created being, endowed with freedom of choice, in self-exaltation became Satan, God's adversary, and led into rebellion a portion of the angels. He introduced the spirit of rebellion into this world when he led Adam and Eve into sin. This human sin resulted in the distortion of the image of God in humanity, the disordering of the created world, and its eventual devastation at the time of the worldwide flood. Observed by the whole creation, this world became the arena of the universal conflict, out of which the God of love will ultimately be vindicated. To assist His people in this controversy, Christ sends the Holy Spirit and the loyal angels to guide, protect, and sustain them in the way of salvation. (Rev. 12:4-9; Isa. 14:12- 14; Eze. 28:12-18; Gen. 3; Rom. 1:19-32; 5:12-21; 8:19-22; Gen. 6-8; 2 Peter 3:6; 1 Cor. 4:9; Heb. 1:14.)

9. The Life, Death, and Resurrection of Christ - In Christ's life of perfect obedience to God's will, His suffering, death, and resurrection, God provided the only means of atonement for human sin, so that those who by faith accept this atonement may have eternal life, and the whole creation may better understand the infinite and holy love of the Creator. This perfect atonement vindicates the righteousness of God's law and the graciousness of His character; for it both condemns our sin and provides for our forgiveness. The death of Christ is substitutionary and expiatory, reconciling and

transforming. The resurrection of Christ proclaims God's triumph over the forces of evil, and for those who accept the atonement assures their final victory over sin and death. It declares the Lordship of Jesus Christ, before whom every knee in heaven and on earth will bow. (John 3:16; Isa. 53; 1 Peter 2:21, 22; 1 Cor. 15:3, 4, 20-22; 2 Cor. 5:14, 15, 19-21; Rom. 1:4; 3:25; 4:25; 8:3, 4; 1 John 2:2; 4:10; Col. 2:15; Phil. 2:6-11.)

10.The Experience of Salvation - In infinite love and mercy God made Christ, who knew no sin, to be sin for us, so that in Him we might be made the righteousness of God. Led by the Holy Spirit we sense our need, acknowledge our sinfulness, repent of our transgressions, and exercise faith in Jesus as Lord and Christ, as Substitute and Example. This faith which receives salvation comes through the divine power of the Word and is the gift of God's grace. Through Christ we are justified, adopted as God's sons and daughters, and delivered from the lordship of sin. Through the Spirit we are born again and sanctified; the Spirit renews our minds, writes God's law of love in our hearts, and we are given the power to live a holy life. Abiding in Him we become partakers of the divine nature and have the assurance of salvation now and in the judgment. (2 Cor. 5:17-21; John 3:16; Gal. 1:4; 4:4-7; Titus 3:3-7; John 16:8; Gal. 3:13, 14; 1 Peter 2:21, 22; Rom. 10:17; Luke 17:5; Mark 9:23, 24; Eph. 2:5-10; Rom. 3:21-26; Col. 1:13, 14; Rom. 8:14-17; Gal. 3:26; John 3:3-8; 1 Peter 1:23; Rom. 12:2; Heb. 8:7-12; Eze. 36:25-27; 2 Peter 1:3, 4; Rom. 8:1-4; 5:6-10.)

11.Growing in Christ - By His death on the cross Jesus triumphed over the forces of evil. He who subjugated the demonic spirits during His earthly ministry has broken their power and made certain their ultimate doom. Jesus' victory gives us victory over the evil forces that still seek to control us, as we walk with Him in peace, joy, and assurance of His love. Now the Holy Spirit dwells within us and empowers us. Continually committed to Jesus as our Saviour and Lord, we are set free from the burden of our past deeds. No longer do we live in the darkness, fear of evil powers, ignorance, and meaninglessness of our former way of life. In this new freedom in Jesus, we are called to grow into the likeness of His character, communing with Him daily in prayer, feeding on His Word, meditating on it and on His providence, singing His praises, gathering together for worship, and participating in the mission of the Church. As we give ourselves in loving service to those around us and in witnessing to His salvation, His constant presence with us through the Spirit transforms every moment and every task into a spiritual experience. (Ps 1:1, 2; 23:4; 77:11, 12; Col 1:13, 14; 2:6, 14, 15; Luke 10:17-20; Eph 5:19, 20; 6:12-18; 1 Thess 5:23; 2 Peter 2:9; 3:18; 2 Cor. 3:17, 18; Phil 3:7-14; 1 Thess 5:16-18; Matt 20:25-28; John 20:21; Gal 5:22-25; Rom 8:38, 39; 1 John 4:4; Heb 10:25.)

12.The Church - The church is the community of believers who confess Jesus Christ as Lord and Saviour. In continuity with the people of God in Old Testament times, we are called out from the world; and we join together for worship, for fellowship, for instruction in the Word, for the celebration of the Lord's Supper, for service to all mankind, and for the worldwide proclamation of the gospel. The church derives its authority from Christ, who is the incarnate Word, and from the Scriptures, which are the written Word. The church is God's family; adopted by Him as children, its members live on the basis of the new covenant. The church is the body of Christ, a community of faith of which Christ Himself is the Head. The church is the bride for whom Christ died that He might sanctify and cleanse her. At His return in triumph, He will present her to Himself a glorious church, the faithful of all the ages, the purchase of His blood, not having spot or wrinkle, but holy and without blemish. (Gen. 12:3; Acts 7:38; Eph. 4:11-15; 3:8-11; Matt. 28:19, 20; 16:13-20; 18:18; Eph. 2:19-22; 1:22, 23; 5:23-27; Col. 1:17, 18.)

13.The Remnant and Its Mission - The universal church is composed of all who truly believe in Christ, but in the last days, a time of widespread apostasy, a remnant has been called out to keep the commandments of God and the faith of Jesus. This remnant announces the arrival of the judgment hour, proclaims salvation through Christ, and heralds the approach of His second advent. This proclamation is symbolized by the three angels of Revelation 14; it coincides with the work of judgment in heaven and results in a work of repentance and reform on earth. Every believer is called to have a personal part in this worldwide witness. (Rev. 12:17; 14:6-12; 18:1-4; 2 Cor. 5:10; Jude 3, 14; 1 Peter 1:16-19; 2 Peter 3:10-14; Rev. 21:1-14.)

14.Unity in the Body of Christ - The church is one body with many members, called from every nation, kindred, tongue, and people. In Christ we are a new creation; distinctions of race, culture, learning, and nationality, and differences between high and low, rich and poor, male and female, must not be divisive among us. We are all equal in Christ, who by one Spirit has bonded us into one fellowship with Him and with one another; we are to serve and be served without partiality or reservation. Through the revelation of Jesus Christ in the Scriptures we share the same faith and hope, and reach out in one witness to all. This unity has its source in the oneness of the triune God, who has adopted us as His children. (Rom. 12:4, 5; 1 Cor. 12:12-14; Matt. 28:19, 20; Ps. 133:1; 2 Cor. 5:16, 17; Acts 17:26, 27; Gal. 3:27, 29; Col. 3:10-15; Eph. 4:14-16; 4:1-6; John 17:20-23.)

15.Baptism - By baptism we confess our faith in the death and resurrection of Jesus Christ, and testify of our death to sin and of our purpose to walk in newness of life. Thus we acknowledge Christ as Lord and Saviour, become His people, and are received as members by His church. Baptism is a symbol of our union with Christ, the forgiveness of our sins, and our reception of the Holy Spirit. It is by immersion in water and is contingent on an affirmation of faith in Jesus and evidence of repentance of sin. It follows instruction in the Holy Scriptures and acceptance of their teachings. (Rom. 6:1-6; Col. 2:12, 13; Acts 16:30-33; 22:16; 2:38; Matt. 28:19, 20.)

16.The Lord's Supper - The Lord's Supper is a participation in the emblems of the body and blood of Jesus as an expression of faith in Him, our Lord and Saviour. In this experience of communion Christ is present to meet and strengthen His people. As we partake, we joyfully proclaim the Lord's death until He comes again. Preparation for the Supper includes self-examination, repentance, and confession. The Master ordained the service of foot washing to signify renewed cleansing, to express a willingness to serve one another in Christlike humility, and to unite our hearts in love. The communion service is open to all believing Christians. (1 Cor. 10:16, 17; 11:23-30; Matt. 26:17-30; Rev. 3:20; John 6:48-63; 13:1-17.)

17.Spiritual Gifts and Ministries - God bestows upon all members of His church in every age spiritual gifts which each member is to employ in loving ministry for the common good of the church and of humanity. Given by the agency of the Holy Spirit, who apportions to each member as He wills, the gifts provide all abilities and ministries needed by the church to fulfill its divinely ordained functions. According to the Scriptures, these gifts include such ministries as faith, healing, prophecy, proclamation, teaching, administration, reconciliation, compassion, and self-sacrificing service and charity for the help and encouragement of people. Some members are called of God and endowed by the Spirit for functions recognized by the church in pastoral, evangelistic, apostolic, and teaching ministries particularly needed to equip the members for service, to build up the church to spiritual maturity, and to foster unity of the faith and knowledge of God. When members employ these spiritual gifts as faithful stewards of God's varied grace, the church is protected from the destructive influence of false doctrine, grows with a growth that is from God, and is built up in faith and love. (Rom. 12:4-8; 1 Cor. 12:9-11, 27, 28; Eph. 4:8, 11-16; Acts 6:1-7; 1 Tim. 3:1-13; 1 Peter 4:10, 11.)

18.The Gift of Prophecy - One of the gifts of the Holy Spirit is prophecy. This gift is an identifying mark of the remnant church and was manifested in the ministry of Ellen. G. White . As the Lord's messenger, her writings are a continuing and authoritative source of truth which provide for the church comfort, guidance, instruction, and correction. They also make clear that the Bible is the standard by which all teaching and experience must be tested. (Joel 2:28, 29; Acts 2:14-21; Heb. 1:1-3; Rev. 12:17; 19:10.)

19.The Law of God - The great principles of God's law are embodied in the Ten Commandments and exemplified in the life of Christ. They express God's love, will, and purposes concerning human conduct and relationships and are binding upon all people in every age. These precepts are the basis of God's covenant with His people and the standard in God's judgment. Through the agency of the Holy Spirit they point out sin and awaken a sense of need for a Saviour. Salvation is all of grace and not of works, but its fruitage is obedience to the Commandments. This obedience develops Christian character and results in a sense of well-being. It is an evidence of our love for the Lord and our concern for our fellow men. The obedience of faith demonstrates the power of Christ to transform lives, and therefore strengthens Christian witness. (Ex. 20:1-17; Ps. 40:7, 8; Matt. 22:36-40; Deut. 28:1-14; Matt. 5:17-20; Heb. 8:8-10; John 15:7-10; Eph. 2:8-10; 1 John 5:3; Rom. 8:3, 4; Ps. 19:7- 14.)

20.The Sabbath - The beneficent Creator, after the six days of Creation, rested on the seventh day and instituted the Sabbath for all people as a memorial of Creation. The fourth commandment of God's unchangeable law requires the observance of this seventh-day Sabbath as the day of rest, worship, and ministry in harmony with the teaching and practice of Jesus, the Lord of the Sabbath. The Sabbath is a day of delightful communion with God and one another. It is a symbol of our redemption in Christ, a sign of our sanctification, a token of our allegiance, and a foretaste of our eternal future in God's kingdom. The Sabbath is God's perpetual sign of His eternal covenant between Him and His people. Joyful observance of this holy time from evening to evening, sunset to sunset, is a celebration of God's creative and redemptive acts. (Gen. 2:1-3; Ex. 20:8-11; Luke 4:16; Isa. 56:5, 6; 58:13, 14; Matt. 12:1-12; Ex. 31:13-17; Eze. 20:12, 20; Deut. 5:12-15; Heb. 4:1-11; Lev. 23:32; Mark 1:32.)

21.Stewardship - We are God's stewards, entrusted by Him with time and opportunities, abilities and possessions, and the blessings of the earth and its resources. We are responsible to Him for their proper use. We acknowledge God's ownership by faithful service to Him and our fellow men, and by returning tithes and giving offerings for the proclamation of His gospel and the support and growth of His church. Stewardship is a privilege given to us by God for nurture in love and the victory over selfishness and covetousness. The steward rejoices in the blessings that come to others as a result of his faithfulness. (Gen. 1:26-28; 2:15; 1 Chron. 29:14; Haggai 1:3-11; Mal. 3:8-12; 1 Cor. 9:9-14; Matt. 23:23; 2 Cor. 8:1-15; Rom. 15:26, 27.)

22.Christian Behavior - We are called to be a godly people who think, feel, and act in harmony with the principles of heaven. For the Spirit to recreate in us the character of our Lord we involve ourselves only in those things which will produce Christlike purity, health, and joy in our lives. This means that our amusement and entertainment should meet the highest standards of Christian taste and beauty. While recognizing cultural differences, our dress is to be simple, modest, and neat, befitting those whose true beauty does not consist of outward adornment but in the imperishable ornament of a gentle and quiet spirit. It also means that because our bodies are the temples of the Holy Spirit, we are to care for them intelligently. Along with adequate exercise and rest, we are to adopt the most healthful diet possible and abstain from the unclean foods identified in the Scriptures. Since alcoholic beverages, tobacco, and the irresponsible use of drugs and narcotics are harmful to our bodies, we are to abstain from them as well. Instead, we are to engage in whatever brings our thoughts and bodies into the discipline of Christ, who desires our wholesomeness, joy, and goodness. (Rom. 12:1, 2; 1 John 2:6; Eph. 5:1-21; Phil. 4:8; 2 Cor. 10:5; 6:14-7:1; 1 Peter 3:1-4; 1 Cor. 6:19, 20; 10:31; Lev. 11:1-47; 3 John 2.)

23.Marriage and the Family - Marriage was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in loving companionship. For the Christian a marriage commitment is to God as well as to the spouse, and should be entered into only between partners who share a common faith. Mutual love, honor, respect, and responsibility are the fabric of this relationship, which is to reflect the love, sanctity, closeness, and permanence of the relationship between Christ and His church.

Regarding divorce, Jesus taught that the person who divorces a spouse, except for fornication, and marries another, commits adultery. Although some family relationships may fall short of the ideal, marriage partners who fully commit themselves to each other in Christ may achieve loving unity through the guidance of the Spirit and the nurture of the church. God blesses the family and intends that its members shall assist each other toward complete maturity. Parents are to bring up their children to love and obey the Lord. By their example and their words they are to teach them that Christ is a loving disciplinarian, ever tender and caring, who wants them to become members of His body, the family of God. Increasing family closeness is one of the earmarks of the final gospel message. (Gen. 2:18-25; Matt. 19:3-9; John 2:1-11; 2 Cor. 6:14; Eph. 5:21-33; Matt. 5:31, 32; Mark 10:11, 12; Luke 16:18; 1 Cor. 7:10, 11; Ex. 20:12; Eph. 6:1-4; Deut. 6:5-9; Prov. 22:6; Mal. 4:5, 6.)

24. Christ's Ministry in the Heavenly Sanctuary - There is a sanctuary in heaven, the true tabernacle which the Lord set up and not man. In it Christ ministers on our behalf, making available to believers the benefits of His atoning sacrifice offered once for all on the cross. He was inaugurated as our great High Priest and began His intercessory ministry at the time of His ascension. In 1844, at the end of the prophetic period of 2300 days, He entered the second and last phase of His atoning ministry. It is a work of investigative judgment which is part of the ultimate disposition of all sin, typified by the cleansing of the ancient Hebrew sanctuary on the Day of Atonement. In that typical service the sanctuary was cleansed with the blood of animal sacrifices, but the heavenly things are purified with the perfect sacrifice of the blood of Jesus. The investigative judgment reveals to heavenly intelligences who among the dead are asleep in Christ and therefore, in Him, are deemed worthy to have part in the first resurrection. It also makes manifest who among the living are abiding in Christ, keeping the commandments of God and the faith of Jesus, and in Him, therefore, are ready for translation into His everlasting kingdom. This judgment vindicates the justice of God in saving those who believe in Jesus. It declares that those who have remained loyal to God shall receive the kingdom. The completion of this ministry of Christ will mark the close of human probation before the Second Advent. (Heb. 8:1-5; 4:14-16; 9:11-28; 10:19-22; 1:3; 2:16, 17; Dan. 7:9-27; 8:13, 14; 9:24-27; Num. 14:34; Eze. 4:6; Lev. 16; Rev. 14:6, 7; 20:12; 14:12; 22:12.)

25. The Second Coming of Christ - The second coming of Christ is the blessed hope of the church, the grand climax of the gospel. The Saviour's coming will be literal, personal, visible, and worldwide. When He returns, the righteous dead will be resurrected, and together with the righteous living will be glorified and taken to heaven, but the unrighteous will die. The almost complete fulfillment of most lines of prophecy, together with the present condition of the world, indicates that Christ's coming is imminent. The time of that event has not been revealed, and we are therefore exhorted to be ready at all times. (Titus 2:13; Heb. 9:28; John 14:1-3; Acts 1:9-11; Matt. 24:14; Rev. 1:7; Matt. 24:43, 44; 1 Thess. 4:13-18; 1 Cor. 15:51-54; 2 Thess. 1:7-10; 2:8; Rev. 14:14-20; 19:11-21; Matt. 24; Mark 13; Luke 21; 2 Tim. 3:1-5; 1 Thess. 5:1-6.)

26. Death and Resurrection - The wages of sin is death. But God, who alone is immortal, will grant eternal life to His redeemed. Until that day death is an unconscious state for all people. When Christ, who is our life, appears, the resurrected righteous and the living righteous will be glorified and caught up to meet their Lord. The second resurrection, the resurrection of the unrighteous, will take place a thousand years later. (Rom. 6:23; 1 Tim. 6:15, 16; Eccl. 9:5, 6; Ps. 146:3, 4; John 11:11-14; Col. 3:4; 1 Cor. 15:51-54; 1 Thess. 4:13-17; John 5:28, 29; Rev. 20:1-10.)

27. The Millennium and the End of Sin - The millennium is the thousand-year reign of Christ with His saints in heaven between the first and second resurrections. During this time the wicked dead will be judged; the earth will be utterly desolate, without living human inhabitants, but occupied by Satan and his angels. At its close Christ with His saints and the Holy City will descend from heaven to earth. The unrighteous dead will then be resurrected, and with Satan and his angels will surround the city; but fire from God will consume them and cleanse the earth. The universe will thus be freed of sin and sinners forever. (Rev. 20; 1 Cor. 6:2, 3; Jer. 4:23-26; Rev. 21:1-5; Mal. 4:1; Eze. 28:18, 19.)

28. The New Earth - On the new earth, in which righteousness dwells, God will provide an eternal home for the redeemed and a perfect environment for everlasting life, love, joy, and learning in His presence. For here God Himself will dwell with His people, and suffering and death will have passed away. The great controversy will be ended, and sin will be no more. All things, animate and inanimate, will declare that God is love; and He shall reign forever. Amen. (2 Peter 3:13; Isa. 35; 65:17-25; Matt. 5:5; Rev. 21:1-7; 22:1-5; 11:15.)

It is compulsory that every parent and student read and sign this agreement before permanent acceptance is given.

The Agreement

We the undersigned do hereby declare that we have read this booklet in its entirety and forthright pledge our full support of the Academy's programs, rules and regulations herein outlined. We further promise to be in total compliance to any other rules announced by the principal during the school year.

We now set our seals as verification this _____ day of _____ 20____
Date Month

Parent Name:

Print Name

Parent
Signature:_____

Student Name:

Print Name

Student
Signature:_____