

# **Sweet Springs Baptist Academy**

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**Student Handbook  
2007-2008**

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# Sweet Springs Baptist Academy's Spiritual Objectives

The primary objective of Sweet Springs Baptist Academy is to offer students a **High Quality Christian Education**. The objectives necessary to reach the primary objective are as follows:

1. To win students to Christ
2. To assist the students in the developing of Christian character.
3. To train students for Christian leadership.
4. To provide guidelines to self-discipline.
5. To help the individual student understand his/her uniqueness with God.
6. To assist students in their understanding of what God wants them to do with their lives.
7. To develop Christian service opportunities (i.e., meeting Pastors, Evangelists, Missionaries, etc.)
8. To promote high standards in the school and in the home.
9. To provide the students with Scriptural, spiritual and Christian counseling.
10. To eliminate grade failures/repetition.

## **Church School Policies**

The Sweet Springs Baptist Academy (“Academy”) is an extension of the Sweet Springs Baptist Church (“Church”) and is in no way a separate body. The authority of the school is the Church. Academy facilities will be used for Sweet Springs Baptist Academy only. The Church will have the authority to establish, institute and change any policies it deems necessary.

All parents are welcome to and in the school. However, when a visit to the classroom is necessary, please arrange for a private conference by calling the office first. Do not meet the teacher before or after school or detain the teacher from his or her responsibilities. Teachers are happy to arrange for conferences with parents at scheduled times. Please be considerate of your student’s teacher.

## **Statement of Faith**

The Statement of Faith of the Sweet Springs Baptist Academy maintains and upholds the same Statement of Faith as the Sweet Springs Baptist Church.

## **Ministry of Education**

### **1. The Purpose**

The Church believes that it is to provide its students with an education, which is based upon and consistent with Biblical teaching. The Church believes that the home and the Church are responsible to God for providing a Christian education. To this end, the Church shall engage in ministries in education of keeping with the following dictates.

### **2. Church Participation**

All educational programs or sources of instruction formulated and offered by the Church shall be primarily for the benefit of the members of the Church. However, the Pastor and Principal may permit non-Church members to participate in Church educational programs or courses of instruction if they deem it in the best interest of the Church.

### **3. Staff Membership**

All instructors, teachers, and administrators shall be members of the Church. This provision shall not apply to visiting missionaries, evangelists or preachers, engage for the purpose of delivering sermons, conducting revivals, or other special meetings on a temporary basis.

### **4. Statement of Faith Accord**

All educational programs or sources of instruction shall be conducted as an integral and inseparable ministry of the Church.

# **Church Attendance**

## **1. Sweet Springs Church Members**

All students who attend the Academy are required to attend at least two of the following services each week: Sunday School, Sunday Morning Worship, Sunday Night Worship and/or Wednesday Night Prayer Meeting/Youth Group. At certain times, students may be required to attend other services as determined by the Administrator.

## **2. Non-Members**

All students, who attend the Academy, are permitted to attend their Church upon approval from the Administrator. These services can be any of the following: Sunday School, Sunday Morning Worship, Sunday Night Worship, and Wednesday Night Prayer Meeting. All students must bring a weekly record from their Church with proper signatures, verifying their attendance. These students may be required to attend any service at Sweet Springs Baptist Church or other places as determined by the Administrator.

## **3. Procedure for Non-Attendance**

All students, whether Members or Non-Members, who do not attend two (2) of the regular services at this local Church, or theirs, will be suspended for ½ day of school, per service missed, up to one full day of school.

## **4. Written Excuses Required**

All students who do not attend two regular services are required to bring a letter from the parents with the parent's signatures, explaining why they did not attend. If students are sick, they will be excused from services. If they are providentially hindered they will be excused. If they are out of town and unable to attend another Church of like doctrine, they will be excused. Whether the student is excused or unexcused, a written excuse from the parents is required.

## **Accreditation**

Accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests. **Sweets Springs Baptist Academy does endeavor to provide the highest possible academic program.**

## **Admissions Policy**

This school admits students of any gender, race, color and national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color and national and ethnic origin in administration of its educational policies, admissions policies, athletics and other school-administered programs. We reserve the right not to accept any student whose actions are contrary to our "Statement of Faith".

## **Admissions Procedure**

1. Both parents visit school.
2. The Academy office will then call for an interview (both parents and student) with the Principal, at which time all admissions papers must be completed and returned.
3. Payment of registration fee, testing fees and current tuition must be made upon acceptance of the student for enrollment.
4. All students that would be entering kindergarten, fifth grade or as a high school freshman must be up to date on all immunizations, and must show proof with immunization records. Sweet Springs Baptist Academy also requires a eye and ear examination.
5. Parents may be required to take a Parent Orientation Session scheduled near the opening date of school.
6. Parents and students must read this handbook thoroughly.
7. No student will be enrolled whose tuition or bill is outstanding from the previous school year unless arrangements with the Administrator have been made.

## **Testing Policy**

Each new student that is accepted for enrollment will be required to undergo testing. The testing program is not dependent upon achievement level. Testing is not designed to screen students that are underachievers. The purpose of the testing program is to diagnose for prescriptive curriculum.

## **Medical Guidelines**

No staff member will be allowed to administer any medicines without parental authorization in writing. Any and all medicines must be kept and administered at the school office.

## **Parent Involvement**

Parent orientation, meetings and conferences promote a good understanding between parents or guardians and the faculty/administration of this school. Parents are required to participate in these informative and helpful programs.

The first parent/staff meeting will be held at the opening of school. Parent/staff meetings are scheduled throughout the school year. Individual parent conferences with the supervisor and/or Principal are scheduled throughout the school year.

## **School Supplies**

General Supplies for all students:

- Personal Bible (King James Version) - print size determined by student's ability to read
- Blue or black ball-point pen
- Pencils (if the student is using a mechanical pencil please provide **extra** lead)
- 2 standard notebooks for reports and compositions
- Erasers
- Scissors
- Ruler
- Tissues
- Small box for supplies

Elementary:

- Crayons or colored pencils
- Glue

Jr. High/High School:

- Calculator
- Compass
- Protractor

A list will be sent home at the end of the quarter to update you on the items the student might be running low on. This is the parent/guardian's responsibility. We keep most of these items on-hand at school. If at any time the student runs out of an item, they will be given the item and it will be charged to their account.

## **Christian Leadership Training**

Weekly chapel sessions are held during which the student identifies his education with the ministry of the Church. Local Pastors and staff members preach the Word of God. Students must bring Bibles to all devotions, chapels and special meetings.

## **Christian Americanism**

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag and country.

### **Pledge of Allegiance to the American Flag**

*I pledge allegiance to the flag of the United States of America,  
And to the Republic for which it stands,  
One nation under God, indivisible,  
With liberty and justice for all.*

Pledge of Allegiance to the Christian Flag

*I pledge allegiance to the Christian flag,  
And to the Saviour for whose kingdom it stands,  
One Saviour, crucified, risen, and coming again,  
With life and liberty for all who believe.*

Pledge of Allegiance to the Bible

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

## **Incentive Program**

### Level "A" Responsibilities:

- Complete 1 ½ PACE's per week during current quarter.
- Maintain academic balance.\*
- Accumulate 45 minutes or less detention the preceding week.
- Memorize previous month's Bible selection.

### Level "A" Privileges:

- 30 minute morning break (students without privileges only get 15 minutes).
- May read approved literature or listen to inspirational tapes in office (after goals are completed).
- May engage in approved extracurricular activities in office (i.e. Student Convention preparation, crafts, puzzles, games).
- Not required to attend school on Friday.

### Level "C" Responsibilities:

- Complete 2 PACE's per week during current quarter.
- Maintain academic balance.\*
- Accumulate 30 minutes or less detention the preceding week.
- Memorize previous month's Bible selection
- Present a special 5-minute monthly oral report on an interest area or project.

### Level "C" Privileges:

- 35 minute morning break.
- May read approved literature, listen to inspirational tapes, etc. in office at any time during the day, except at required classes (i.e. devotions, Physical Education).
- May engage in approved extracurricular activities in office or participate in other assignments and projects outside of the Learning Center.
- May be out of seat without permission for Learning Center functions.
- May serve on approved projects: errands, office aid, student monitor, etc.
- Not required to attend school on Friday.

*\*Academic balance means completing at least 1 PACE in each subject every 3 weeks.*

#### Level "E" Responsibilities:

- Complete 2 ½ PACE's per week during current quarter.
- Maintain academic balance.\*
- Accumulate no detentions the preceding week.
- Memorize previous month's Bible selection.
- Read and report on a Self-Pac literature book or a book selected from a prepared list. (May substitute a 5-minute oral report on an interest area or project.)
- Be available for participation in school activities: chapel, guest tours, etc.
- Must be engaged on a regular basis in some form of Christian service in a local Church (i.e., bus ministry, piano playing, nursery, evangelism, teaching a class, ushering, choir, cleaning buses, greeting visitors, etc.)

#### Level "E" Privileges:

- 45 minute morning break.
- May read approved literature, listen to inspirational tapes, etc., in office at any time during the day except at required classes (i.e., devotions, Physical Education).
- May engage in approved extracurricular activities in office or participate in other assignments and projects outside of the Learning Center.
- May be out of seat without permission for Learning Center functions.
- May serve on approved projects: errands, office aid, student monitor, etc. not committed to other responsibilities or functions.
- May leave office and Learning Center for approved activity or projects when not committed to other responsibilities or functions.
- May attend approved off-campus functions of a spiritual or educational nature with supervision.
- Not required to attend school on Friday.

*\*Academic balance means completing at least 1 PACE in each subject every 3 weeks.*

## **Attendance**

Note: A written excuse signed by a parent or guardian must be presented to the supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, music and other appointments are to be scheduled before or after school hours.

Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the supervisor, and the student is sufficiently advanced in his work.

Excessive absences will inhibit the student's progress. If in the opinion of the administration, the absences are unnecessary, the student will be considered truant. If the student has more than two (2) unexcused absences in one quarter, the Administrator will meet with the parents on how to prevent further absences. If absences persist, the student could lose up to one full point on their grade point average.

A student is considered tardy if he/she is not in the Chapel at 8:00 am. Continued tardiness will necessitate a conference with parents and the Principal, possibly leading to revocation of the student's privileges or suspension. Two (2) tardies in one week will result in the student losing his/her academic level for that week.

### **Lost and Found**

Any items that are found are to be turned into the school office. If you have lost something please check with the school office.

### **Homework**

The responsibility for scholastic achievement is placed on the student. It is believed that no student should need to take academic work home. The goals set by the student and reviewed by the supervisor are no more than the student is capable of completing during the school day. Should the student not meet his goals for that day, he will be required, at the discretion of the supervisor, to complete the work at home or after school in the Learning Center. Should the student have homework, a homework slip will be sent home with the student. The homework slip is to be signed by the parent and returned the following day. If the homework for the previous day is not completed, the student will receive 2 demerits per goal that is incomplete, and his/her PACEs will be held by administrative staff until the homework is finished.

### **Fire and Tornado Drills**

A practice fire drill may be held periodically during the school year. At the sound of three (3) bells, students are to stand and walk out of the building in an orderly manner to a designated place. They may return to the Learning Center in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing or running. Each supervisor will be with his/her group.

A long, unbroken ring of the bell will signal a tornado drill. Students should proceed (as above) to a designated place and assume a crouch position with their heads protected.

## **Annual Awards Ceremony**

Gifts, certificates, plaques, letters and trophies highlight the Annual Awards Ceremony held each spring. This ceremony is a requirement for parents and students to attend. Failure to attend will result in the student's award(s) being revoked. Students compete during the year to attain these awards:

Learning Center Awards:

- Highest Grade Average
- Most PACE's Completed
- Penmanship
- Scripture Memorization
- Perfect Attendance
- Honor Roll
- Most 100's
- No Failures
- Most Improved Student
- International Honors Certificate (Graduates only)
- School Spirit Award
- Christian Service Award
- Scripture Awards (Proverbs, Psalms and John)
- Outstanding Christian Character

## **Literature Certificate**

Students who want an additional challenge are encouraged to strive for the A.C.E. Literature Certificate. During the school year, students must read and report on at least 20 character-building books at or above their English curriculum level. The supervisor, prior to reading, must approve the books. No more than ten (10) books may be associated with English PACE's.

## **International Honors Certificate**

An International Honors Certificate is available to students who qualify by meeting these requirements:

- Average score of 12.9 or higher on a national achievement test.
- Complete A.C.E. college-preparatory curriculum with a minimum of 24 credits and with a PACE average of at least 95 percent.

## **Honor Roll Trips**

On a designated day during the first week of each quarter, students whose average for that quarter is 80-89.9% (Bronze Honor Roll), 90-94.9% (Silver Honor Roll), or 95-100% (Gold Honor Roll) are taken on a special outing.

Students who have met Honor Roll requirements during the previous quarter (monthly Scripture memorized and 3 PACE's in each of their academic subjects) are eligible for the Honor Roll trip.

## **A.C.E. Regional Convention**

A most exciting and rewarding event for students is the annual A.C.E. Regional Student Convention. Students who attain their thirteenth birthday by December 31 of the current school year and who have not attained their nineteenth birthday by the same date, are required to prepare for competition in any of the events provided (i.e., athletics, music, art/crafts and platform arts). Winners are eligible for the International Student Convention held each spring. *A.C.E. Student Convention Guidelines* are available to assist students in preparing for competition.

## **Congratulation Slips**

Every time a student receives a PACE star, he/she is given a Congratulations Slip, which they take to their parents to inform them of the achievement. Parents have an excellent opportunity to encourage and compliment the student at this time.

## **Progress Reports**

The grading system of our school is designed to give parents a true indication of the student's progress.

Progress Reports are given to students to present to their parents following each nine-week period. The bottom half of this report is to be signed by the parent and returned to the school the next day.

## **Courses of Study**

Sweet Springs Baptist Academy offers 4 different courses of study. Upon reaching high school the student must decide which course of study to follow.

<b><i>Honors Program</i></b>			<b><i>College Preparatory</i></b>		
<b>28 Credits</b>			<b>26 Credits</b>		
<b>Course</b>	<b>Credit</b>	<b>PACEs</b>	<b>Course</b>	<b>Credit</b>	<b>PACEs</b>
Algebra I	1	12	Algebra I	1	12
Geometry	1	10	Geometry	1	10
Algebra II	1	12	Algebra II	1	12
English I	1	12	English I	1	12
English II	1	12	English II	1	12
English III	1	12	English III	1	12
English IV	1	12	English IV	1	12
World History	1	12	World History	1	12
American History	1	12	American History	1	12
World Geography	1	12	World Geography	1	12
State History	½	6	State History	½	6
U.S. Civics	½	6	U.S. Civics	½	6
Economics	½	6	Biology	1	12
Biology	1	12	Physical Science	1	12
Physical Science	1	12	Etymology	1	12
Chemistry	1	12	Bible (Fr)	1	10
Etymology	1	12	Bible (So)	1	10
Bible (Fr)	1	10	Bible (Jr)	1	10
Bible (So)	1	10	Bible (Sr)	1	10
Bible (Jr)	1	10	Speech	½	6
Bible (Sr)	1	10	Health	½	6
Speech	½	6	Spanish	½	6
Health	½	6	Electives	5	
Spanish	1	12			
Electives	4 ½				
History of Civ. (College)	1	12			
English Comp. (College)	1	12			

<b>General</b>			<b>24 Credits</b>			<b>Vocational</b>			<b>24 Credits</b>		
<b>Course</b>	<b>Credit</b>	<b>PACEs</b>	<b>Course</b>	<b>Credit</b>	<b>PACEs</b>	<b>Course</b>	<b>Credit</b>	<b>PACEs</b>	<b>Course</b>	<b>Credit</b>	<b>PACEs</b>
Algebra I	1	12	Algebra I	1	12	Algebra I	1	12	Algebra I	1	12
Algebra II	1	12	English I	1	12	English I	1	12	English I	1	12
English I	1	12	English II	1	12	English II	1	12	English II	1	12
English II	1	12	English III	1	12	English III	1	12	English III	1	12
English III	1	12	World History	1	12	World History	1	12	World History	1	12
English IV	1	12	American History	1	12	American History	1	12	American History	1	12
World History	1	12	State History	1/2	6	State History	1/2	6	State History	1/2	6
American History	1	12	Biology	1	12	Biology	1	12	Biology	1	12
World Geography	1	12	Physical Science	1	12	Physical Science	1	12	Physical Science	1	12
State History	1/2	6	Etymology	1	12	Etymology	1	12	Etymology	1	12
Biology	1	12	Bible (Fr)	1	10	Bible (Fr)	1	10	Bible (Fr)	1	10
Physical Science	1	12	Bible (So)	1	10	Bible (So)	1	10	Bible (So)	1	10
Etymology	1	12	Bible (Jr)	1	10	Bible (Jr)	1	10	Bible (Jr)	1	10
Bible (Fr)	1	10	Bible (Sr)	1	10	Bible (Sr)	1	10	Bible (Sr)	1	10
Bible (So)	1	10	Speech	1/2	6	Speech	1/2	6	Speech	1/2	6
Bible (Jr)	1	10	Health	1/2	6	Health	1/2	6	Health	1/2	6
Bible (Sr)	1	10	Electives	3 1/2		Electives	3 1/2		Electives	3 1/2	
Speech	1/2	6	Vocational Training (Jr)	3		Vocational Training (Jr)	3		Vocational Training (Jr)	3	
Health	1/2	6	Vocational Training (Sr)	3		Vocational Training (Sr)	3		Vocational Training (Sr)	3	
Electives	6 1/2										

## **Conduct Policies**

Sweet Springs Baptist Academy is a school offering a high quality of Christian training but is not designed to be a correctional institution for problems arising beyond those usually encountered in average school children. While we love delinquent and emotionally unstable children, the school is not equipped to meet their needs. Some children do not adjust to a disciplined academic environment and find excuses to criticize the policies and decisions of staff and administration. In such cases, the school reserves the right to have full discretion in the discipline, with corporal punishment administered by the parent, and/or to place such students on probation for a reasonable corrective period of time. Any student who does not cooperate with the total educational process will be dismissed.

Parents must realize that from time to time children take issue with actions that they do not agree with and they are prone to criticize statements and actions out of context. This being normal for children, parents pledge not to support such criticism. A parent is to call in for full details at anytime if they have a question concerning an incident.

Parents further realize that building strong relations with their child's supervisor, to aid in the training of their child, is as much their responsibility as it is the school's. The parent must follow through with any work, assignments or slips to be signed, see that the child reaches school on time, send written reasons for absence or tardiness. The parent should cooperate in training the child to respect school property and pay for damage of the same. The parent must attend all parent functions and assist in publicizing the school and its programs among friends.

Attending Sweet Springs Baptist Academy is a privilege and not a right. Each parent and student must abide by the decisions and support the discipline of the administration.

## **Discipline**

- Disrespect to teachers or students.
- General disturbances such as talking without permission, interrupting the class, writing notes, throwing objects indoors, chewing gum or running in the building.
- Not completing assigned work.
- Destroying or defacing school property.
- Stealing or cheating of any kind.
- Fighting.
- Disorderly conduct in the classroom, in chapel or on school grounds.
- Leaving the school grounds without permission.
- Not scoring assigned work.
- Not having forms signed and returned.
- Not complying with the school dress code.
- Being off limits inside or outside the building.
- Any conduct that is not in agreement with the doctrine and purpose of Sweet Springs Baptist Academy.

If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called in for a conference. If the administration feels the situation has not changed within two (2) weeks, parents will be asked to withdraw the child.

This school is dedicated to the training of children in a program of study, activity and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men".

Here, a discipline is maintained which is firm, consistent, fair and tempered with love. Our staff maintains standards of behavior in the Learning Center through kindness, love and a genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out. Tempered by good judgement and understanding.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all of life.

"Let every soul be subject unto the higher powers..." Romans 13:1

"Obey them that have the rule over you, and submit yourselves..." Hebrews 13:17

"For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life." Proverbs 6:23

"He is the way of life that keepeth instruction: but he that refuseth reproof erreth."  
Proverbs 10:17

"Chasten thy son while there is hope, and let not thy soul spare for his crying."  
Proverbs 19:18

"Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him." Proverbs 22:15

## **Reasons for Dismissal/Suspension**

- Parents will not cooperate with the administration of the school.
- A child's conduct, attitude or lack of effort makes it inadvisable for the student to remain at Sweet Springs Baptist Academy.
- Tuition is 20 days delinquent without satisfactory arrangements having been made with the administration.

## **Detention**

The paramount rule is "do right: do not disturb". Demerit marks are given for disturbances or broken rules. Four or more marks in one day result in detention time as follows:

4-5 marks = 30 minute detention

6-7 marks = 45 minute detention

8 or more marks = 60 minute (1 hour) detention; before detention is served, parents must meet with Administrator/principal.

When a student receives a detention, a "Corrective Action Notice" is sent home with the student and is to be signed. The next day the slip is returned and detention time is served. If the detention cannot be served, there will be 15 minutes added to the detention for each day.

Demerits are an indication that a student may need direction in the development of principles of character in his/her life. Conferences with the supervisor, Principal and parent are sometimes necessary to assure this growth.

In the event correction by corporal punishment is necessary, the Principal will contact the parents and set up a meeting between the Principal, parents and the student. Through counseling, prayer and use of the Bible, the irregularity will be discussed.

If corporal punishment is necessary, the father or legal guardian will administer the punishment in the presence of the Principal. There will also be another member of school staff or the Pastor present.

## **Learning Center Rules**

### General:

A student is not permitted to communicate or be out of his/her office without permission. He/she should not turn sideways or around in the office or tip back in their chair.

Activities not related to prescribed material are not to be conducted in an office unless such privilege has been earned.

The Christian flag should be raised for supervisor guidance in academic difficulties. The American flag is to be raised for monitor assistance in non-academic activities (check out reference book, tape player, use restroom, sharpen pencil, etc.) Personal questions should be asked on break time.

Gum is not allowed in the building.

Students are not to come to school ill.

Students are to address all staff with proper respect at all times.

Students are not to ask a teacher about a situation after a previous teacher has instructed them.

Students are not to change their goal chart; a supervisor must do it.

Students may not return to the Learning Center during break or lunch until the bell rings.

No student may have either a green or red pen at anytime.

No "Erasermate" pens in offices or pencils at the scoring tables.

The only food or drink allowed is to be consumed in the cafeteria or outside the building.

Students may have breath mints, drops or spray.

No snacks, soda or chips may be charged on the student's account at any time.

Fighting or name-calling will not be permitted at any time.

No toys allowed in chapel. There are certain toys not permitted, but the list is too long to mention. Certain toys are not "Christ-like" and therefore, are not allowed here. The new toys that come out on the market that represent the cult or Satanism will not be permitted. It will be necessary for administration to determine from time to time which toys are not acceptable by this school.

No "Check-Up" may be done at home without scoring completed and proper initials.

Students may say definitions at home, but only to parents. The parents must sign their **full name** when the child says them. If privilege is abused, the student will be required to say definitions at school.

No "Self-Test" may be done at home.

No more than two (2) PACE tests may be taken in the same day unless the student has six (6) or more subjects.

All students are required to complete at least twelve (12) PACE's in each subject each school year.

Cheating:

Students are not to cheat in school. When a child scores their work, there can be an oversight of a wrong answer. This is not a normal practice. There is a difference between overlooking one or two answers and cheating. Cheating is not excused for any student for any reason.

Guidelines for cheating are as follows:

1. The errors allowed per PACE will not exceed 1/3 of the pages in the PACE. (i.e., if the PACE has 39 pages, then 13 errors are allowed)
2. If more than the allowed errors are committed, the student will receive a warning and instructions on how to prevent further mishaps.
3. Second offense - the student will receive a 30 minute detention for cheating.
4. Third offense - the PACE will be erased and will receive a 45 minute detention for cheating. The parents will be contacted by the staff regarding this issue.
5. Fourth offense - the PACE will be erased and will receive a 60 minute detention for cheating.
6. Fifth offense - the score for the PACE test will result in a zero (0%), a new PACE will be ordered (at repeat PACE cost), will receive a 60 minute detention for cheating and a conference with the parents and student will be made. If this continues, the student could be dismissed from the school. The detentions that the student receives for this particular cheating offense will be served after school hours. The PACE's that are to be repeated will be erased and finished in a timely manner. They will be sent home nightly and with the responsibility of the parents to finish the required work.

If you have any questions about any of these, please call the office or come in for a private conference.

Student Offices:

Offices are assigned and changed only by the supervisor, and must be cared for by the student. Tacks, a chair cushion, a desk mat and approved background material for the bulletin board may be brought in by the student.

Anything to be placed in the office must be approved by the supervisor.

Students are not to lean on the dividers or sit on the office.

Electrical outlets are for approved school equipment only.

PACE's

PACE's are private property and are not to be shared among students.

After a PACE is complete, the student waits until the next morning before receiving the test. The student will wait an additional night before receiving results and a new PACE.

Work in PACE's is done in pencil.

Passing score on Check-Ups must be at least a 90%

Passing score on Self-Tests must be at least a 90%

Passing score on PACE Tests must be at least 80%

Goal Chart:

The Goal Chart is to be kept up to date; use pen in setting goals.

The student should keep his Goal Chart posted on his bulletin board at all times.

The student must set exact page numbers of the work for that day only.

The teacher is to mark off any finished goals, but not until after the goals have been scored and corrected.

Scoring Station:

Score Keys are to be handled carefully.

Mark a red "X" beside each wrong answer (This indicates that you need help).

If working on a PACE which has a score strip, put a red "X" in the first box of the score strip.

Use only a red pen supplied at the scoring table (red pens are never kept at the student's office).

Score Key answers are for scoring work only.

Return to office and correct wrong answers in pencil.

If working on a PACE which has a score strip, put an “X” in the second box in pencil.

Rescore - circle each red “X” in red when that answer is correct.

When scoring is completed, put a red “X” in the third box of the score strip.

Circle in red each PACE page number when all answers on that page are correct.

Replace pen in holder.

Replace Score Key in proper place.

Testing Table:

After the PACE or Self-Pac is completed, scored, restudied and turned in, the Test is issued the next morning. Tests are administered at the Testing Table.

**General Comments for Parents and Students**

Guns, matches, lighters, knives, radios (tapes/CDs/mp3, etc.) are not permitted on campus. All items will be confiscated and will only be returned to the parent/guardian. All confiscated items will be discarded at the end of the school year.

Gripping:

Gripping is not tolerated (demerits for repeated violations).

Property:

Marked on, defaced or broken property is to be replaced at offending student's expense.

Language:

Use only words which glorify the Lord.

P.E. Equipment:

When a student checks out physical education equipment, the student is responsible to return it or pay for it.

Off Limits:

Certain areas of the church and school are considered off limits for students during school hours.

Closed Campus Policy:

Students may not leave the school grounds during school hours without permission.

Music:

Christian music - only that which glorifies the Lord - is permitted. Instruments are to be played only in supervised music classes.

Books/Magazines:

All books and magazines must be approved by the supervisor upon student's arrival at school.

Student's Bulletin Boards and Offices:

Only approved items are allowed.

Transportation:

Cars and bikes should be locked. All students must stay out and off of vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles to the school.

Telephone Use:

The school phone is reserved for official school business and emergencies. Students desiring to place emergency calls will give the name and number to school personnel who in turn will place the call. The students must pay for any long distance calls. There are no cell phones allowed in the school. If a cell phone is brought to school it needs to be powered "off" and checked in at the school office. There will be no calls made on that phone, except in the case of an emergency. If the student drives, they may leave their phones in their vehicle.

Finances:

If the student's tuition is not paid in full on August 1, they will be broken into 10 monthly payments due on the 1<sup>st</sup> of every month. Tuition is non-refundable. If a student has paid the entire year and must be dismissed from the Academy, tuition will be refunded for the following month through the end of the current school year. If you fail to pay by the 15<sup>th</sup> of the month, there will be a \$10 late fee charged to your account. If you fail to pay by the 20<sup>th</sup> of the month, your child will not be issued new PACEs until you have contacted the school administration.

## **Dress Policy**

The Bible is clear in teaching that the Christian should wear modest apparel. Modest dress is that which will attract attention to our countenance and character, rather than to our body. Clothing is not to be gaudy and not revealing by style, fit or material.

### **General Policy**

Both boys and girls are to wear underclothing at all times. The only writing on the shirts can be Scripture, Academy logo, manufacturer's logo (in moderation) or patriotic. Any jacket worn in the Learning Center must abide by these same guidelines.

No hairstyles that identify the student with the world and their trend will be tolerated in the school. Hairstyles are to be modest and becoming to the Gospel. No haircut or style shall be worn that indicates any connection with the "punk" culture. Boys shall have no hair over their ears or collar. No sideburns past the middle of the ear. Boys must be clean shaven. No boys are allowed to have earrings or necklaces while enrolled at Sweet Springs Baptist Academy.

### **Girls Dress Policy**

Girls are to wear dresses, skirts, or split-skirts and tops. Hemlines must touch the floor when kneeling. Split-skirts must be below the knee when standing. All slits must stop below the knees. No sun dresses, off the shoulder dresses, blouses or any dress with a neckline low enough to be immodest. Shoes are to have heels no higher than 2 ½ inches. Shoes must have a back or strap, no thong/flip-flop sandals of any kind. No skin-tight clothing.

### **Boys Dress Policy**

Boys are to wear long pants ("Dockers" style pants at all times). No jeans are to be worn. If the pants have belt loops a belt must be worn. Pants are to be loose enough to be modest. Shirts are to be button-front or pullover dress shirts. All undershirts must be white and without any logos on them. Shirt-tails are to be tucked into the pants at all times during school hours except at recess. Boys are to wear socks at all times, and are to have shoes laced and tied at all times. Boys cannot wear any type of sandals during school hours.

There are certain days during the school year when these dress codes will be relaxed. The students will be notified when these days are. When jeans and t-shirts are allowed, the t-shirts must follow the same guidelines as always (the only writing can be Scripture, School logo, manufacturer's logo or patriotic). Jeans must be in good shape with no holes or frayed pant legs. Students coming to school with dress code violations will be sent home. They will also be given two demerits for any dress code violation.