

Shenandoah Baptist Academy

Quality, Christ-Centered Education

A Ministry of Shenandoah Baptist Church

138 Osment Road, Cleveland, TN 37323

423.339.0103

www.sbcministries.com

2011 - 2012

HANDBOOK

“Lo, children are an heritage of the LORD: and the fruit of the womb is his reward. As arrows are in the hand of a mighty man; so are children of the youth. Psalms 137:3-4

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Message from Our Pastor

Dear Parents and Students:

It is with joy and gratitude that I welcome you to Shenandoah Baptist Academy. As pastor of Shenandoah Baptist Church, I commit to you that we will do our best, with God's help, to make sure that your experience here is a good one. Shenandoah Baptist Academy is more than just a "private school." We try to instill the same truths that were used by America's schools many years ago that helped make our nation great:

1. Love for Almighty God.
2. Respect for the Word of God.
3. The importance of prayer.
4. Living a holy and pure life.
5. Honoring parents and other authority.
6. Love and concern for our neighbors.
7. Striving for excellence.

We believe that these things will help each student and each family represented to live a successful life.

If you have any questions, or if I can be of any assistance, please call me at our church office at 339-0103. If you and your family are not presently attending a church on a regular basis, let me take this opportunity to invite you to Shenandoah Baptist Church. Our services are at the following times:

| | |
|-------------------|----------|
| Sunday School | 10:00 AM |
| Sunday Morning | 11:00 AM |
| Sunday Evening | 6:00 PM |
| Wednesday Evening | 7:00 PM |

Once again, welcome, and may God bless you.

Your friend,

Pastor Brent Coley

Pastor Brent Coley

PHILOSOPHY

Shenandoah Baptist Academy's philosophy is based upon the Word of God. The primary objective and purpose of the school is to train the student in the way of life presented in the Scriptures while giving them a good general education.

Since the primary reason for the existence of the school is a spiritual ministry, efforts are made to bring all students to a saving knowledge of Jesus Christ, so that the teaching of spiritual truths may have a firm foundation. This is followed by instruction in right thinking, good conduct, and clean living in the light of the principles of God's Word.

The academic standards, through the traditional approach, are developed to provide students with the best possible program of study. There is emphasis in mastering the basics of all learning. Realizing that children have different abilities, we expect each student to do his best while building character skills that will be used for a lifetime.

Character training is an important element at SBA. We believe the heart of character is obedience (deciding to do right), which will eventually cultivate an inner self-discipline and is essential to the emotional, physical, social, and spiritual well being of the student. Discipline is administered firmly but fairly. To obey, to do right, to love God and country, and to always measure one's attitude against the principles laid out in the Scriptures are characteristics we strive to instill in each student; thus equipping them for their role in God's plan for their life and for their place in society.

Shenandoah Baptist Academy is a non-charismatic ministry that does not allow students or parents to introduce improper doctrine or to try to influence students or faculty in the areas of charismatic doctrine, such as tongues or healing movements.

Attendance at Shenandoah Baptist Academy is a privilege and not a right. Students forfeit this privilege if they do not possess the right spirit, standards and ideals of work and life that are taught and promoted by Shenandoah Baptist Church and Academy.

Shenandoah Baptist Academy is a ministry of Shenandoah Baptist Church and the deacons of SBC and the principal of SBA serve as an advisory school board to the Pastor of SBC. As with all of the ministries of SBC, the leadership of SBA ultimately rest upon the Pastor of SBC; however, the school board provides important counsel to the Pastor.

SBC is a fundamental, independent, Bible believing, soul-winning, Baptist Church. As a ministry of the church, Shenandoah Baptist Academy teaches the same principles taught within the church. Our teachers are born-again Christians and members of Shenandoah Baptist Church and are dedicated to the task of teaching their subjects with a Christian philosophy rather than a humanistic philosophy. The church and school work together to support the parents in training their children to serve the Lord.

The priorities that govern our school and determine the actions and activities of our school are:

1. Spiritual Training
2. Academic Training
3. Classical Training (Fine Arts)
4. Physical Training

CONFESSION OF FAITH

- We believe in the verbal inspiration and authority of the Scriptures.
- We believe that the Bible reveals God, the fall of man, the way of salvation, and God's purpose in the ages.
- We believe in God the Father, God the Son, and God the Holy Spirit.
- We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ.
- We believe that salvation is by grace, plus nothing and minus nothing. The conditions to salvation are repentance and faith.
- We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ.
- We believe in the visible and personal return of Jesus Christ.
- We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

Vision Statement: Preparing a people to meet the Lord – Amos 4:12

Mission Statement:

Evangelization of lost sinners – Mark 16:15

Edification of the saints – Colossians 2:7

Equipping of the servants – Ephesians 4:11-12

Unity Statement:

Shenandoah Baptist Academy is a ministry of Shenandoah Baptist Church. The members of Shenandoah Baptist Church, through their tithes and offerings, subsidize the school; therefore, it is unacceptable for students who are not members of Shenandoah Baptist Church to advertise youth activities, and special services without the permission of the administration, nor are they to proselytize any other students. Violation of this policy may result in the dismissal of the student.

COOPERATION STATEMENT

Full cooperation is expected from both student and parents in the education of the student. If at any time the administration of SBA believes that this cooperation is lacking, the student may be dismissed from SBA. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit of Shenandoah Baptist Academy, whether or not there is any definite breach of conduct, he may be dismissed.

A sense of the need for spiritual growth in the light of Biblical principles has led Shenandoah Baptist Academy to adopt a Code of Conduct which is believed to be conducive to the environment that will best promote the spiritual welfare of the student. Students are expected to abide by the Code of Conduct throughout their enrollment whether at home, school, or elsewhere. Students will not be admitted to class without a signed Code of Conduct agreement that will be kept on file at the school office. Keeping the Code of Conduct is necessary to remain a student at SBA.

PARENT PLEDGE STATEMENT

Believing that the training of children must be a unified effort of the home, church, and school, SBA attempts to promote one seamless philosophy between these three institutions. To promote a unity between the home and the school, each parent that has a child enrolled in SBA is required to agree to and sign our Parent Pledge Statement. Parents are expected to keep the Parent Pledge throughout their student's enrollment at SBA. Students will not be admitted to class without a signed Parent Pledge Agreement that will be kept on file at the school

Please feel free to consult with the office about any problem or question that concerns the welfare of students. It is the desire of the administration and the faculty to be of service to both parent and student; each teacher welcomes a visit from any parent. We do urge, however, that such visits be made by appointment with the teacher at a convenient after-school hour.

ACADEMIC INFORMATION

Student academics are of great importance at Shenandoah Baptist Academy. All students are expected to put forth their best effort in and out of class. We use a variety of methods and curriculum to enhance our classes. Each student will be given both group and individual attention in the classroom, and extra help is available when necessary.

Graduation Requirements

Twenty-four (24) credits are required for graduation with an honors diploma, and twenty-two (22) credits are required for graduation with a regular diploma. Credits are as follows:

| Prior To 2013 | | 2013 and Beyond | |
|------------------|-----------|------------------|-----------|
| Subject | Credits | Subject | Credits |
| Bible | 4 | Bible | 4 |
| English | 4 | English | 4 |
| Math | 3 | Math | 4 |
| Science | 3 | Science | 3 |
| Wellness / P.E. | 1 | Wellness / P.E. | 1.5 |
| History | 3 | History | 3 |
| Computer | 1 | Computer | 1 |
| Foreign Language | 1 | Foreign Language | 2 |
| Fine Arts | 2 | Fine Arts | 2 |
| | | Personal Finance | .5 |
| TOTAL | 22 | TOTAL | 25 |

Honor Rolls

At the end of each quarter, students may be placed on one of the following honor rolls.

PRESIDENT'S HONOR ROLL – "A's" in all subjects.

PRINCIPAL'S HONOR ROLL – "A's" and "B's" in all subjects.

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid students to advance in their studies. Therefore, each student is required to complete his homework assignments. Homework is given for several reasons.

1. **For preparation:** Students profit most from classroom explanation and discussion when preparatory reading assignments are given.
2. **For practice:** Following classroom explanation and illustration, homework is given so that material will be mastered.
3. **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction may be given to overcome such difficulties.
4. **For special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in a student's expulsion. Homework will not be given on Wednesdays (with the exception of possible upper level math courses) and at other designated times throughout the school year.

Mid-Quarter Reports and Report Cards

Mid-Quarter Reports will be sent home in the middle of each quarter. At the end of each quarter, report cards are sent home. Mid Quarter Reports and Report cards must be signed and returned to the teacher by the date assigned. In order for a student to be promoted in K-8th grade, the averaged grades for all academic subjects must be passing. If a student fails 2 or more subjects, he/she will be retained. If a student receives a failing grade in any subject, he/she will be required to take tutoring agreed upon by the administration. Tutoring will include at least 12 hours of instructional time per subject. Tutoring may be available through the academy at an additional charge of \$15 per hour. Students who fail subjects in grades 9-12 will have to repeat the class.

Grading Scale

| Score | Grade | GPA Points |
|----------------------|-------|---------------|
| 100-99 | A+ | 4.00 |
| 98-96 | A | 4.00 |
| 95-94 | A- | 3.67 |
| 93-91 | B+ | 3.33 |
| 90-87 | B | 3.00 |
| 87-85 | B- | 2.67 |
| 84-82 | C+ | 2.33 |
| 81-79 | C | 2.00 |
| 79-76 | C- | 1.67 |
| 75-73 | D+ | 1.33 |
| 72-70 | D | 1.00 |
| 69-67 | D- | 0.67 |
| Below 67 | F | 0.00 |
| Excessive Absence | X | No credit |

Conduct grades will be given using the following scale:

E – Excellent, S – Satisfactory, N – Needs Improvement, U – Unsatisfactory.

DISCIPLINE

When a group of people forms an organization of any kind, they must establish guidelines and rules to govern themselves. These rules are established for the benefit of the group as a whole, including leadership and every member. Rules and guidelines should, therefore, be looked upon as beneficial for the organization and positive for each individual. Shenandoah Baptist Academy has four types of rules: rules for the protection and general well being of the student or student body as a whole, rules that prohibit known sins, rules that help to establish self-discipline in the heart and mind of the student, and rules that promote high standards of excellence in mental, spiritual, and physical activities.

The goal of Shenandoah Baptist Academy is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of making and enforcing classroom regulations in accordance with Christian principles and discipline as set forth in the Scriptures. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher or students in the classroom.

When misconduct occurs, corrective measures will be used to help the student change his behavior and attitude. Examples of typical corrective measures are student/teacher conference, after-school detention, student/principal conference, parent/teacher conference, and demerits. Students can be suspended or expelled for excessive accumulation of demerits.

The following will occur at each demerit level:

1. At 10 demerits in one semester – 1-day detention
2. At 20 demerits in one semester – meeting with administrator, 1-week detention.
3. At 30 demerits in one semester – meeting with administrator, one additional week of detention.
4. At 40 demerits in one semester – meeting with administrator, 1-day suspension.
5. At 60 demerits in one semester – meeting with administrator, 2-day suspension.
6. At 75 demerits in one semester – expulsion
7. If a student receives fifty demerits in a semester, the student will be put on probation for the following semester. If a student receives fifty demerits in consecutive semesters, the school board, the pastor, and principal will make a ruling on the student's future enrollment.

Demerits

The following actions will receive 3 demerits:

1. Unnecessary talking or noise
2. Passing and / or reading notes
3. Throwing objects
4. Worldly conversation
5. Shoving or scuffling
6. Littering
7. Eating or drinking without permission
8. Working on unrelated material
9. Attending class unprepared
10. Gripping or complaining
11. Changing seats without permission
12. Negativism
13. Sarcasm

The following are considered more severe and will receive more serious consequences.

1. Profanity or vulgar language – 20
2. Chewing gum – 10 - *Chewing gum will result in an immediate detention
3. Lying – 5-20
4. Cheating – 5-20
5. Gambling – 5-20
6. Smoking and / or possession of cigarettes – 20
7. Defacing school property - 20, plus restoration of property
8. Playing and / or possessing rock music or other inappropriate music – 20
9. Stealing – 20
10. Inappropriately touching the opposite sex – 20
11. Bringing radios, walkie-talkies, knives, pagers, cellular phones, video or electronic games, animals without permission – 5-20
12. Reckless driving on campus – 5-20, restoration of property, possible revoking of driving privileges.
13. Entering building by means of anything other than an unlocked door – 20
14. Disrespect toward faculty or staff – 20
15. Having the following at school: playing cards, dice, matches, lighters, fireworks, explosives – 5-20
16. Ear piercing on boys, and body piercing on any student – 20
17. Wearing gang colors or symbols – 5-20
18. Inappropriate response to teacher – 5-20
19. Horseplay – 5-20
20. Organized rebellion (i.e. petitions, cheating rings, gangs, etc.) – 5-20, more severe consequences for the leader(s)
21. Pranks or practical jokes to faculty or staff on or off campus – 5-20
22. Possession or usage of electronic device (gaming system, ipod, etc.) – 5-20
23. Inappropriate pictures, photos, or drawings – 5-20
24. Touching or damaging another student's property – 5-20, restoration of property
25. Fighting, striking another student, or inappropriate physical contact – 5-20
26. Any discussion of inappropriate or immoral subject matter – 5-20
27. Leaving school without permission – 20
28. Skipping School – 20
29. Inappropriate writing on book covers, textbooks, notebooks, etc. – 20
30. Vulgar literature or other items – 20
31. Dress code violation – 5, change attire
32. Hair code violation - 5
33. Possession of and /or viewing pornographic material – 20, possible expulsion
34. Possession, or use of a cell phone – 10 first offense, 20 reoccurring offense
35. Inappropriate content on social networking sites – 5 – expulsion and removal content
36. Owning, using, or maintaining a social network profile that is not registered with the principal and grants full access of content to the principal by “friending” or “following.” – 20 - expulsion

The following infractions will result in immediate expulsion:

1. Vandalism of school property
2. Fornication or homosexuality
3. Striking or attempting to strike a faculty member
4. Mothering or fathering an illegitimate child
5. Drinking alcoholic beverages or coming to school intoxicated
6. Using, possessing, transferring, or pushing narcotics
7. Any involvement in witchcraft or the occult
8. Bringing or possessing any kind of weapon that fires a projectile
9. Direct disobedience or disrespect

Detentions may be given in lieu of demerits.

Detention will be after school from 3:00 – 4:00 PM. Students will be given work that must be completed during the detention time. No regular schoolwork or projects may be done during this time. A notice for detention will be sent home to the parents and will include the date that the detention is to be served. Students that are involved in other extra-curricular activities will be required to miss those activities to complete their detentions. If a student misses or skips a detention, he will receive two detentions for each one that is missed.

Due to increased staffing after school hours, parents will be charged \$5 per detention.

DRESS CODE

Dress Regulations

Shenandoah Baptist Academy has a uniform dress code for both girls and boys. . The school administration reserves the right to initiate policies on new fads and changes in style throughout the school year.

1. All uniforms are to be purchased exclusively from Educational Outfitters on Gunbarrel Road in accordance with the uniform selection by the administration of SBA.
2. No student is allowed to color his / her hair with non-traditional colors.
3. Hats are not to be worn on school property or during any off campus school activity.
4. Jackets, sweaters, and hoodies cannot be worn in the classroom with the exception of a sweater or fleece that is part of the approved dress code from Educational Outfitters.
5. Shirts must be tucked in at all times and not rolled at the waistband. Shirts may be “bloused.”
6. T-shirts may be worn under the uniform if they are solid white and contain no writing or logos. Long sleeve white, T-shirts are not permitted under a short sleeve shirt.
7. Regulation PE shorts and shirts are available for purchase from the school. No other shorts or shirts are to be worn for PE or athletic practices.
8. Tattoos are not permitted in any form or fashion.

Girls:

1. Hair must be clean, dry and neatly styled. If bangs are not pulled back, they cannot be below the eyebrows.
2. Black or other dark fingernail polish is not allowed.
3. Clothing must be loose enough so that the contour of the body is not revealed. Hemlines on all attire must be no shorter than the bottom of the knee while student is standing upright.
4. Pants and shorts are not to be worn on school property or during any off campus school activity, with the exception of PE shorts during physical education and any other activity that has been predetermined by the administration.
5. Socks or hose are part of the school uniform, and are to be worn during school hours.
6. Shoes are to be dress or casual with a low heel. The heel is not to be higher than two inches. Black, brown, navy, or burgundy are acceptable colors. Clogs, flip-flops, sandals, and tennis shoes are not to be worn during school hours. Elementary students may wear tennis shoes provided they are kept neat and clean. Jr. and Sr. high may only wear tennis shoes for PE or other designated times.

Boys:

1. Hair must be cut so that it is a least one-inch above the eyebrows on the forehead and neatly combed. Sideburns are to be no longer than the middle of the ear. The hair must be off the ears and collar. Non-traditional or fad haircuts (i.e. shaved heads, spikes, bowls, etc.) are not acceptable. Male students are not allowed to bleach or color their hair.
2. No beards or mustaches are permitted. Boys must be clean-shaven at all times.
3. Socks must be worn at all times.
4. Shoes are to be dress or casual in solid black or dark brown. Work-type boots, clogs, flip-flops, sandals, cowboy boots, or tennis shoes are not to be worn. Elementary students may wear tennis shoes provided they are kept neat and clean. Jr. and Sr. high may only wear tennis shoes for PE or other designated times.
5. Necklaces, chains, bracelets, earrings or body piercing is not allowed.
6. Belts must be worn at all times.

SBA utilizes Educational Outfitters located on 2273 Gunbarrel Road in Chattanooga for all of our school uniforms. All uniforms must be purchased from Educational Outfitters. Educational Outfitters has our school's uniform on record and will both inform and assist parents in the purchasing of our school uniforms. The uniform for the girls consist of a plaid or navy skort, and short or long sleeve polo shirts in either yellow, green, or navy. The uniform for the boys consist of pleated or plain front navy or khaki pants and short or long sleeve polo shirts in either yellow, green, or navy. A fleece is also available for both the girls and boys. This is the only fleece or sweater that may be worn in class.

While attending after school athletic events at any location as a spectator, girls may wear denim skirts, casual shirts with a collar, tennis shoes, sandals, and sweatshirts. The skirts and blouses worn must adhere to the general dress code. The denim may not be excessively faded, or tattered and torn. While attending after school athletic events at any location as a spectator, boys may wear jeans, casual shirts with a collar, tennis shoes, and sweatshirts. The dress code for parent teacher fellowships, seasonal programs, or other such events will be the school uniform unless otherwise stated by the administration.

FINANCIAL POLICIES

Tuition payments may be made in the school office or mailed to Shenandoah Baptist Academy 138 Osment Road SE, Cleveland, TN 37323.

Tuition is due on the first day of the month. (When the 1st falls on a Saturday or Sunday, payments may be made on Monday without being considered late.) Tuition paid after the 10th day of the month will be charged a \$25.00 late fee.

S.B.A. offers two payment options, a ten month plan and a twelve month plan. The ten month plan is calculated by dividing the total tuition cost by ten. This amount will be due for ten consecutive months beginning on August the first with the last payment being made on May the first. The twelve month plan is calculated by dividing the total tuition cost by twelve. This amount will be due for twelve consecutive months beginning before the start of the school year on June the first with the last payment being made on May the first.

Because S.B.A is a ministry of Shenandoah Baptist Church, it is financially supported in part by the church. Because the tithing members of the church are already financially contributing to the Academy through their tithes and offerings, the tuition rates are slightly lower for the faithful, tithing, members of Shenandoah Baptist Church. This “church member” discount is dependent upon a family’s continual and faithful support to Shenandoah Baptist Church by their attendance, involvement in ministry, and tithing.

Tuition Rates

The tuition rates for faithful, serving, tithing members of Shenandoah Baptist Church are:

| | |
|-------------------------|----------------|
| One Student - | \$3,300 a year |
| Two Students - | \$5,775 a year |
| Three Students – | \$7,755 a year |
| Four or More Students - | \$9,735 a year |

The tuition rates for non Shenandoah Baptist Church members are:

| | |
|-------------------------|-----------------|
| One Student - | \$3,800 a year |
| Two Students - | \$6,650 a year |
| Three Students – | \$8,930 a year |
| Four or More Students - | \$11,210 a year |

Academic Fee

This fee includes the cost of teacher’s curriculum, student books, Stanford Achievement Test, yearbook, and other miscellaneous charges. The cost of this fee is \$250. Because this fee in large part covers the cost of the student’s books, it is necessary for it to be collected by the beginning of school. The due date for the academic fee is August 1st. If the due date of this fee causes financial difficulties upon a family with multiple children attending SBA, please contact the school office so that alternate payment dates can be arranged.

Shenandoah Baptist Academy endeavors to keep low tuition rates for the benefit of each parent. For that reason, we may conduct fund-raising programs and anticipate each child’s and/or parent’s participation in helping raise additional funds needed for designated school projects.

Registration Fee

The registration fee is based upon when it is paid. The dates and amount of the registration fee are as follows.

- Before the end of February the registration fee is \$50
- In the month of March the registration fee is \$75
- In the month of April the registration fee is \$100
- After April 30th the registration fee is \$150

Athletic Fee

In order to cover the cost of our athletic teams, an athletic fee of \$100 is charged to every player for each sport. This fee is due on the first day of scheduled practice for each sport. This fee is not applicable to elementary, intramural sports.

The school is a ministry of Shenandoah Baptist Church and receives no federal, state or local government assistance (other than a tax-exemption status), and it is not endowed or supported by any other organization.

Miscellaneous Financial Information

No school records, including health records, will be released for any student when there is a balance owed on the student's account. No student will be permitted to graduate until all tuition and fees are paid and up to date.

Although SBA never desires for a student to withdraw due to financial reasons, a student may forfeit the right to attend SBA if their account becomes more than two months delinquent.

GENERAL INFORMATION

Admissions Policy

All decisions for admission to attend Shenandoah Baptist Academy are based on a formal application being presented to the school and an interview being conducted by the administration. This interview is designed to determine if SBA can meet the needs of an individual student and family and if a student is prepared to be successful at SBA.

Absences

In case of absence, the day the student returns, the parent should send a **dated** note to the office explaining the reason for the absence. An absence is **excused** when a student is not at school for reasons of sickness, or a death in the family. Examples of **unexcused absences** are, but not limited to, oversleeping, out late the night before, working, leisure trips, needed at home, etc. In rare instances, a student may receive an approved absence for travel or family events. However, this must be approved in writing by the principal no less than one week in advance. If approved, the excused absence will not exceed 3 days and all work must be completed before the absence. Unexcused absences will result in the student receiving a zero in the daily grade of all classes missed; however, the student is required to make up any work that was to be completed in that class time.

If a student arrives at school after **9:00 a.m.**, that student will be counted absent for one-half day. If a student leaves school before **2:00 p.m.**, that student will also be counted absent for one-half day.

If a student knows ahead of time that he will need to miss school, he must fill out a **pre-approved planned absence form**. All work will need to be made up **PRIOR** to the absence. Any work not turned in prior to leaving for this planned absence will be awarded a zero and must be made up for the completion of the course.

Any student that has ten (10) or more total absences in a single semester may lose all credit for that semester. Any student that has five (5) or more unexcused absences in a single semester may be asked not to return the following semester.

Tardies

Secondary students arriving after 8:00 a.m. are considered tardy. If a student arrives between 8:00 and 8:10 they should proceed to their homeroom class. If a student arrives after 8:10 a.m., they must report to the school office. Requests for excused tardies must be received in the school office no later than the day following the tardy. The accumulation of three (3) tardies in a semester will result in a charged absence as related to perfect attendance. Students will receive three (3) demerits for their fifth morning tardy and five (5) demerits for each subsequent tardy during a semester. An accumulation of ten (10) or more tardies in a semester will result in a meeting with the principal.

School Arrival and Dismissal:

Normal school hours are from 8:00 a.m. - 3:00 p.m. Students may arrive for early stay no earlier than 7:30 each morning. Students arriving between 7:30 and 7:45 must enter the building through the cafeteria entrance. The main entrance will remain locked until 7:45. Students are not permitted in the hallways, classrooms, or lockers before 7:45. Parents should pick up their students by 3:10 pm. Students that have not been picked up by 3:20 will be required to attend late stay. Late stay will be held in the cafeteria, and a fee of \$5 for every five minutes will be charged to each student's account.

Automobile Policies

1. All student-driven cars are to be registered in the school office.
2. Each driver should be an example of courteous, careful driving habits. Follow the arrow directions and observe the speed limit signs. Cars are to remain parked until students leave for the day. Parking areas will be assigned when the car is registered.
4. Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin. Failure to observe these policies will necessitate cancellation of the privilege of driving your car to school.

Inclement Weather Conditions

School closing announcements will be made by 6:15 AM and will be broadcast on the major local networks. Please do not assume that SBA will close because the local public schools close.

Bible

At SBA, Bible study is recognized as a fundamental importance and is a required subject. (Each student will be required to have a *King James Translation* of the Bible that will be used for study and memorization.) Bible class augments the study of English, history, geography, and science. Without knowledge of Biblical truth, a student cannot be considered educated. The Bible gives direction for this life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of Books."

Knowledge of the Bible is one of the greatest educational assets any man can have in addition to the moral and spiritual values resulting from the study of it. Character development is the most important work of a school. No other course offered in the school affords the great opportunities for laying the foundation for Christian character. The student body usually attends chapel on Tuesday and Thursday and on these days Bible class does not meet. Chapel speakers include preachers who inspire students to practice the truths of God's Word.

Because of the importance that Shenandoah Baptist Academy places on the study of the Bible, a student who fails Bible two consecutive semesters will not be allowed to return the following semester.

Cell Phones / Pagers

Elementary students are not allowed to have cell phones on the school property. All 7th -12th grader's cell phones must be kept in their locker in the OFF, not silent, position. Students that have a cell phone on their person or are using or appearing to use their cell phone for any reason, will receive 10-20 demerits and will forfeit their right to bring a cell phone on school property.

Students are not permitted to use a cell phone in the school building at any time. After school, students should not use cell phones until they have left the school building. Any use of cell phones during, before, or after school hours will result in disciplinary action. Use of a cell phone during a test for any reason will automatically be considered cheating and appropriate action will be taken in the sole discretion of the administration.

Student Anti-harassment Policy

It is essential to the well being of all students that they be treated with due respect for their rights, individuality, and personal dignity. Therefore, it is the school's policy to prohibit all kinds of harassment. The work and learning environment requisite to the educational program must be one in which all individuals are free to develop relationships, work, and learn without fear of unacceptable behavior from another. It is the right of any person, to protest this infringement in order that the offending action may be dealt with appropriately. If a complaint is substantiated, appropriate corrective action will be taken, including but not limited to disciplining, warning, suspending, or terminating enrollment of an offending student or employment of an offending adult.

Student Involvement

Attendance at orientations, graduation, school programs and other predetermined activities is required for all students. It is also expected that parents attend the parent informational meetings, the parent teacher fellowships, and orientations.

Suspension

A student who has been suspended from school is responsible to complete all work that was missed. If the student missed a quiz, test, or exam due to suspension, the student will receive zeros.

Telephone

Students are not allowed to use the telephone during school hours. Students may use the phone for emergency calls only.

Transfer Students

Students who are transferring from other schools will be expected to take an entrance examination. If the student's accomplishments (as shown by the test) are on the grade level to which he has been promoted, he will then be admitted to that grade. However, if the student's accomplishments (as shown by the test) are on a lower level, then he will be placed in the grade best suited for his achievement. Students whose work is not satisfactory may be asked to transfer out. If a student's level of academic knowledge is far below the acceptable level he may be refused entrance to SBA.

Medication

If a student is to take *any medication* while at school, he must have on file in the office an Authorization for Medical Administration form. This form is available in the school office. **All medication to be dispensed will be kept in the school office and dispensed according to the doctor's instructions. Medicine must be properly labeled.**

Re-enrollment

From February until April 1, re-enrollments for the fall term for present students are accepted on a first-come, first-serve basis. SBA admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies and athletic and other school-administered programs.

Student Websites

Any student who decides to operate a personal online website or contributes to a blog must register the website/blog/twitter with the administration (ex.: facebook.com, blogger.com, twitter, etc.). The website must be registered immediately upon its creation with the school principal. Any student who creates a website or blog prior to attending the school must register the website/blog/twitter before he is accepted as a student. The principal must be also "friended" or allowed to "follow" all websites/blogs/twitter accounts. These sites WILL be monitored for content on a regular basis. Any student found with an unregistered website/blog/twitter or displays website/blog/twitter material that is deemed inappropriate to the purpose, philosophy, code of conduct, or the mission of the school will be in direct disobedience to this ruling and will be subject to immediate disciplinary action that may include immediate dismissal.

Communicable Diseases

SBA desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent that may be transmitted whether directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal.

Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability.

Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, SBA may require an independent physician's examination of the student or employee to verify the diagnosis of the communicable disease. SBA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Health Examination And Immunization Record

The Tennessee State Department of Health and Welfare requires that each student have a health examination and a Tennessee School Immunization Certificate on file. This form must be completed by a physician or health care facility and returned to the school. Students will not be allowed to continue in school after September 28 if this form is not on file in the office.

Incomplete Work

A student has the number of days he missed plus one to make up work after an excused absence. If the work is not made up within this time frame, he will receive an "F."

Lost and Found

Articles are taken to Lost and Found and may be redeemed for \$1.00. This policy is established to teach students responsibility. Lost and Found items not claimed within 14 days will be disposed of properly.

Lunch

Proper nutrition is important for growth and learning. We encourage students to eat a good lunch every day. We do not have a full service lunch program. Some self serve items are available to purchase during lunch. These items will include snacks, drinks, and microwavable items such as hot pockets, hamburgers, etc. Microwaves will be available for lunch items that require heating.

While we do not have a full service lunch program, we may at times offer meals from vendors or parents for purchase. When this service is made available, parents will be notified ahead of time through correspondence from the school office.

It is nice to have parents visit their child during lunchtime. Please make arrangements through the school office if you wish to join your child for lunch. If you would like to just drop in, please stop and check in with the school office when you are visiting the school. Remember that each class has 30 minutes for lunch. With that in mind, we encourage students to eat before they begin to talk and socialize.

Visitors

We always enjoy visitors to the school; however, we do ask that you please coordinate with the school office for classroom observations and visits. All visitors should check in with the school office upon arrival and wait to be issued a pass before proceeding into the building.

Withdrawals

All withdrawals must go through the school office. Students that attend one day of any month will owe the full month's tuition. In the event that the account is showing a credit balance at the time of withdrawal, this amount will be refunded. No school records will be released for any student when there is a balance owing on the student's account.