



Bob Jones Academy



STUDENT & PARENT
HANDBOOK

2020–21



A Letter from the Administrator

Education means different things to different people. For some, it is the process of learning a body of knowledge. As Christians, we realize that knowledge is an important part, but biblical worldview education extends far beyond to include wisdom and understanding. The foundation to wisdom, understanding and knowledge is the fear of the Lord.

The mission statement emphasizes the desire of the BJA faculty and staff to partner with parents to provide effective biblical worldview education. “Bob Jones Academy exists to assist like-minded Christian parents in challenging students to love Jesus Christ, to embrace God’s truth, to exercise integrity, to pursue excellence and to serve others.”

Education extends beyond the classroom into the hallways and on to the ball fields. We strive to provide biblically grounded academics in a safe, clean, wholesome and loving environment where the principles and promises of God’s Word are lived out and students are encouraged to know Jesus Christ. And, we are committed to maintaining an environment where children can grow educationally, physically, spiritually and socially.

Good policies and procedures are important in preserving such an environment. Some of the policies in this handbook are based directly on the commands and principles of the Bible. Others provide order and efficiency within the Academy. While a student is enrolled at BJA, the administration, faculty and staff ask students to abide within the boundaries of these policies for their own best interest and that of others.

Please pray that God will use the nurturing environment of Bob Jones Academy to accomplish His work in the lives of each student and fulfill the school mission.

A handwritten signature in black ink that reads 'Daniel C. Nelson'. The signature is written in a cursive, flowing style.

Daniel C. Nelson

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Foreword

History of Bob Jones Academy

Having developed a burden for Christian education, evangelist Bob Jones Sr. founded Bob Jones Academy in 1927. BJA opened in Lynn Haven, Florida, with 47 students in grades 9 through 12 and shared many resources with Bob Jones College, which began the same year.

In 1933 Bob Jones College and Bob Jones Academy moved to a larger campus in Cleveland, Tennessee. BJA continued to grow and with an enrollment of 73 students moved to Greenville, South Carolina, in 1947, along with Bob Jones University.

The precollege program continued to grow and eventually included students in all grade levels. A junior high was established with a handful of students in 1952 under the leadership of Dr. Bob Jones Jr. In the 1970s an elementary school division was added under the direction of Dr. Bob Jones III. In 2011, under the leadership of Dr. Stephen Jones, the child development center, elementary school, junior high (renamed the middle school) and high school were consolidated into one school using the name of Bob Jones Academy.

In 2011 BJA added a school mascot: the Academy Lions. The school colors, blue and white, were retained.

BJA is accredited by the American Association of Christian Schools, the South Carolina Association of Christian Schools, and Cognia (formerly AdvancED).

Statement of Faith

Bob Jones Academy affirms and teaches

- The inspiration of the Bible (both the Old and the New Testaments);
- The creation of man by the direct act of God;
- The incarnation and virgin birth of our Lord and Savior, Jesus Christ;
- His identification as the Son of God;
- His vicarious atonement for the sins of mankind by the shedding of His blood on the cross;
- The resurrection of His body from the tomb;
- His power to save men from sin;
- The new birth through the regeneration by the Holy Spirit;
- And the gift of eternal life by the grace of God.

Mission Statement

Bob Jones Academy exists to assist like-minded Christian parents in challenging students to love Jesus Christ, to embrace God's truth, to exercise integrity, to pursue excellence and to serve others.

Core Values

- Christlikeness
- Biblical foundation and integration
- Loving discipleship and accountability
- Critical thinking
- Leadership training
- College preparation

Christian Philosophy of Education

God is holy and demands holiness. Man is born with a sin nature and thus is alienated from God. Man can do nothing to rid himself of the sin and penalty of sin that separates him from God. Romans 3:10 says that “there is none righteous, no, not one,” and verse 23 reiterates that “all have sinned, and come short of the glory of God.”

But God sent His Son, Jesus Christ, as the sinless Substitute for mankind, paying the penalty of our sin and rising again so that those who trust in Him are forgiven, restored to fellowship with God, and rescued from the eternal penalty of sin (John 3:16).

Partnering with the home and church, true Christian education is a spiritual ministry that purposes for each student to develop spiritually — knowing and having a relationship with God and being conformed more and more into the image of His Son. Therefore, Bob Jones Academy seeks to lead students to know and imitate God in His character and works, a commitment that embraces everything done in and out of the classroom. Knowledge of the written Word remains at the center, with each subject area radiating out as a study of God's works. Biblical truth is not confined to required Bible courses but is diffused throughout the curriculum.

To know God implies more than just knowledge about God. The knowledge of God unique to Christian education is this: a personal knowledge that begins with repentance from sin and faith in Jesus Christ as Savior and develops through obedience to and communion with God. To know God is to be born into the family of God and to live in fellowship with Him. From this perspective, students

examine a full range of natural facts and human experience — from science and social studies to physical education and music instruction — all as reflective of the work of God intersecting with the work of man. In this way the student develops a worldview consistent with the work of God in his or her life.

God's work in a student's life produces Christlikeness in character and service, based on his or her biblically informed knowledge of and personal relationship with Christ. Academy faculty, staff and administration encourage students in this process and provide an environment structured for spiritual growth and academic excellence. The Academy also provides students with ministry opportunities, so it becomes natural for them to live out their beliefs in service to God and to others, keeping before all its students the Christian's responsibility of service to God and the surrounding world.*

Church Attendance

Bob Jones Academy's mission is to support and assist the Christian family. A strong, Christ-honoring home and faithful attendance to a Bible-preaching church are vital elements for a Christian education. Families are encouraged to have their children actively involved in a Bible-preaching church each week. Disregarding the need for faithful church attendance may result in the loss of enrollment privileges.

Nondiscrimination Policy

Students of any race, color, sex, national origin or protected disability are admitted to all the rights, privileges and activities generally accorded or made available to students at Bob Jones Academy. The Academy does not discriminate on the basis of race, color, sex, national origin or protected disability in its administration of its educational policies, admissions policies, and athletic and other school-administered programs.

* For an expanded statement of our philosophy of education, please refer to the BJU Press title *Christian Education: Its Mandate and Mission*.

Academics

Curriculum

Bob Jones Academy operates a traditional educational program using teacher-centered instruction. Classes include Bible, English, history, math, reading (using phonics), science and other traditionally taught classes. The high school's strong college-preparatory program not only meets state requirements for graduation, but also prepares students for competitive collegiate work.

Official Grading Scale

A	90–100	Excellent
B	80–89	Above average
C	70–79	Average
D	60–69	Unsatisfactory
F	0–59	No credit given
I		Incomplete
P		Passed
S		Satisfactory
U		Unsatisfactory
N		Needs improvement
M		Mastered appropriately (K3–K5 only)
P		Making progress (K3–K5 only)

Some secondary teachers may use a wider scale to determine letter grades.

High School Classification of Students

A student's classwork completed by the beginning of a school year determines the student's classification. A student who has completed the eighth grade is classified as a freshman. A student who has completed 5 credits is classified as a sophomore; 10 credits, as a junior; 16.5 credits and able to graduate by the end of the school year, as a senior.

Graduation Requirements

Students are to earn 24 credits to receive a high school diploma from Bob Jones Academy. (Additional details are available at bobjonesacademy.net.) The following courses are required for graduation:

Bible — 2 credits (Bible is to be taken every semester a student is enrolled in BJA.)

English — 4 credits (English 9–12)

Math — 4 credits (Algebra I, Geometry, two additional mathematics courses)

Science — 3 credits (Physical, Biological, one science elective)
Social studies — 3 credits (U.S. History, Government, Economics, one social studies elective)
Foreign language — 1 credit
Computer science (includes Keyboarding) — 1 credit
Physical education — 1 credit
Electives — 5 credits

BJA recommends that college-bound students earn 2 credits in a foreign language.

To graduate from the Academy, a student is to take the ACT and be a full-time student at BJA for his or her final two semesters. For additional details, visit www.bobjonesacademy.net.

Academic Integrity

A key aspect of Christlike character is integrity. In their academic lives, students exhibit integrity by being truthful about their own academic work and properly acknowledging sources of ideas and information.

Class Conduct

Appropriate behavior in class is a matter of self-control. Students should be attentive in class. Activities which do not pertain to class are inappropriate — such as talking, reading, studying for another class, sleeping or using an electronic device without specific permission from the teacher. Students may bring water in closed containers into the classroom buildings; the use of water in specific classrooms is at the discretion of the teacher.

Homework

Homework contributes to a student's academic success and is assigned for various purposes, including practice, drill, remediation, enrichment and special projects. In general, if a student has been attentive in class and concentrates while doing homework, the time required for homework should be reasonable.

The following are estimations of the time you should expect your child to spend doing homework on an average evening:

K5	15 minutes
Grades 1–2	30 minutes
Grade 3	45 minutes
Grades 4–5	60 to 90 minutes
Grades 6–8	90 minutes
Grades 9–12	2–2½ hours

If your child is working diligently yet spends an excessive amount of time on homework, please discuss the situation with your child's teacher, an elementary or middle school administrator, or, for high school students, Academic Office personnel.

Report Cards

Report cards are posted each quarter (October, December, March and May). Elementary grades include a final grade for each quarter. Middle and high school report cards include a midterm report and a final grade at the end of each semester. Midterm reports are not permanent and only reflect the student's current grade in the class; end-of-semester report cards reflect the final, permanent grades. Middle school courses also receive a final grade for the year. Report cards are available in Sycamore after the end of each marking period and updated high school transcripts at the conclusion of each semester.

Consistent attendance is integral to academic success, so students are expected to arrive on time and remain at school throughout the day. There may be rare occasions when a student must be absent. BJA recognizes two types of absences: medical/emergency and preapproved. For specific procedures, see sections regarding specific school levels.

Medical/emergency absences include medical or dental appointments, illness and emergencies (car accident, injury or a death in the immediate family).

Preapproved absences include events such as out-of-town trips with a student's own parent, out-of-town activities with his or her own church youth group, educational opportunities (with administrative approval), court proceedings or other special circumstances (with administrative approval). A parent who would like his or her child to take preapproved absences should obtain approval from the administration at least one week before the event before making arrangements. Failure to seek administrative approval may result in an unapproved absence.

Because summer school is both challenging and condenses a full year's coursework for one subject into a six-week period, summer school students attend every day except in the case of illness.

Absences in Excess of 10 Days

In its regulations for South Carolina school districts, the South Carolina Department of Education has determined that 10 or more days of absences can jeopardize a student's passing a year-long course, five or more days for a semester-long course. Although this standard applies to the public schools of South Carolina, Bob Jones Academy desires to meet these requirements; therefore, after the fifth absence per semester (K5 and above):

- Students may be absent only for medical/emergency absence reasons.
- All absences related to illness are to be followed with a note from a medical doctor.

Illness

Students need to stay home if they have any of the following symptoms:

- Fever of 100 degrees or higher
- Vomiting
- Frequent diarrhea
- Frequent cough
- Widespread rash
- Earache
- Severe headache

Symptoms should not have been present for at least 24 hours before the student returns to school.

For detailed information about when to keep a student out of school, see the chart in Appendix F.

Absences, Arrival and Dismissal Specifics

For additional details regarding absences, arrival and dismissal, consult the following sections of this handbook:

- Academy Life: Elementary (Grades K3–5)
- Academy Life: Secondary (Grades 6–12)

Disciplinary System

BJA's disciplinary system is designed to assist parents in the discipleship of their children. The system of accountability and correction is based on the functions of Scripture taught in 2 Timothy 3:16: teaching, reproof, correction and training in righteousness. Part of our education program is holding students accountable in ways that lovingly instruct, warn, rebuke, restore and help develop "complete" Christians fully equipped for every good work (2 Tim. 3:17).

The spirit in which accountability is practiced is important to us. It is our desire that humility, gentleness, patience and love — first for God and then for others — permeate all aspects of discipleship, including rebuke and correction (Gal. 6:1; 1 Thess. 5:14).

Accountability is generally established for two reasons: either based directly or indirectly on a command or principle of Scripture, or simply for the sake of orderliness and consideration for one another while functioning within a large school family. Although the Academy's policies may differ from personal family expectations and local church governance, we desire that our students willingly comply with school rules and to encourage one another in the same.

For safety and accountability BJA reserves the right as a private education institution to, for example, perform the following:

- Inspect school lockers and desks.
- Scan emails and the Google Classroom platform for viruses and objectionable content and to review if deemed necessary.
- Restrict a student's campus network access without prior notification if the student's computer poses a threat to other computers or to the stability of the network.
- Inspect the content of any electronic device at school (e-reader, computer, cell phone, etc.) if deemed necessary
- Restrict its classes, services, programs and meetings from being recorded on personal communication devices.

Failure to cooperate with an official review or inquiry could result in disciplinary action.

Drugs & Alcohol

BJA's policy on alcohol use by students complies with the laws of South Carolina, which prohibit the possession, consumption and serving of alcoholic beverages by and to persons less than 21 years of age. Underage students who consume alcoholic beverages in violation of South Carolina laws may face criminal penalties as well as disciplinary action.

BJA does not condone the possession, use, manufacture or distribution of illegal substances or drug paraphernalia of any kind or in any amount. Students who engage in drug-related activity — including the use of prescription medication in a way not intended by the prescribing doctor — forfeit their privilege of enrollment. Students who take drugs or otherwise participate in drug activity may face criminal penalties as well as disciplinary action.

Expulsion

Because an edifying atmosphere benefits the entire academy family, there are some offenses that may result in expulsion. These offenses include:

- Major moral failure including immorality, hard-core pornography, sensual behavior or use of alcohol or drugs.
- Stealing or shoplifting.
- Possession of a weapon.
- Committing a crime or not disclosing an arrest occurring before or during enrollment.
- Encouraging or aiding another student in an action that results in expulsion.

A student may receive disciplinary correction, including expulsion, for grievous offenses, such as immorality, that come to light from a previous semester or break.

An expelled student may not return to BJA for one full semester. A student expelled twice may not reenroll in the Academy.

Withdrawals

Attendance at a private Christian school such as BJA is a privilege.

A student may be subject to involuntary administrative withdrawal from BJA under the following circumstances:

- An unteachable spirit or lack of appropriate response to the biblical principles that guide BJA's educational philosophy and to which parents and students have agreed.
- A student's behavior poses a threat to the safety and well-being of others.

Avoidance of potential disciplinary action is not legitimate grounds for voluntary withdrawal.

Legal Violations

BJA reserves the right, and in some cases has a mandatory responsibility, to alert law enforcement officials of legal violations occurring on or off campus.

The administration of discipline will be appropriate to the age and grade level of a student. For specific details, consult the following sections of this handbook:

- Academy Life: Elementary (Grades K3–5)
- Academy Life: Secondary (Grades 6–12)

Dress

Lands' End is the provider for BJA uniforms. Visit www.LandsEnd.com/school and select "Bob Jones Academy" or school number 900162611 to see specific items for grade levels as well as to order. Also see the Uniforms page on the Academy's website.

With the exception of non-uniform K3–K5 pants, skirts and shorts, each garment should have the BJA logo. Logo for pants and skirts is specially discounted for BJA families. Lands' End has an excellent replacement policy. BJA hosts a Uniform Exchange twice each year in which Academy families may exchange clothing with one another or purchase used uniform items at significantly reduced prices. Many Academy families sign up for Lands' End's email and make purchases when Lands' End offers discounts on uniforms.

Students should remain in school uniforms or official school spirit wear as spectators at home and away BJA ballgames. BJA team players may wear their issued team travel gear as a spectator.

Academy uniforms may be worn for University events such as classes, chapel and Bible Conference and even for formal programs, should parents choose that for their students.

The purpose of BJA's other dress guidelines is to help students learn principles for dressing appropriately and for modeling biblical modesty in a way that reflect the God-ordained differences between men and women. We also intend that dress guidelines help to teach students to consider the impact of their choices on others, thus living out Jesus' instruction about loving others as ourselves. BJA encourages students to avoid brand fashions that glorify the lustful spirit of our age in their advertising.

Reflecting Christ means focusing on internal beauty that pleases God rather than external fashions that allure people (1 Tim. 2:9–10; 1 Pet. 3:3–4). These scriptural passages emphasize the characteristics of modesty, self-control, godliness, humility and good works. Modesty is a powerful way for believers to glorify God in a culture filled with sensuality and seduction. By dressing modestly Christians can display in appearance and conduct a heart devoted to Christ.

For specific details regarding student dress, consult the following sections of this handbook:

- Academy Life: Elementary (Grades K3–5)
- Academy Life: Secondary (Grades 6–12)

Media and Music

Bob Jones Academy's mission is to assist parents in helping students develop Christlike virtue, and BJA seeks to preserve a school culture that reflects our mission within the diversity of homes and churches of families we serve. Our position in the areas of music and entertainment is intentionally conservative within the range of choices that are separate from the world. See Appendix B for a biblical approach to evaluating objectionable elements in entertainment.

BJA maintains an environment in which the music and media that is presented, discussed, viewed and shared at school, on school trips and via school-owned devices or school accounts reflects our application of biblical principles.

Students are to maintain an environment free from the conversation about and promotion of movies, games, etc., that contain objectionable elements that do not honor God and will not edify one another.

TV/video (includes YouTube, etc.), video games: While at school students are not to watch TV/videos (includes YouTube, etc.) or play video games. At designated times on some school trips students may play video games rated E10+ or below, provided that the games do not include graphic blood or gore, sensual or demonic themes, violent first-person shooting, suggestive dress, bad language or rock music.

Internet/technology: Each user assumes personal responsibility for his or her appropriate use and agrees to comply with BJA's policies found in Appendix E. A student is responsible for all content both he or she and others post on his or her social media accounts, blogs or any other internet site, as if it were spoken or displayed at school. For the sake of courtesy and safety, be sure to secure a person's permission before posting that person's photo or video online. Students will be held accountable for sending, forwarding or requesting an email, text message or video with objectionable verbal or visual material.

Music: Music is an opportunity to express love to God with all the heart, soul, mind and strength. It also has the power to dominate the mind and heart of the listener. Its style and content can display God's glory by exhibiting the ideals of purity, dignity, honor, loveliness, virtue and excellence; or they can appeal to the flesh and embed the world's philosophy in the heart and mind of a Christian, drawing him or her away from unhindered communion with Christ.

Music, by God's design, is a subjective experience; but its various aspects — words, sounds, images and associations — greatly affect us. The combination of melody, harmony, rhythm, tone quality and instrumentation can be designed to influence moral responses, both right and wrong. Although these responses are not automatic, with mature biblical discernment they are reasonably predictable. BJA evaluates music on several levels: the content itself, the intent of the music maker, the effects on listeners and the context of the experience.

Although families and churches may differ on issues of Christian lifestyle, the Bible exhorts us to exercise great care to avoid causing another believer to stumble (1 Cor. 8–9). As students grow older, they become increasingly independent and tend to be more strongly influenced by their peers. BJA seeks to preserve a school culture that reflects our application and mission within the diversity of homes and churches and desires to assist parents in discipleship of their maturing children in the area of music as appropriate.

BJA excludes music which, in whole or in part, derives from the following broadly defined genres or their subgenres: Rock, Country, Jazz, Electronic/Techno, Rap/Hip Hop or the fusion of any of these genres; and any music in which Christian lyrics are set to music which is, in whole or in part, derived from any of these genres or their subgenres.

Reading material: Material including an ungodly philosophy or pervasive sensuality should not be brought to school or on school trips. This includes fashion, model, pop culture, bodybuilding, video/computer game and television/film magazines.

2020–2021 Financial Information

Grade	Tuition
Infant — Age 2 ¹	\$725/month (12 months; \$8,700/year)
K3–K5 (half day)	\$410/month (10 months; \$4,100/year) ²
K3–Grade 5	\$580/month (10 months; \$5,800/year) ²
Grades 6–8	\$610/month (10 months; \$6,100/year) ²
Grades 9–12	\$750/month (10 months; \$7,500/year) ²
Grades 9–12 International Students	\$26,500
Grades 9–12 Summer School	\$815/6-week session ²

For families in which two or more students are enrolled full time at BJA (K3 through grade 12), tuition is discounted 8% for the second student, 16% for the third student, 24% for the fourth student and so on.

¹ Additional details on page 30.

² Includes textbooks.

Grade	Fee	Amount
CDC–12	Registration	\$150 per family per year
Infant — Age 2	Late pickup	\$12 per 15 minutes after 5:30 p.m.
K3–12	School uniforms	See www.LandsEnd.com/school and select “Bob Jones Academy”
K3–8	Late stay	
	until 5:30 p.m.	\$4.90 per hour
	after 5:30 p.m.	\$12 per 15 minutes
	Late stay begins at the conclusion of car line, which varies by program and grade level.	
K3–8	Lunch and milk	See BJA website; under Student Life select “K3-8 Hot Lunches”
K5–12	Textbook damage	Prorated

K5–12	Textbook lost	Replacement value
1–8	After school clubs (tech club, robotics, etc.)	Varies
1–12	Music lessons	See BJA website; under Fine Arts select “Music Lessons”
6	Class trip	\$30
6–7	Excursion	\$15†
6–8	Technology Fee	\$80 (10 months at \$8 per month)
7	Class trip to the Creation Museum	\$300†
8	Class trip to The Wilds	\$45†
8	Class trip to Williamsburg	\$350†
6–12	PE uniform (required for all PE classes)	\$20†
	Specialized classes (handbells, vo-tech)	Varies
	Interscholastic sports fee	\$110 per student per sport
9–12	Technology fee	\$150 (10 months at \$15 per month)
	Automobile registration	\$75 per semester†
	Summer school registration	\$50 per family
11–12	Junior-Senior banquet fee	\$30
	Residential university class (if dual credit, no charge)	\$820 per semester
	Textbooks for BJU classes	Varies
12	Senior fee	\$300 (10 months at \$30/month)
†Subject to change.		

Payment

Beginning this year, BJA is using FACTS Tuition Management (www.factsmgt.com) to manage student tuition and fees. In order to complete the enrollment process, a family needs to create a FACTS account for each student. Child Development center payments are due each month.

Three payment plan options are available for students in K3 through grade 12:

- Year plan, due Aug. 5
- Semester plan, due Aug. 5 and Jan. 5
- 10-payment plan, due on the fifth of each month, from Aug. 5 through May 5

Payments can be made online at www.factsmgt.com.

A late fee of \$25 will be assessed on any unpaid portion of the required payment.

By enrolling a child at Bob Jones Academy, parents agree that if any payment is not made within 25 days of the date due, the school may, at its option, suspend the student and that the school is under no obligation to provide educational services or activities after payment becomes past due, including providing report cards, transcripts or a diploma.

Scholarships

BJA offers needs-based scholarships to help families who struggle financially. We work with FACTS Grant & Aid Assessment to administer this scholarship program. Parents may apply for scholarships each year by applying online on BJA's website (Admission | Tuition/Fees and Scholarships page). FACTS charges a flat administrative fee of \$35 per family. To be considered for the maximum award, applications should be submitted by March 15 for the next school year. Notification of any award will normally be made by March 31, or within 3 weeks of application verification after that initial scholarship round. Scholarships are awarded based on financial need as funds are available. More information is available on the Academy website.

Withdrawal

In case of withdrawal (that is, leaving after claiming the semester's reservation), tuition will be prorated to date of withdrawal. Most fees are nonrefundable.

At the time a student withdraws, all textbooks and any other school property are to be returned, including the high school ID card and Chromebook. Vehicle registration stickers are to be removed.

Insurance

Bob Jones Academy provides a student accident insurance program for our students, summer camp participants and volunteer workers. This excess or 'secondary' policy protects students and families from the out-of-pocket costs associated with school-time related accidents/injuries. Covered medical claims must always be submitted initially to the family's primary insurance policy. Any remaining balance or expenses not covered by the primary insurance would then be submitted to the excess policy. The policy may cover the remaining balance of eligible expenses up to the plan maximum (base layer: \$25,000 benefit, 2-year benefit period; catastrophic layer: \$5,000,000, 10-year benefit period) of coverage from the date of accident. Contact a school office if a covered person is injured or has medical claims due to a school accident.

Academy Life: General

Awards

We desire to honor those who have excelled. Awards are given in areas including academics, citizenship, fine arts and athletics. These are presented at awards programs at the end of the year.

Abuse

Bob Jones Academy is committed to maintaining a safe, supportive environment for students and, therefore, has a zero-tolerance policy for any form of abuse. This includes adult abuse of a person under 18 years of age as well as student-to-student abuse of someone under 18. Abuse comes in many forms. It can be physical, sexual, mental or emotional and can include other forms of mistreatment.

Any BJA student who is a victim of abuse or suspects or learns about abuse is encouraged to report it immediately to a BJA administrator or faculty member. Every attempt will be made to protect and help the victim. The alleged abuse will be reported to the appropriate authorities when circumstances warrant.

Bullying, Harassment and Intimidation

Bob Jones Academy is committed to being a community that unquestionably demonstrates the love of Christ, one to another, in all circumstances. Christians are admonished to be “kind one to another, tenderhearted, forgiving one another, even as God for Christ’s sake hath forgiven you” (Eph. 4:32).

Bullying, harassment and intimidation are defined as repeated physical, verbal or emotional abuse towards a victim that produces fear, harm or damage. Harassment may include but is not limited to sexual or racial abuse. Bullying, harassment and intimidation may take various forms and behaviors: verbal (making derogatory or racist remarks, teasing, threatening, spreading rumors, sending inappropriate [violent, sexual, malicious] texts or pictures, whether in person or online); physical (pushing, damaging the victim’s property, locking a person in a room, making rude gestures); psychological (acts that instill a sense of fear or anxiety); or any act that insults or demeans a person in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

Bullying, harassment and intimidation are not tolerated at Bob Jones Academy. Any student who bullies, harasses or intimidates is subject to discipline, including

possible expulsion and referral to the appropriate authorities where arrest and/or prosecution is possible. Students or parents should report suspected acts of bullying to a school administrator.

BJU may investigate such complaints in accordance with the BJU Discrimination and Harassment Grievance Procedures. The policies and procedures may be found at bju.edu/safety.

Chapel

First through fifth grade students assemble once a week for chapel. Students in grades 6–12 attend chapel (or school assembly) three times a week.

Cheating

Cheating in any form is not tolerated. Cheating includes:

- Copying from another student's test or assignment.
- Unauthorized provision of, or use of notes or other helps on a test or assignment, such as requesting or accepting answers on a quiz or test from another student who has already taken it; discussing test information to any extent with other students; and transmitting quizzes, tests or answers electronically to other students via cell phone, email, etc.
- Changing answers after a test or assignment has been completed.
- Reporting false information about the completion of an assignment, including turning in someone's work as one's own (another student's, a purchased paper from an online source, etc.)
- Consulting (by parents or students) of teacher editions or test banks for textbooks that are used in the Academy.

Another form of cheating is plagiarism, the intentional or unintentional use of the ideas or words of source material without proper acknowledgement.

All original works in any media format — including but not limited to print, video or audio, as well as images and materials on the internet — are protected by copyright law regardless of whether a specific copyright statement is attached to the media. Any duplication that does not fall within the guidelines of fair use requires permission from the publishing agent or copyright owner.

Penalties for cheating are typically academic but may also be disciplinary. Cheating on a final exam (high school) may result in denial of reenrollment.

Communication

Bob Jones Academy seeks to use a thoughtful communication flow as one part of building strong relationships with our families. We also strive to make needed information easily accessible outside of business hours.

www.bobjonesacademy.net:

- Homepage: links to Sycamore (parent portal), calendar, student email, resources and latest news
- Faculty, staff and administrative photos and email addresses
- Academic planning information
- School uniform information and links
- School calendar (can be sorted by school level: ES, MS, HS and schoolwide)
- Much more!

Sycamore (portal for parents and secondary students):

- Download an app from the Apple App Store or Google Play or click the link on the homepage of BJA's website. Use BJA's School ID (2947) and the family (or student) username and password. Retrieve a forgotten username and/or password from the Sycamore app or login page or by contacting a school office.
- Find student current grade information, report cards and more.

www.mySchoolCast.com (rapid alert messaging system):

- For a forgotten username, contact the central office. Retrieve a forgotten password at the login page.
- Parents enter desired contact information in SchoolCast.
- A SchoolCast test is announced and performed at the beginning of the school year.

BJA's weekly school email

- Highlights important current information, upcoming events and recent news items.
- Is sent to each family and high school student.

Friday Folders (K3 through grade 5)

- The week's graded assignments and other pertinent information.
- Party invitations (this protects privacy and assists in communication with others in the child's class).
- Teachers also send a weekly classroom newsletter via email.

Secondary student communication

- Secondary students ages 13 and above receive a school email account and access to school network locations and online storage. Each student is expected to check his account daily.
- Parents of students who are under 13 need to fill out an email permission form.
- For more information see Appendix E.
- Students are accountable for daily announcements made in chapel or over the public address system. The announcements are also available at the front office.

Parent-teacher/administrator opportunities

- Because of our setting on a busy university campus, we currently have few regularly scheduled meetings, and we graciously ask parents to attend them as regularly as is feasible. These meetings are on the school calendar and are announced through BJA's weekly email.
- Scheduled parent-teacher conferences/meetings early in the school year: timing and style varies by level (elementary, middle and high school)
- Scheduled parent-teacher conferences in the spring: as-needed basis
- Scheduled school meetings: see school calendar for details
- Other less formal opportunities are announced through teacher's or BJA's weekly email.
- Teachers and administrators want to hear from the parents of our students! Even in cases where a teacher or administrator does not fully agree with a parent's view or is not able to fully accommodate a request, we want to listen well and to try to create a path forward together. Fear of "reprisal" is traditionally a fear of parents in relation to their children's teachers at any school, but let us show you that it's not that way at BJA!

Computers

Mobile labs (elementary and middle school), desktop computer labs (elementary and high school), and a one-to-one computing program (high school) are provided for instructional purposes. Middle and high school students may use their own laptops, tablets or handheld devices in classrooms at approved times according to the policies found in *Academy Life: Secondary (Grades 6–12)* and in Appendix E Technology Guidelines.

Courtesy and Manners

A believer is to "esteem other[s] better than" him or herself (Phil. 2:3). There are

several areas of courtesy and manners to remember within the Academy's setting.

At athletic events players and spectators ought to conduct themselves in a Christ-honoring manner. Booming, name-calling, negative cheering or publicly questioning the officials' decisions is not appropriate.

As a long-standing tradition and gesture of respect for the Academy, students avoid walking on the BJA logos in the Markham Square and Main and Hutto buildings.

Students use crosswalks and sidewalks and avoid walking on the grass. For safety's sake they should cooperate with crossing guards at all times and remember that cars have the right of way on campus.

Gum is not to be chewed in any class or religious service or formal program.

A young man should remove his hat or cap inside a building (the Academy Gym, Davis Field House and Fremont Fitness Center are exceptions) and during prayer, preaching, the Pledge of Allegiance and the singing of the national anthem.

At the middle and high school, students may use available benches for seating and should avoid sitting on steps, sidewalks, or hallway floors.

Emergencies/Severe Weather

Bob Jones Academy maintains a complete emergency crisis plan. The plan specifically addresses fire, severe weather threats and other emergencies requiring evacuation or lockdown.

We use a rapid alert messaging system to contact parents via text, voice and/or email in case of school closings or other emergencies.

Fire drills — When the fire alarm sounds, students should evacuate the building under the supervision of the teacher, walking quickly and quietly to the designated location according to the posted evacuation plan.

Lockdown — If necessary, BJA's administration will institute a lockdown for the safety of the students. During a lockdown students must remain in the designated locations and will not be released to parents until the lockdown is lifted.

Weather emergencies — When a thunderstorm or other serious weather problem threatens the school campus, all outdoor activities cease. Everyone is to come indoors and wait 20 minutes from the last flash of lightning or other danger before returning to the playground, fields, track, etc.

School closings — In case of school closing or delay as a result of severe weather (snow, ice, etc.), in addition to text, voice and/or email message from BJA, an announcement is broadcast over the WYFF Channel 4 and Fox Carolina 21 TV stations.

Lost and Found

Please label all of your child's personal property. Lost and found items are placed in the following locations: Primary Center office, Elementary Main building back hallway, middle school office, high school Markham Center and Academy Gym.

Problem Solving

Even in the best of relationships, problems occur that create a temporary strain between the parties involved. God has given us His directions for dealing with these situations within the church in Matthew 18:15–20. This gives us a framework to emulate in most situations.

If a question or problem arises that involves a teacher or the school, please implement the following problem-solving procedures:

1. Pray about it, asking God for wisdom in dealing with the problem. Ask Him to give all involved a heart yielded to His will. Pray for patience and a solution.
2. Avoid talking with others about the problem before speaking with the person(s) involved. More often than not facts that are initially unknown will shed a different light on the situation (Prov. 18:13). Telling others can initiate unfounded and hurtful gossip.
3. Make an appointment to meet with the other person. Go with a servant's spirit and a listening ear. "A soft answer turneth away wrath: but grievous words stir up anger" (Prov. 15:1).
4. Present your perception of the problem to the other person. Avoid seeming to attack the person; instead, focus on solving the problem. Listen carefully to the other person's perception of the problem and listen for new facts that may lead to a solution.
5. Allow God to work in and through the situation — He may have a much bigger and better plan in the situation than anyone involved can imagine. Each party must focus on his or her individual responsibility in the matter and what he or she can do to correct the problem.
6. If the parties cannot reach a solution, contact an administrator to work through the problem.

Prospective Students

We love having our current families invite prospective students to visit the Academy! Day-long visits are best arranged in advance by contacting the Academy's admission office. On the day of the visit, the prospective student checks in at the school office and secures a visitor's tag for the visit. We are unable to accommodate this kind of visit from those who are not prospective students.

School Facilities

Students are encouraged to be good stewards of the facilities and equipment that God has entrusted to us. Care should be taken in order to protect equipment from damage. Equipment failures and building repairs should be reported to the office.

Students may enter rooms when and where assigned or permitted. Students should not enter facilities unless they are specifically authorized to enter.

Speaking for the Academy

From time to time the media requests interviews with students, parents and employees. We ask that you not release information or grant interviews to the news media without first checking with the school administrator or University communications department. In addition, we ask you to be careful to not represent the Academy on social media

Solicitation/Fundraising/New Groups

Families can support the school by collecting various items. See BJA's website for details. Students, staff or outsiders may not survey or sell to the academy community on school grounds. For items such as invitation posters for non-Academy activities, please contact an administrator for permission.

Fundraising efforts and new student groups should first be authorized by the administration.

Textbooks

Textbooks, workbooks, and other materials provided to students belong to the school. Textbooks are turned in at the end of the year and should be kept in good condition. A charge is assessed for unusual wear on books.

Academy Life: Child Development Center (Birth–Age 2)

BJA's child development center is registered with the Department of Social Services (DSS) and complies with its regulations.

A Typical Day

Children enjoy fun-filled days of age-appropriate activities. The daily schedule is carefully designed to promote children's development and learning through a balance of free play and teacher-directed plans. Children 18 months of age and older also enjoy a daily Bible time. Each classroom posts an individual schedule. Children should be prepared to join in on the regular classroom schedule upon arrival.

Hours of Operation

- Monday–Friday, 7:30 a.m.–5:30 p.m. (Early drop off available at 7:15 a.m. in the lobby during the regular Academy school year.)
- Please consult the school calendar at www.bobjonesacademy.net for a list of holiday and vacation closings. Special times to note: during “SCACS” in September, the CDC is available even though K3 through grade 12 is closed; Thanksgiving is a three-day holiday (Wednesday through Friday); Christmas is normally a two-week break (see calendar for details); closed the week of spring break (see calendar for details); closed for other common holidays (see calendar for details).

Arrival and Departure

- The parent or legal guardian or a sibling (at least 18 years old) should bring your child in the building.
- Your child will not be released to someone other than a parent or legal guardian unless the teacher has written notification from the parent or legal guardian. If the teacher does not recognize the person picking up a child, photo ID will be required. Children may be released only to adults.
- Children are to be clocked in and out each day upon arrival and departure. Also notify the teacher of your child's arrival/departure.
- For the safety of younger children, please deliver older children to their rooms first. Younger children should be picked up before older children.
- Please take your child by the hand when escorting him or her through the parking lot; do not allow your child to run ahead to the classroom or your car.

Class Placement

Class placement is typically based on age. DSS regulations (number of children based on room size) also affect placement. Class placement is evaluated after a child has been in a classroom for a month. At that time, adjusted placement decisions may be made. Final decisions regarding promotion and class placement are made by the Academy administration.

Clothing and Personal Belongings

Children go outside every day unless it is rainy or extremely hot or cold. Please dress your child appropriately for the weather and season. Once your child is walking, he or she should wear shoes. Athletic shoes are recommended since the children are involved in many climbing activities.

Some planned activities may be a little messy. Please dress your child in clothes appropriate for art activities and outdoor play.

Please keep a seasonally appropriate set of clothing, including socks, in your child's cubby or backpack. Consult with your child's teacher for her specific recommendations regarding the use of bibs.

Removable earrings or barrettes, necklaces and bracelets can present a choking hazard. Children under two years of age may not wear these.

Except on a specified Sharing Day, children should not bring personal toys to class. If your child needs a comfort or transition item, please talk with your child's teacher.

Continuing Enrollment

Some parents elect to keep children home during the summer or for maternity leave, etc. A child's spot in class is held when tuition payments continue to be made. Parents may also withdraw the child and then apply for an open position (if available) when enrollment is again desired.

Discipline and Guidance

Our desire is that each child develop a tender-hearted love for God and others as we guide them in developing patterns of behavior which are consistent with Scripture. Controls and limits are a necessary part of this process.

Teachers promote acceptable behavior by modeling it and by reinforcing appropriate behavior through positive comments and praise.

We will notify you if your child's behavior is unacceptable. Behavior that is consistently unacceptable will be dealt with at the discretion of the building coordinator or assistant principal. This may include some supervised time in a "Thinking Seat" (time out) or a brief suspension from a favorite activity. Per DSS regulations parents must annually complete a Statement of Cooperation with the school's discipline policies.

Financial Information

CDC annual tuition is based on a 48-week year, allowing for inclement weather closings, planned holiday closings, family vacation and child illness. Annual tuition is divided into 12 equal payments and is billed monthly. See page 17–20 for specific information.

Instruction Sheets

Infant rooms: please fill out the daily instruction sheet when you arrive. Provide instructions for eating (please specify food, bottle and amounts), sleeping and any other information that you would like the teacher to know.

Older children: a permanent chart is compiled based on your instructions at the beginning of each semester and summer. Deviations from this schedule should be given to the teacher in writing.

Lost and Found

Please label your child's belongings. Articles found at the CDC are placed in the cabinet under the time clock in each lobby or at the office. Items remaining at the end of the school year are donated to charity.

Medical Information

Accidents

Our staff will do everything reasonable to safeguard your child. If or when accidents happen, they will be documented. If you have any questions regarding a minor scrape or bruise, please contact your child's teacher.

Biting

Although biting sometimes occurs among young children, it is not tolerated at the CDC. If your child is bitten, the teacher will clean the site and notify you. The name of the biter will not be released, but his parents will be notified. We use the following corrective strategies:

- For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums.

- When children bite out of frustration, behavior will be redirected to another activity or they will be shown an alternate way to ask for what they want. We encourage the use of language in expressing wants and needs.
- If a child bites twice in one day, the parents will be notified and may, at the discretion of the building coordinator and/or assistant principal, be asked to come and get the child for the remainder of the day.
- In order to ensure the safety of all the children, if all attempts to stop biting fail, we reserve the right to temporarily or permanently suspend the biting child from the CDC.

Emergency Information

In the event of a serious accident or emergency, Emergency Medical Services (EMS) as well as BJU's Office of Public Safety will be contacted. Parents will be notified immediately. It is important that we have current contact information at all times in case of an emergency. Please notify the office of any changes in your address, telephone numbers or place of employment.

Illness

See Appendix F, School and Illness Guidelines, for information about when to keep your child home from the CDC.

Immunization Records

Parents must submit an immunization record at the time enrollment begins. Updated records should be submitted regularly. Parents who choose not to immunize their children must secure a religious exemption form from the health department.

Medication

If a prescription or over the counter medication is to be administered at the CDC, a parent should bring it to the teacher in the original container and clearly labeled with the child's name along with a completed form for that medication. For a child needing to have an epinephrine injector at the CDC, a completed Anaphylaxis Medication Authorization form should be submitted. All medication must be kept in a locked medication box or cabinet. Medication or special medical procedures will be administered only when there is a written, signed and dated request from the parent. Expired medications cannot be administered.

Potty Training and Diapers

Due to DSS regulations regarding the special handling of cloth diapers and human waste, the CDC requires the use of disposable diapers. The CDC provides wipes unless a child requires a specific type or brand.

Please notify the classroom teacher when your child is showing signs of interest in potty training, is able to communicate his or her needs, and you are ready to begin potty training. A child needs to be fully trained prior to starting K3. All children who are in the process of being potty trained must use disposable training pants while at the CDC until they are completely trained. Children should be accident free for two weeks before going without disposable training pants.

Snacks and Meals

For health and safety purposes DSS regulates practices related to snack and mealtimes.

Children should finish breakfast (including a bottle for infants) before arriving at the CDC.

Under one year: fed according to the schedule requested by the parents. Baby formula, juice and food served in a bottle or jar must be identified, ready to feed and packaged for single use. Breastmilk bottles must be clearly labeled with the child's name and date.

One year and older: morning and afternoon snack times; lunch during the noon hour. All food and drink for times the child is present should be provided and left in that child's room. All food and drink should be packaged for single use and must be clearly labeled with the child's name.

Food should be simple, age-appropriate finger foods that the child also eats at home. Firm, round foods cannot be offered to children 4 years old or younger. Examples include grapes, hard candy, nuts, and popcorn. Hot dogs may be served if they are cut lengthwise and quartered. Grapes may be served if cut into halves. Food for infants (12 months and under) must be cut in pieces one-quarter inch or less. Food for toddlers must be cut in pieces one-half inch or less.

With the exception of breast milk and formula bottles, a microwave is used to heat food.

Leftover formula, juice or food cannot be re-served but may be saved for parents to take home. If left overnight, it must be discarded. Parents may not send food that has already been offered to a child.

Any food allergies must be specified in writing on a DSS health form, which is completed annually and may be updated at any time.

Academy Life: Elementary (Grade K3–5)

Absences

For general information, see the “Attendance” section on page 9.

For *medical/emergency absences*, a parent should contact the school office on the day missed or send a note of explanation upon the student’s return to school.

In the case of a doctor’s appointment, the parent should notify the receptionist in advance, and the student should check out when leaving and check in upon returning to school.

If a student misses classes due to illness, he or she may not participate in extra-curricular school activities that day.

For a *preapproved absence*, a parent should contact the school office in advance.

Three tardies are considered an absence (grade K5-5).

Arrival and Dismissal

Elementary school begins at 8 a.m. for all grades. Dismissal for half-day students (K3–K5) is at 11:45 a.m. Dismissal for full-day students (K3–5) is at 2:45 p.m.

Students in grades K3–5 should not be left without teacher supervision, which begins at 7:15 a.m. Students who arrive at school between 7:15 and 7:30 a.m. should go to the designated arrival area. After 7:30 a.m. students should go immediately to their own classrooms.

Upon dismissal, students in the Elementary Main building may be picked up in the car line. With a signed permission form, students may walk home to the immediate neighborhood or may walk to a parent’s office on the BJU campus. These students should stop in the elementary school office to sign out before leaving and should go directly to their destination. All students should cross the street only with the assistance of an adult. Students should not meet their rides along the road or in parking lots.

Except as noted otherwise, after school, an elementary student may not be anywhere on campus except with his/her own parent.

For student safety, parents are provided with car tags to display when picking up a

child in the car line, including late stay pickup. Individuals without a car tag need to provide photo identification and have parental authorization for pickup. Notification of day-to-day changes in pickup arrangements may be made in writing to the office.

Late stay is available until 5:30 p.m. Students will be checked into late stay at the conclusion of car line or within five minutes after an official after-school activity ends. Students leaving late stay may check out with parents or those adults authorized by the parents.

Athletic Events

Elementary students attending academy or university games are to be supervised by an adult or by a sibling who is at least 16 years old.

Cell Phones and Smart Watches

If a parent feels it is necessary to send a cell phone or smart watch to school with a child, it should be given to the classroom teacher or left in the office until the child is leaving school for the day. Students may wear watches that have time, date, and/or stopwatch capabilities only. A student needing to make a phone call should visit the school office.

Disciplinary System

For general information, see the “Disciplinary System” section.

Elementary students are given tallies or similar consequences for minor disobedience, such as misbehavior in the classrooms or cafeteria and disregard of grade-level rules. Parents are contacted by the teacher and earning tallies may result in the loss of certain privileges, including but not limited to partial loss of participation in non-academic activities.

Major disobedience includes repeated disobedience of rules, disrespect for authority, cheating, destruction of school or personal property, and harm to others. A student with major disobedience will meet with an administrator for appropriate correction and mentoring. Depending on the nature of the offense, the student’s attitude and previous discipline record, consequences may include intervention involving parents and teachers and may also include probationary status. Parents are contacted by a teacher or administrator when student action results in a major offense.

In order to be in compliance with the South Carolina Department of Social Services regulations, parents of K3 and K4 students annually complete a statement of cooperation with the school’s discipline policies.

Dress Code: General Guidelines

For general information about uniforms and logos, see the “Dress” section on page 14.

Please also keep in mind the following:

- Clothing size should be appropriate for the size of the child.
- Students’ uniforms should be clean and in good condition. In a case where a stain or tear cannot be repaired (and you are the original purchaser of the garment), Lands’ End may replace (same item, same size) it at no cost under their excellent replacement policy.
- Altered garments should not be worn (exception: waistbands and pants hem length).
- Shorts should come to the knee.
- Uniform sweaters, fleece pullovers and vests may be worn in school. Other jackets, vests, sweaters, hoodies and outerwear are not worn in class.
- A solid navy, white or light blue non-uniform shirt may be worn under a BJA uniform shirt or dress.
- Belts should be worn with pants and shorts that have belt loops. Children in the Primary Center do not need to wear belts.
- Except for specific occasions, hats may not be worn in the building.
- Temporary or permanent body markings are not appropriate.
- Hair styles should be neat and appear natural in color.
- Students in grades 4–5 may change into uniform shorts and T-shirt (or athletic pants) for PE class. Any girls grades 1–5 not wearing uniform PE attire should wear uniform skorts or pants on PE class days.
- Students should wear socks and shoes that have backs or back straps. Tennis shoes are worn for physical education classes.
- Regular uniform attire is worn for field trips.
- On BJA’s School Spirit Days (the first Friday of the month), students may wear BJA-issued or BJA-purchased tops as part of their uniform attire.

Dress Code: Boys

- Hair should be off the collar and ears. In front it should come no lower than one finger width above the eyebrows. Hair should be neatly combed and may not look spiked.
- Necklaces, earrings and bracelets should not be worn.

Dress Code: Girls

- Hairstyles should be neat.
- If worn, makeup, nail polish or jewelry should be neat, modest and appropriate.
- Skirts, skorts, jumpers and dresses are to come to the knee whether standing, walking or sitting.
- Leggings are acceptable under skirts or PE shorts.
- A camisole or slip should be worn under lightweight or light-colored shirts.

Field Trips

Students in grades K3–5 participate in curriculum-related field trips both on and off campus. Classroom teachers work with parent volunteers to coordinate chaperon needs and responsibilities. Parents present on field trips attend only as official chaperones; volunteer paperwork must be completed prior to the trip. Several days should be allowed for this since it includes a background check.

Lunch

Parents and, with the parent's written permission, other relatives or friends of a student are welcome to periodically join the student for the lunch period. After signing in at the office and receiving a nametag, guests sit with the student at the designated guest table in the cafeteria for lunch. Unless eating with a parent/personal guest, students are seated at their class's assigned lunch table. Other visits or observations can be arranged by contacting an administrator in advance.

In order to comply with South Carolina child-care regulations, K3 and K4 students should not bring nuts, popcorn, hard candy, whole grapes or hot dogs for their lunch or snack.

Medication

If a prescription or over-the-counter medication needs to be taken during the school day, a parent should bring it to the office in the original container along with a completed form for that medication. For a student needing to have an epinephrine injector at school, a completed Anaphylaxis Medication Authorization form should be submitted.

For a student that self-administers insulin, a completed Self-Administration Authorization form should be submitted. All medications must be kept in the clinic. Forms may be printed from the Academy's website.

Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. School personnel

do not administer any medication past its expiration date.

The elementary clinic stocks Tylenol, ibuprofen, Benadryl, Vaseline, hydrocortisone cream, calamine lotion and cough drops. Any other over-the-counter medications your child needs should be provided by the parent.

The school nurse (or delegated staff) may not administer any medication that is not FDA approved. This includes alternative medicinal products and essential oils. Because strong scents have been known to trigger asthma attacks, headaches and allergy symptoms in children and adults, please be aware that if you use essential oils on your child and the scent is noticeable you may be asked to not apply them before school or decrease the amount used. Other scent items (such as lotions) should also be avoided.

Under federal law, prescription medication can be taken only by the person for whom it is prescribed. Misuse of prescription medication (including giving or receiving it) may result in suspension or expulsion.

The elementary school performs weekly checks on all students for head lice. These checks are done by parents who have been trained by the school nurse. This practice has significantly decreased the spread of lice in our school.

Parties and Birthday Celebrations

Each elementary classroom holds various parties throughout the year. Parents may also send treats in honor of a child's birthday (please notify the teacher prior to sending the treats). A party to be held at school must be preapproved by an administrator.

Restricted Items

Students are not to bring the following items to school:

- Gum.
- Toys, frisbees, baseballs and footballs (except with administrative permission).
- Rollerblades, scooters, skateboards, skates.
- Items to sell or trade.
- Collectible cards, playing cards, comic books, personal reading materials and collector items.
- Insects, reptiles, plants and pets.
- Electronic and gaming devices (including phones and smart watches), media players, and movies.
- Fireworks, laser pointers, lighters, matches.
- Any type of gun (including toy, paintball and airsoft guns) or other weapon (including knives).

Academy Life:

Secondary (Grades 6–12)

Absences

For general information, see the “Attendance” section on page 9.

For *medical/emergency absences*, the parent should notify the receptionist about the absence right away. In the case of a doctor’s appointment, the parent should notify the receptionist in advance, and the student should check out when leaving and check in upon returning to school.

If a student misses class because of an illness, he or she may not participate in extracurricular school activities that day.

If a student needs to be excused from a physical education class, a written reason is to be sent with the student. A doctor’s excuse is necessary if the student needs to be excused for more than two consecutive class periods.

To obtain permission for a *preapproved absence*, a student should:

- First read the “Preapproved Absences” information on page 9.
- Secure a preapproved absence form from the receptionist.
- Have his or her parent complete the form and indicate permission by signing the form.
- Submit the form to the receptionist at least one week before he or she will be absent in order to obtain administrative approval.
- Have each of his or her teachers sign the form after it has been approved by an administrator.
- Return the form to the office with all the necessary signatures.

Preapproved absences should not be requested during the last week of school either semester.

Unexcused absences incur demerit penalties. Unintentionally oversleeping incurs incremental demerit penalties. Deliberate absences (such as missing a class because of working or babysitting, or to avoid a test/quiz or paper/project deadline) incur significant demerit penalties.

Students who are *late* (for whatever reason) are expected to join a class for any remaining class time. The appeals committee reserves the right to determine whether a student coming late to class is to be considered late or absent, depending on how much of the class hour he or she has missed (typically late beyond 10

minutes constitutes an absence). To be counted on time, a student is to be seated by the time the bell stops ringing. After the tenth late, a parent-administrative conference may be scheduled.

Bob Jones University’s attendance policy applies to University classes taken by Academy students. See BJA’s website page about dual credit for a summary of this information.

Arrival and Dismissal

Middle school begins at 8 a.m. Dismissal is at 3:10 p.m.

Middle school students who arrive at school before 7:45 a.m. should go immediately to the cafeteria, where a faculty member is on duty by 7:15 a.m.

Middle school students who are not in an after-school activity (e.g., sports, mock trial, music lessons) and have not been picked up by 3:25 p.m. should check into late stay without delay. Students completing an after-school activity should check into late stay if not picked up right away. If a student needs to see a teacher, he or she may do so provided the teacher gives permission and late stay has been notified. A middle school student who arrives late to late stay should have a pass from the teacher who caused him or her to be late.

With written permission from a parent on file, a middle school student may walk to his or her parent’s workplace or leave school with an older sibling. Except as noted otherwise after school, a middle school student may not be anywhere on campus (including the high school buildings) except with his or her own parent.

The secondary schedule is as follows:

Hour	Time
1st hour	8–8:50 a.m.
2nd hour	9–9:50 a.m.
3rd hour	10–10:50 a.m.
4th hour middle school	11–11:50 a.m.
4th hour high school academy chapel	11–11:35 a.m.
4th hour high school Bible class	10:55–11:40 a.m.
4th hour university chapel (for high school students)	11–11:35 a.m.
5th hour	12:30–1:20 p.m.
6th hour (middle school (W,F) chapel or electives)	1:25–2:15 p.m.
7th hour	2:20–3:10 p.m.

Freshmen and sophomores who have a free hour during the day report to the Markham Center as they would a class. Juniors and seniors who have a free hour have access to the Markham Center, may sit on the benches in the Quadrangle, or may use university facilities such as the library.

Until 7:40 a.m. high school students may enter only the Academy Main building or Markham Center. After 5 p.m. they may be in front of Academy Main or in the Markham Center, which is open until 5:30 p.m.

High school students should secure approval from the office to be at the elementary or middle school.

Attendance at Special Events

High school students attend the daytime Bible Conference services. Preapproved absences are not available during this time. Please do not schedule dental, doctor or other medical appointments during Bible Conference services.

High school students attend Academy Graduation.

High school students may attend the University's Concert, Opera & Drama Series at no charge. Tickets may be secured at Programs & Productions, which is located in Rodeheaver Auditorium.

In order to be eligible to march in graduation, graduating seniors are expected to attend the senior trip and all graduation activities.

Personal Communication Devices (cell phones, smartphones, smart watches, etc.)

Academy culture focuses on academic excellence and integrity, building relationships and serving others. Promoting these values encourages students, teachers and staff to frequently engage in the biblical process of “iron sharpening iron,” a process that is easily short-circuited by the distraction of cell phones. In addition, there is well-documented research on the negative impact that improper use of personal communication devices has on student learning and the school learning environment. In light of that evidence and our own experiences here at BJA, we are changing our policies about student use of personal communication devices while at school.

Students do not need to have a personal communication device at school; for time-sensitive needs, students may call from a phone in the school office, and parents are welcome to contact a school office. However, students are welcome to bring these devices and use them according to the following procedures.

Middle school students store their personal communication devices in their lockers during the school day and in their backpacks during late stay. When on school premises students may use their personal communication devices only when they have permission from a teacher, office personnel, or late stay personnel only for the purpose of calling or texting; and only in the school office or in late stay.

When on campus high school students may use their personal communication devices only before 8 a.m. or after 3:10 p.m. and during BJA's scheduled lunch hour; or at the high school office after receiving permission from a teacher or office personnel. During lunch students may use their devices but may not take pictures or watch/record videos. Students may not use their devices during or between classes/chapel, during free hours or while going to or from BJU classes.

If a middle or high school student misuses a personal communication device, he will surrender the device and meet with an administrator. The school office will hold the device until the parent meets with the administrator. The student will receive a warning the first time and a \$25 fine at each subsequent violation of the policy. In addition, he will not be permitted to bring any personal communication device to school for two weeks upon his first violation, a month upon the second violation, for the rest of the semester upon the third violation, and for the rest of the school year upon the fourth violation. Violations will be documented without discipline points on the student's discipline log.

Chapel

Students should bring a Bible to chapel. High school students sit in their assigned chapel seats unless they have secured permission to sit with a guest.

Davis Field House/Academy Gym/Activity Center

Middle school students attending academy or university games are to be supervised by an adult or by a sibling who is at least 16 years old.

High school students have access to the Academy Gym during scheduled classes and for other official business. They may be in the Davis Field House during scheduled times and when attending or competing in a scheduled athletic event.

Students are not to perform parkour or similar stunts on campus without permission from an administrator.

Disciplinary System

While maintaining consistency, BJA takes a personal approach and works with each student based on that student's heart response to correction.

Our disciplinary evaluation and correction are grouped into two tiers. A system of discipline points (Tier 1) serves as an index of responsibility for the aspects of the code of conduct that relate primarily to personal discipline. An escalating system of corrective responses (Tier 2) is implemented when there are patterns of irresponsibility as well as offenses involving respect for others, integrity and purity. These responses escalate from conduct warning to ineligibility to probation to expulsion.

Tier 1 Examples

Offense	Number of discipline points
Late	2
Dress infraction Failure to shave/long hair	10
Class offense	5–10
Horseplay	5–25
Intentional absence	25

By accumulating 50 discipline points or more in a semester, a student typically is demonstrating the need for greater self-discipline and, therefore, will receive a conduct warning, and a parent conference will be requested. Multiple conduct warnings result in more significant corrective responses (see below). Students begin each new semester with zero discipline points.

Process

The process of handling discipline points is designed to assist parents in the discipleship of their children.

When a faculty or staff member talks to a student about a Tier 1 type of situation, he or she may also assign discipline points in Sycamore. The student and his or her parents can immediately see this activity in the student's Sycamore record, allowing the parent to quickly follow up on the situation with the student or to gather more information from the faculty or staff member who assigned the discipline points.

The system is not able to automatically notify the parent, so we recommend that both parents and students check for discipline points at least weekly.

Tier 1 discipline points are like traffic tickets--they stand unless appealed at the assigned time and place. Students have two weeks to appeal discipline points that are assigned. To set up an appeal, a student should ask the receptionist for a time to meet with the Appeals Committee.

The Appeals Committee is made up of administrators, teachers and student leaders in the high school and administrators or teachers in the middle school. The committee hears the student's appeal and makes a judgment regarding the offense and appropriate consequence.

Offenses are not reevaluated at the end of the semester.

Tier 2 Examples

Offense	Corrective
<ul style="list-style-type: none"> • Absent from Bible Conference or Academy Graduation (high school students) • Unacceptable video/reading material/music • Academic cheating • Untruthfulness • Accumulating 50 discipline points 	Conduct warning
<ul style="list-style-type: none"> • Aggressive anger/fighting • Attendance at inappropriate concert/dancing • Using tobacco products/vaping 	Ineligibility or probation
<ul style="list-style-type: none"> • Theft • Moral indiscretion 	Probation or expulsion
<ul style="list-style-type: none"> • Alcohol • Drugs 	Expulsion

For some offenses there is a range of possible consequences. Consequences may vary based on sincere repentance versus repeated offenses. For example, voluntary acts of repentance exhibit God's grace at work and will be taken into consideration during a disciplinary situation. However, because of the importance of integrity and due process, a student who is untruthful during the discipline process is subject to the maximum consequence for that offense.

Conduct Warning

A conduct warning alerts a student to either a pattern of irresponsibility or an issue of respect, integrity or purity. This warning provides the student a chance to reflect, change and grow.

Ineligibility

A student with multiple conduct warnings or specific offenses becomes ineligible to participate in interscholastic sports or other competition; hold an office or position of honor or responsibility; or run or be selected for an office or position of honor or responsibility the next semester. Becoming ineligible two consecutive semesters places a student on disciplinary probation the following semester.

A student may not enroll in summer school if he will be on probation the following semester.

Disciplinary Probation

The third level of corrective response is disciplinary probation, which indicates a student has committed a significant lapse in moral judgment or has demonstrated an ongoing pattern of irresponsible behavior. A student may be placed on probation in order to promote spiritual growth, address specific character issues and provide weekly accountability. The goal is to encourage the student in a genuine, observable desire to grow in Christlikeness. A student who does not successfully complete disciplinary probation is denied reenrollment the following semester. If a student earns probation two consecutive semesters, he or she is denied reenrollment for one semester. A student who withdraws for any reason while on disciplinary probation will return on disciplinary probation.

Process

As with discipline points, the process of handling Tier 2 offenses is designed to assist parents in the discipleship of their children. Because of the type of offenses involved, parents are quickly and directly contacted. In some cases that contact begins through the students having an opportunity to tell their parents themselves, to be followed by communication between parent and a school administrator.

For Tier 2 offenses, corrective responses are made after the offense has been verified. In some cases, a student is suspended from school during this process.

For more information, see the “Disciplinary System” section beginning on page 11.

Dress Code: Secondary

For general information about uniforms and logos, see the “Dress” section (p. 14).

General Guidelines

A uniform dress code promotes school unity and school spirit, reduces peer pressure and simplifies shopping for school attire. Uniforms also improve student-teacher relationships by allowing higher value interactions that focus on encouraging Christlikeness.

To avoid unnecessary tension in school uniform enforcement, it is the responsibility of the parents and the students to ensure that students are in uniform per school policy. Additionally:

- Students are expected to arrive at school in proper uniform.
- Attire is expected to be clean, in good condition and properly sized to fit. Please account for your child’s growth throughout the year when purchasing items such as skirts and pants to ensure they remain at the appropriate length and fit.
- A family is expected to inform the office of a known dress issue before a student goes to class. The student should not go to class unless the school has acknowledged the issue and approved any possible temporary solution.
- Guys’ shirttails:
 - Only certain styles are exempt from being tucked.
 - Untucked shirts must not cover the school logo on the pants.

Classroom teachers primarily enforce the dress code. When a dress issue may be remedied on the spot (immodest or inappropriate), the teacher will direct the student to do so. Teachers will make every attempt to handle enforcement discreetly and explain to the student the reason why his/her attire does not comply with the dress code. When this type of violation becomes habitual or the type of violation cannot be remedied on the spot, then the student will be sent to the school office.

Parents/guardians may be called to bring a change of clothing or the school may provide the student with a gently used uniform if available. These clothes must be washed and returned within a reasonable timeframe as approved by the administration. If these borrowed clothes are not returned, we will charge the school account \$50 per item.

We understand that “life happens” (bodies change, clothing wears out, washing machines break, families endure unexpected crises, etc.), and we are open to hearing of anomalies, but we expect families to have adequately prepared to send

their students to school each day in the required uniform. Failure to comply could result in students being sent home and not admitted until they are properly dressed. Each day missed will count as an unexcused absence.

Secondary Dress Code: Men

For general information about uniforms and logos, see the “Dress” section on page 14.

School Uniform Attire

School Uniform attire is worn on campus Monday through Friday and for all afterschool and evening activities. Polo shirts with even hems (the Rapid Dry polo and the Banded Bottom polo) may be worn untucked. Polos with hems that are longer in the back as well as dress shirts are to be tucked in until 5 p.m. Altered garments should not be worn (exception: waistbands and pants hem length). Pants should be hemmed to touch a normal shoe but not touch the ground. The bottom of the pant leg should not be rolled, pegged or informally cuffed. Belt, shoes and socks are required. School attire does not include flip-flops, sandals or no-show socks.

Clothing items worn as part of a student’s outfit are to be school uniform attire; outerwear worn to and from school and between classes does not need to be school uniform attire. Hooded coats with full-length zippers are permissible as outerwear.

Spirit Wear

On BJA’s School Spirit Days (the first Friday of the month), students may wear spirit wear (BJA-issued or BJA-purchased tops) as part of their school uniform attire.

Spectator Attire

BJA students should wear school uniform attire and/or spirit wear tops to all BJA ballgames.

Formal Attire

Formal attire applies to evening services, Academy Graduation, BJU Concert, Opera & Drama Series programs, and concerts and recitals at the Academy or University). An Academy school uniform may be worn.

When not wearing school uniform attire:

- Collared shirt and tie (top button buttoned, tie pulled up)
- Dress pants with belt (proper fit: not oversized, low-riding or tight, i.e., skinny pants)

- Dress shoes and dress socks
- Sport coat (for high school men attending Concert, Opera & Drama Series programs)

Recreational Attire

Recreational attire may be worn when playing sports, using the fitness facilities or participating in academy recreational activities off campus.

- Shorts
- Athletic Pants
- T-shirts
- Baseball caps and other casual hats are appropriate outside the buildings or at athletic events.

Athletic pants should fit properly (not be oversized, low-riding or tight, i.e., skinny pants). Recreational attire is not appropriate on BJU's front campus, in the Quadrangle or classroom buildings or in front of the Academy Main building.

Work Attire

Students often work around the academy with their organizations, clubs or teams. Supervising teachers will determine proper work attire for each occasion.

Hair and Accessories

- Hair is to be your natural color.
- Hair should be off the collar and ears.
- Hair may come no lower than one finger width above the eyebrows.
- Hair should be neat, not tangled or spiked.
- Hair should be blended in length, not unevenly shaved.
- A student whose hair does not meet expectations will be given three school days to remedy the issue. If it is not corrected after three days, 10 discipline points will be recorded to the student's discipline record each day for up to two more days. An issue that has not been corrected after these five days results in the student not being permitted to come to school. Resulting absences will be handled as unexcused absences.
- One warning for the infraction itself will be given per school year. Ten discipline points will be recorded to the student's discipline record for each subsequent infraction.
- Sideburns should be no lower than the lower opening of the ear.
- Students are to arrive each morning clean-shaven. Students who are not clean-shaven may not go to class. Instead, they may get permission from their parents to go home and shave or for \$1 may purchase shaving goods from the

school office. After one courtesy warning per school year, any class missed in order to shave will be considered an unexcused absence.

- Wristbands, including those worn for health purposes or to convey a message consistent with BJA's mission, are permissible. Necklaces, earrings, bracelets and tattoos are not appropriate.

Physical Education

- For physical education, students wear uniform shirts and shorts, which are ordered in class. A student may wear black athletic pants instead of the uniform shorts.
- High school students with physical education for their first hour class may come dressed for class if they are dropped off in front of the Academy Gym. All students with physical education for their last hour class or leaving campus after sports may be picked up in physical education clothes in front of the Brown building adjacent to the Academy Gym driveway or by the soccer fields.

Secondary Dress Code: Women

For general information about uniforms and logos, see the "Dress" section (p. 14).

General Guidelines

Clothing should be modest. Clothing that is revealing because of fabric, cut or tightness is unacceptable. Clothing should be loose enough to conceal undergarment lines and not to draw attention to the figure. Skirts and dresses, as well as slits in skirts and dresses, are to come to the knee whether standing, walking or sitting. Necklines should be no lower than four fingers' width below the collarbone. No cleavage should be visible. Midriffs are to be covered at all times. All tops are to have sleeves. Halter tops or strapless tops and dresses are not appropriate student attire for any occasion, even if worn with another shirt.

School Uniform Attire (on campus Monday through Friday, including all after school and evening activities)

School attire does not include baseball caps, hiking/combat boots or shower shoes. Clothing items worn as part of a student's outfit should be school uniform attire; outerwear worn to and from school and between classes does not need to be uniform attire. Hooded coats with full-length zippers are permissible as outerwear. Altered garments should not be worn (exception: waistbands and pants hem length). Pants should touch a normal shoe but not touch the ground. The bottom of the pant leg should not be rolled, pegged or informally cuffed.

Spirit Wear

On BJA's School Spirit Days (the first Friday of the month), students may wear spirit wear (BJA-issued or BJA-purchased tops) as part of their school uniform attire.

Spectator Attire

BJA students should wear school uniform attire and/or spirit wear tops to all BJA ballgames.

Formal Attire

Formal attire applies to evening services, Academy graduation, Concert, Opera & Drama Series programs, and concerts and recitals at the Academy or University.

An Academy school uniform may be worn.

When not in school uniform:

- Dressy skirt and top, or dress
- Dressy shoes

Formal attire does not include denim (skirts, shirts or jackets).

Recreational Attire

Recreational attire may be worn when playing or watching sports, using the fitness facilities or participating in academy recreational activities off campus.

- Athletic pants.
- Athletic T-shirts (with sleeves).
- Shorts that come to the knee (athletic pants are to be worn if watching a game).
- Baseball caps and other casual hats are appropriate outside the buildings and at athletic events.

Athletic pants should fit properly (not be oversized, low-riding or tight, i.e., skinny pants).

Recreational attire is not appropriate on BJU's front campus, in the Quadrangle or classroom buildings, or in front of the Academy Main building.

Physical Education

- For physical education, students wear uniform shirts and shorts, which are ordered in class. A student may wear black athletic pants instead of the uniform shorts.
- High school students with physical education for their first hour class may come dressed for class if they are dropped off in front of the Academy Gym. All students with physical education for their last hour class or leaving campus after sports may be picked up in physical education clothes in front of the Brown building adjacent to the Academy Gym driveway or by the soccer fields.

Jewelry and Makeup

- Earrings are appropriate (no more than two per ear). Other types of body piercing are not appropriate.
- Tattoos are not appropriate.
- Makeup should be worn in moderation so that it does not draw attention to itself.

Hair

- Hairstyles should be neat and cut in a feminine style.
- Hair color should appear natural.

Elected Offices/Positions of Honor/Athletics

Students are eligible to run for office in a school organization or hold a position of honor (cheerleader, interscholastic sports, etc.) if they:

- Maintain acceptable grades — C average or above in middle school; GPA of 2.3 or above in high school.
- Maintain a positive Christian testimony.
- Are not restricted by disciplinary guidelines.
- Are not on probation.
- Do not have an F in Bible.

Flag Raising

Flag raising is a long-standing tradition at the high school. Weather permitting, high school students meet in the Quadrangle on designated days to participate in the flag-raising ceremony, which usually includes the singing of the national anthem, music by the pep band, the Pledge of Allegiance, a passage of Scripture and prayer. Anytime the flag is being raised or lowered, each student should stop and stand respectfully, giving his or her attention until after the flag is fully raised or lowered.

All students who are American citizens are expected to participate in these flag-raising ceremonies. International students are to attend and show respectful attention.

Identity Card

High school students receive an ID card.

There is no charge for cards replaced because of malfunction or normal wear and tear; however, there is a charge for the replacement of lost, damaged or stolen cards. Students may not borrow or use another student's ID card.

Lockers/Book Bags

A locker with a combination lock is assigned to each student at the beginning of the year. Students are responsible for their own lockers and possessions and are not to share lockers or combinations. Lockers should be locked at all times; the school is not responsible for stolen items. Lock combinations are changed each year.

Students may use magnets to hang appropriate items inside their lockers. Students should not post anything on the exterior of locker doors.

Students who use book bags need to store them in or on top of their lockers during the school day. Books, book bags, etc., left in the hall, in the restrooms or on the umbrella racks are taken to Lost and Found.

Lunch

Middle school students eat lunch in the middle school cafeteria. High school students may purchase lunch in the Kalmbach Room of the dining common, The Den, cleaners, Culinary Arts or the Markham Center; or a student may bring a lunch to eat in the Markham Center, Academy Auditorium or Quadrangle.

Students may not be at the Activity Center or athletic fields during lunch and may not stay to eat at the cleaners.

Due to limited seating, please call the school office to make lunch arrangements if you plan to visit. Guests are to first come to the office to sign in and obtain a nametag. High school students may eat with other visitors at the dining common or The Den.

A parent who desires for his or her high school student go off campus for lunch with his or her grandparent, pastor or youth pastor, or to walk home for lunch should provide a written note in advance giving that permission. The student should check out and check back in at the office.

The Academy cannot assume responsibility for students who leave the campus for lunch.

Medication

The school nurse does not have an office in the middle or high school. She is available to come on an as-needed basis for illness or injuries. Except for Benadryl, for emergency use only, over-the-counter medications are not stocked at the middle or high school. The middle school and high school offices are equipped with thermometers to take student temperatures.

At the middle school, if a prescription or over-the-counter medication is to be taken during the school day, a parent should deliver it to the office in the original container along with a completed form for that medication. Any student needing to have an epinephrine injector at school must submit a completed Anaphylaxis Medication Authorization form. Any student that self-administers insulin must submit a completed Self-Administration Authorization form. All medications must be kept in the office. If needed, inhalers and epinephrine injectors may be picked up at the office by the student to carry to physical education classes and other activities outside the building. All medications taken on a school-sponsored trip should be given, along with a completed School Trip Medication form, to a sponsor. The sponsor will administer the medication at the appropriate time.

At the high school, if a prescription medication is to be taken during the school day, a parent should deliver it to the office in the original container along with a completed form for that medication. Any student needing to have an epinephrine injector or inhaler at school may carry it but must submit a completed Self-Administration Authorization form. Students carrying an epinephrine injector must also submit an Anaphylaxis Medication Authorization form. High school students may carry their own non-prescription medications (for personal use only); a parental authorization form is not required. Prescription medications (other than inhalers, epinephrine injectors and diabetic supplies) that are needed on a school-sponsored trip are to be given, along with a completed Trip Medication form, to a sponsor. The sponsor will administer the medication at the appropriate time.

The necessary forms may be printed from the Academy's website.

Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. School personnel do not administer any medication past its expiration date.

Under federal law, prescription medication can be taken only by the person for whom it is prescribed. Misuse of prescription medication (including giving or receiving it) may result in suspension or expulsion.

The middle school performs periodic checks on all students for head lice. These checks are done by the school nurse or parents who have been trained by the school nurse. This practice has significantly decreased the spread of lice in our school.

Mixed Groups

BJA desires that students develop Christ-honoring friendships and enjoy a rich social life that enhances their overall school experience as well as their preparation for college and life.

We want students to have wholesome social opportunities in a setting that provides accountability for biblical requirements of purity. Male and female students should guard their testimonies; they are not to be alone together in a classroom or in unsupervised areas on campus. Physical contact between men and women students is not allowed.

Restricted Items

Students are not to bring the following items to school or on school trips:

- Any type of headphones (such as earbuds), except as specifically required for class or with specific permission from an administrator
- Guitars, except for music lessons
- Fireworks, laser pointers, lighters, matches
- Any type of gun (including paintball and airsoft guns) or other weapon (including knives)
- Hoverboards, skateboards, longboards

Vehicles

The Print Shop parking lot is the only lot for BJA student parking. Students who drive to campus are to register their vehicles (including motorcycles and bicycles) with BJU's Office of Public Safety. Public Safety will issue parking tags and an e-tag (electronic gate pass), which needs to be permanently affixed to the window of the student's vehicle. If you need a temporary parking pass, please go to the Public Safety office to secure one.

Students may drive to and from school only but should not use vehicles for cross-campus transportation. Student vehicles are to remain in the academy parking area until the student leaves the campus at the end of the school day. A student may not leave campus to run errands without permission both from his parents and the office.

Students should request permission from the office before going to a car during the school day. Students should not loiter in or around their cars before or after school.

A student may drive his or her vehicle only, and no student is to lend his or her car to another student.

For the safety of students and to avoid traffic difficulty, students should not exit a vehicle on the stadium side of the road along the front of the Academy Main.

Appendix A — Part-time Students

A part-time student is one who is homeschooled and is taking three classes or fewer at BJA (grades 1 through 12). The classes taken at BJA are a supplement to the homeschooling program, so a part-time senior does not earn a diploma from BJA.

A part-time student may change to full-time status by notifying the office and submitting an official final transcript to be used for grade placement.

Benefits

- Extracurricular activities
- Special school events, such as elementary field day, spirit week events and the Junior-Senior banquet (grades 11 and 12)
- Standardized (Iowa) testing (grades 1–10)
- School trips (separate fees may apply)
 - Grades 1–5 — Field trips
 - Grades 6–7 — Excursion
 - Grade 6 — Discovery Place trip
 - Grade 7 — Creation Museum trip
 - Grade 8 — The Wilds
 - Grade 8 — Williamsburg trip
 - Grade 12 — Senior trip to The Wilds
- An *Academician* (high school yearbook) at half-price (grades 9–12)

Expectations

- Attendance at registered classes
- Attendance at one chapel each week; Friday recommended (grades 6–12)
- Attendance at three Bible Conference services (grades 9–12)
- Attendance at the Academy graduation (grades 9–12)
- Compliance with handbook regulations and, for grades 6–12, daily announcements

Tuition

- Grades 1–5 — \$115 per month per class (10 months — \$1,100/year)
- Grades 6–8 — \$120 per month per months (10 months — \$1,150/year)
- Grade 9–12 — \$150 per month per class (10 months — \$1,450/year)
- Related arts (Grades 1–5)
 - \$60 per month for first class (10 months — \$600/year)
 - \$45 per month for each additional class (10 months — \$450/year)
- Six-week summer session (grades 9–12) — \$815 (last summer's pricing)
- For other fees, see pages 17–20.

Part-time students are not eligible for elected, auditioned or appointed positions or for interscholastic sports, with several exceptions which include cross country (grades 6–12) and speech and debate (grades 9–12). Check with an administrator for specifics.

Appendix B — Biblical Approach to Evaluating Objectionable Elements in Entertainment

A Christian's entertainment choices should reflect Christ and should encourage him or her to be more like Christ.

Although it can be beneficial to be culturally literate, every Christian should self-censor his or her entertainment choices. Listed below are common categories of elements that are biblically objectionable and should be censored:

- Profanity
- Scatological realism — pertaining to excretory functions
- Sexual perversion — adultery, fornication, homosexuality
- Erotic realism — explicit descriptions of sexual acts
- Lurid violence
- Occultism
- False philosophical or religious assumptions — the most dangerous, yet the most overlooked, of all objectionable elements

Evil in the Bible appears dangerous and repulsive. Reflections of evil appear in the Bible in the form of negative examples so as to create a defense against what they represent or to give hope to the fallen for forgiveness and recovery from sin. Entertainment choices should treat evil in the same way that it is treated in the Scriptures. Such entertainment can be edifying reading, listening or viewing for someone of sufficient maturity.

Scripture itself includes notable examples of each type of objectionable element; but the intent of the presentation is to instruct, the details are presented with restraint rather than gratuitousness, and the tone makes clear what is evil and what is good.

Certainly no Christian should take pleasure in reading, listening to or viewing content that draws him or her away from personal holiness, but neither will a mature Christian unreflectively seclude him or herself from worthy literature or other entertainment choices simply because they contain offensive material if that material is presented in the same manner in which Scripture presents it.

Edifying entertainment choices expose the believer to works which enhance his or her understanding of the world and strengthen the credibility of his or her testimony by enabling him or her to become “all things to all men” (1 Cor. 9:22) and develop moral perception in order to “by reason of use have [his] senses exercised to discern both good and evil” (Heb. 5:14).

When evaluating an entertainment choice, Christians should ask themselves the following questions:

- Are the characters noble?
- Do the actions of the story cause the characters to desire virtue and reject vice?
- Does the story’s resolution reward good and punish evil or honor wisdom and scorn foolishness?
- Does the theme of the story conflict with God’s truth? If it does, how? Where is the flaw?

Instead of making entertainment choices indiscriminately or insulating oneself from all entertainment, Christians should follow God’s example: create a resistance to the allurements of evil by wisely applying small doses of antigen in the form of critical reading, watching and listening.

It is godly to present ungodliness in a biblical manner, for a biblical purpose and to a biblical effect. It is ungodly to use what might seem the freedom of Scripture as a cloak of licentiousness (1 Pet. 2:16).

Condensed from Dr. Ron Horton’s book, *Christian Education: Its Mandate and Mission*.

Appendix C —

Position on Marriage and Human Sexuality

Bob Jones Academy holds Bob Jones University's position on sexuality and marriage:

Definition of Marriage

The institution of marriage has been valued by every culture and society throughout human history. Bob Jones University believes marriage is an institution ordained by God and prescribed by Scripture to be a monogamous relationship between a man and a woman physically created in these respective genders by God. We believe God intended heterosexual marriage to be an enduring covenanted relationship established before Himself and man to propagate the human race, lovingly express healthy relational and sexual intimacy, and picture the covenant relationship He has with all genuine believers.

Basis of Authority for the Definition

As a distinctively Christian liberal arts university, BJU strives to live according to the doctrinal, moral and ethical dictates of the Bible, which serves as our final authority for all matters pertaining to doctrinal beliefs and moral and ethical practices. Our understanding of marriage and application of its meaning is grounded in more than established human tradition and existing cultural norms. As the authoritative, inspired, inerrant and timelessly relevant Word of God, the Scriptures have binding authority for the doctrinal belief and moral practice of believers, churches and Christian institutions (2 Sam. 7:28; Prov. 30:5; Matt. 4:4; 5:17–20; 24:35; 2 Tim. 3:15–16; 2 Pet. 1:16–21; 3:2). The Bible speaks clearly and authoritatively to the matters of marriage, consensual sexual activity and gender identity. Its clear teachings on these matters govern and are central to the beliefs and practices of BJU and serve as the final authoritative grounds for the content of this position statement.

The Scriptures teach that God created man and woman in His image (Gen. 1:27–28), brought them together in the lifelong covenant relationship of marriage and blessed this union (Gen. 1:28). Furthermore, the Scriptures make plain that this first marriage was intended to be an authoritative pattern for all future human

marriages as evidenced by the teachings of Moses (Gen. 2:18–24), the Wisdom books (Prov. 12:4; 18:22; 31:10; Eccles. 9:9), the Prophets (Mal. 2:13–16), the Apostles (1 Cor. 7:1–16; Eph. 5:21–33; Col. 3:14–19; Heb. 13:4; 1 Pet. 3:1–7), and Jesus Himself (Matt. 19:4–6; Mark 10:1–9).

Marriage is a covenantal lifelong relationship between a woman and a man who were physically created and assigned these genders by God (Gen. 1:27; Ps. 139:13–16; Matt. 19:4; Mark 10:6). We believe God intended heterosexual marriage for the propagation of the human race and the loving expression of healthy relational and sexual intimacy, and to picture the covenant relationship He has with all believers (Eph. 5:22–33).

Context for Human Sexuality

Human sexuality is part of God's divine design for human beings (Gen. 1:28). However, the Bible restricts all forms of consensual sexual activity to within the boundaries of the marriage relationship (1 Cor. 7:1–5; Heb. 13:4). The Bible clearly prohibits not only non-consensual sexual misconduct (Deut. 22:25–27) but also any consensual sexual activity outside the boundaries of heterosexual marriage (1 Thess. 4:1–8). Furthermore the Bible specifically names as sinful and prohibits any form of sexual activity between persons of the same sex (Rom. 1:26–27; 1 Cor. 6:9–10; 1 Tim. 1:10), polygamy (Matt. 19:4–6; 1 Cor. 7:11), incest (Lev. 18:6–18; 1 Cor. 5:1), bestiality (Exod. 22:19; Lev. 18:23; 20:15–16; Deut. 27:21; Gal. 5:19; Eph. 5:3; Col. 3:5), adultery (Exod. 20:14; Mark 10:19; Luke 18:20; James 2:11), and fornication of any sort including pornography (1 Cor. 6:9–10; 1 Thess. 4:3–8; Lev. 18:20).

Statement About Gender Identity

God created man and woman in His image as two distinct but equal genders which He intends to use for His glory (Gen. 1:26–27). Furthermore, individual gender is assigned by God and determined at conception (Ps. 139:13–16). Therefore we believe that to intentionally alter or change one's physical gender or to live as a gender other than the one assigned at conception is to reject God's right as Creator to assign gender to His creatures and is a personal rejection of His plan to glorify Himself through the original gender He assigned that individual (1 Cor. 10:31).

Expectations of BJU Employees and Students

Because the positions set forth in this statement are grounded in the biblical, moral and ethical commands clearly taught and demanded by Scripture, BJU expects all employees and students enrolled at BJU to agree with and abide by this statement on marriage, human sexuality and gender identity.

Posture Toward Those Who Disagree with Us

All of us are sinners. We live in a world broken by sin and are called to live out our biblical beliefs among those who may disagree with us. We desire to do so in ways that honor God and point them to Him (1 Pet. 1:11–12). We believe every person must be treated with respect and compassion and are committed to living out our commitments to these biblical standards with grace and humility. We also believe that we are called to speak God's truth in love (Eph. 4:15) as we call all men to recognize that all human sinfulness is an offense to God (Rom. 3:10–11; Rom. 6:23a), that God has displayed immense grace and mercy toward all sinners (Eph. 2:1–10), and that He offers a full and free forgiveness through Jesus Christ to all who repent and forsake their sin and turn in faith to Him (Acts 3:19–21; Rom. 6:23; 10:9–10; 1 Cor. 6:9–11; 1 John 1:8–9).

Appendix D — Sanctity of Life

God values human life. After narrating God's creation of a world teeming with life, the Bible's first chapter climaxes with God's first recorded words. God proclaims His intention to create a final creature "in our image" and "after our likeness" (Gen. 1:26). The crowning act of creation follows. "So God created man in his own image, in the image of God created he him; male and female created he them" (Gen. 1:27). The chapter concludes with God's verdict on His creation. "And God saw everything that he had made, and behold, it was very good" (Gen. 1:31).

The theme of God valuing human life is found throughout the Bible. He values human life at its beginning. He values human life at its end. And God demonstrates that He values human life in the humanity of His Son.

God values human life at its beginning.

God's first command to humans was to "be fruitful, and multiply" (Gen. 1:28). But the Bible does not view procreation as occurring independently of God's ongoing creative work. Psalm 139:13–16 asserts that God creates human life in the womb. "For you formed my inward parts; you knitted me together in my mother's womb. ... Your eyes saw my unformed substance; in your book were written ... the days that were formed for me."¹ David's use of personal pronouns implies his humanness and personhood as a fetus. Psalm 139:15 metaphorically compares a mother's womb to the "depths of the earth" where, says David, "I was being made in secret, intricately woven." The metaphor points to the creation account where God breathed into the dust of the earth a "living soul" (Gen. 2:7).

The prophet Jeremiah speaks of God forming, knowing and sanctifying him in his mother's womb. "Before I formed thee in the belly I knew thee; and before thou camest forth out of the womb I sanctified thee" (Jer. 1:5). The prophet also indicates that death in the womb is possible, implying that his fetus was a living person. "Because he slew me not from the womb; or that my mother might have been my grave" (Jer. 20:17).

The Mosaic Law treats the human fetus as a viable person with legal rights. If a man strikes a pregnant woman causing premature delivery and the consequent death of the child, he must pay with his own life according the law of *lex talionis* (Exod. 21:22–25). Likewise, the account of Samson's birth assumes the personhood

of his fetus. The angel of the LORD twice instructed his mother to keep the Nazarite vow of abstinence from “wine nor strong drink” and “any unclean thing” lest she defile the person in her womb to whom the vow actually applied (Judg. 13:3–5, 13–14). Numerous other texts assume the personhood of unborn children (Gen. 25:23–26; 38:27–30; Job 31:15–18; Ps. 22:9–10; Isa. 44:2).

Developments in modern biology consistently uphold the biblical model of the personhood of the unborn. A person’s entire genome (full complement of chromosomes) exists in the zygote — the single cell formed by the union of the male sperm and female ovum. The zygote is a unique combination of genetic information from both the father and the mother. Further, the zygote contains the entire genetic information necessary to navigate the entire process of intrauterine development, growth, birth, puberty and adult maturation. When human embryos are implanted into surrogate mothers’ wombs, they receive no new genetic information from the surrogate mother. After conception the only physical requirements necessary to sustain fetal life are the same requirements necessary to sustain adult life — nutrition, water and oxygen.

God values human life at its end.

The Bible depicts human life as inviolable not only in its origins, but also in its termination. Death is a wretched and abnormal condition resulting from man’s rebellion against his Creator. The Bible consistently views death as the worst possible suffering and the greatest curse upon the human condition. Death is inevitable, but not desirable.

The Bible teaches that God determines the limits of human life. The book of Job states, “[Man’s] days are determined, the number of his months are with thee, thou hast appointed his bounds that he cannot pass” (Job 14:5). Solomon affirms that for each person, God determines “a time to be born, and a time to die” (Eccles. 3:2). Hebrews 9:27 speaks of God’s appointing man’s death and subsequent judgment. The Bible denies man the prerogative to terminate life apart from God’s intent. Exodus 20:13 declares, “Thou shalt not kill.”

Since the fall, humans have usurped God’s sovereignty over the limits of human life. Humanity’s eldest son became a murderer when Cain killed his brother, Abel. In a graphic metaphor Genesis 4:10 speaks of the blood-soaked earth — from which man was formed — crying out to God for justice in the premature termination of Abel’s life. In only three specific cases does God permit humans to terminate the lives of other humans; in cases of capital punishment, in war and in self-defense (Gen. 9:6; Deut. 7:1–2; Exod. 22:2–3).

Rather than facilitating the death of the elderly, the Bible instructs the younger to

value their wisdom and discretion (Lev. 19:32; Prov. 16:31). This instruction applies especially to children respecting their parents. “Hearken unto thy father that begat thee, and despise not thy mother when she is old” (Prov. 23:22). The Scripture does not recognize as legitimate several contemporary justifications for euthanasia, including the right to die with dignity, the relief of financial strains on the family, the relief of burdensomeness to society or the relief of suffering. We may not understand why God permits indefinite suffering on the part of the dying, or why He allows the elderly to become enduring burdens to their families. But we are certain that God permits trials for the sake of perfecting the Christian’s faith (James 1:2–4). Job suffered severely, but he recognized that his suffering was appointed for him by God, and Job did not arbitrarily terminate his life (Job 23:10, 14).

God values human life in the humanity of His Son.

The Old Testament begins with the creation of man in God’s image. The New Testament begins with the birth of God in man’s image. The virgin birth of Jesus Christ, His experience of human sorrow and suffering, His vicarious atonement, and His sacrificial death on a cruel instrument of torture compellingly demonstrate that God values human life. But God’s love for humanity is not merely temporal, it is eternal. In the resurrected body of Jesus Christ, God permanently assumed the human condition.

Christ’s bodily resurrection emphatically reiterates God’s original assessment of His creation. “And God saw everything that He had made, and behold, it was very good” (Gen. 1:31). The bodily resurrection of Jesus Christ is the first act in God’s restoration of the whole creation to its original pre-fallen condition (Isa. 65:17; Rom. 8:22–23; Rev. 21:1–5). Creation fell in the first Adam; in the second Adam (Jesus) creation is restored (Rom. 5:12–17). Christ’s death reversed the verdict of death that fell upon the human race subsequent to Adam’s sin. Christ’s resurrection offers resurrection life to all who believe (1 Cor. 15:3–4, 12–23).

The Bible is a book about life and death. God values all created life. God especially values human life. And God offers eternal life through the death and resurrection of Jesus Christ.

Applications

We believe that followers of Jesus Christ who are governed by the Bible are ethically obligated to preserve, promote and defend the sanctity of life.

We believe that when dealing with the areas of uncertainty and ethical dilemmas we should take the safest possible course to promote and protect life, including that of those yet unborn. Jesus teaches this principle of carefulness in the Sermon on the Mount when He instructs His followers not only to avoid killing, but to cease from any activity or passion that increases one's proclivity toward murder (Matt. 5:21–22).

We believe that the Bible consistently depicts fetal life as both personal and human. As a University we believe that our thinking about issues related to contraception, the harvesting of embryonic stem cells, and aborticides should be governed accordingly.

Therefore, we oppose the practice of abortion on the grounds that it involves the intentional, purposeful and direct ending of a human life that began at conception. We oppose the causation of the death of an unborn human child even if there is a conflict between the survival of the mother and the survival of the unborn child.

In very rare cases when it is medically determined that continuing a pregnancy would jeopardize the physical life of the mother, we would support treatment to preserve the life of the mother short of abortion.

¹ Quoting the ESV for clarity. The KJV reads, "For thou hast possessed my reins: thou hast covered me in my mother's womb. ... My substance was not hid from thee, when I was made in secret, and curiously wrought in the lowest parts of the earth. Thine eyes did see my substance, yet being unperfect; and in thy book all my members were written, which in continuance were fashioned, when as yet there was none of them" (Ps. 139:13–16).

Appendix E — Technology Guidelines

The purpose of technology use and network access at Bob Jones Academy is to aid students and faculty with research, communication and other educational goals set by BJA. All technology use and network access should follow Scripture's mandates and BJA's expectations. BJA's highest concern is that students develop Christ-centered thinking in relation to Internet use and technology.

Through BJU's Information Technologies department, BJA is able to offer a variety of technology resources. For detailed information about the current resources that are available, see www.bobjonesacademy.net/resources.

BJA Campus Network and Email Accounts

Every middle and high school student has a network login and password. (Elementary students also have logins to access the network during media classes.) These credentials enable middle and high school students to access the campus intranet and Wi-Fi as well as to log in to school computers and iPads. Each student should memorize his credentials. Students are not to use another person's login.

For security reasons, passwords must be changed every 90 days. An email reminding the user of the expiration is sent several days ahead. Instructions are also available on BJA's Resources page.

Every secondary student age 13 and older is also automatically assigned a school email account, accessible from the front page of www.bobjonesacademy.net.

Students under age 13 may also receive an account with parental approval. A permission form is provided by the middle school office for all students under age 13 when the school year begins.

Secondary students keep the same email account from sixth through twelfth grade, and they are welcome to use the account for appropriate personal purposes as well as for school business.

Many teachers send valuable information via student email — reminders about upcoming quizzes and tests, helpful study guides, grade updates and occasionally extra credit opportunities.

Students may request technical help (e.g., for a forgotten password or an account that was locked because the user did not reset the password by the required date). Students need to know their student ID number to prove their identity when requesting support. Support hours and contact info can be located at www.bobjonesacademy.net/resources.

High school students receive a Chromebook and a Google Classroom account. Specific details are communicated at school.

Computer/Network Policy

Love God and others

1. All BJA network users should be guided by the principle of love for God and others as the highest motive for the use of technology (Matt. 22:37–40). A student's conduct online and offline reflects on God, on him or herself, and on our school.
2. Communication with others should be edifying (Col. 4:6; Eph. 5:19–21, 29). Students should endeavor to build up others through encouragement toward godliness, honesty, thanksgiving and grace-filled speech.
3. Students should be responsible stewards of all BJA technological equipment. They may not modify, repair or otherwise tamper with any BJA device.
4. Students should not violate copyright laws, license agreements, etc., on images, software, audio files or documents.
5. Students should not place any software on the BJA network that could harm the network or attempt to “hack” into the network. Unauthorized access of the BJA network is strictly forbidden.
6. The BJA network should not be used for solicitation or for sharing any content without permission.
7. Students should not access, store or disseminate any inappropriate material (Eph. 5:1–6). Inappropriate material includes, but is not limited to, any slanderous, divisive, sensual, worldly, hateful, sacrilegious or obscene content in any form.
8. Students should not post photos, quotes, etc., of any BJA/BJU employee or student without the individual's permission.
9. Each student should always let his conduct on the BJA network be above reproach (Eph. 4:1–3).

Personal protection

1. Because of the corrupt nature of humanity, Christians must be watchful for evil activity (1 Pet. 5:8) and not be naïve (Prov. 27:12) about the dangers in any area of technology. BJA assists students by providing accountability and protection on the BJA network.
2. A student should never share any personal information online with any individual or company with which he or she is unfamiliar. Personal information includes items such as photos, addresses, phone numbers, full name, Social Security number, account names, account numbers or passwords.
3. A student should never share his or her BJA network username and password with anyone except his parents/guardians or BJA teachers (for use if the student forgets the password).
4. A student should immediately contact a teacher if he accidentally accesses a website or receives a message that he or she feels is inappropriate or makes him or her feel uncomfortable in any way.
5. BJA network has an active filtering system to protect students from much of the danger on the Internet. It also catalogs the sites visited and time spent at each location. Users shall have no expectation of privacy on the BJA network.
6. Students should not attempt to bypass or disrupt the filter in any way.

Consequences

A student who willingly disregards the guidelines set forth in this policy will face disciplinary consequences which include, but are not limited to, a warning, restricted use of the electronic device, reimbursement of all or part of the purchase price of the school-owned equipment, and discipline points.

Violations of copyright laws, license agreements, etc., on images, software, audio files or documents can lead to federal prosecution.

Appendix F — School and Illness Guidelines

(as of June 2020)

Illness/Infection/ Symptom	Should You Stay at Home?	When You May Return
Chicken Pox	Yes	With parent note; when all pox have scabbed over and are dry
Cold	No (without fever) Yes (with fever)	See fever guidelines
Hand/Foot/Mouth Disease	Yes (with fever, blisters in mouth, and more than a few blisters in the diaper area)	With parent note; when no new blisters appear
Diarrhea (2 or more loose stools in a 24 hour period)	Yes	Symptom free for 24 hours
Ear Infection	No (unless fever is present or symptoms prohibit normal classroom routine)	
Fever Infants 4 months or younger with a rectal temp of 101°; Infants and children over 4 months with an axillary temp of 99° or an oral temp of 100°	Yes	Free of fever for 24 hours without fever-reducing medication
Fifth Disease	If fevered or with behavior changes	Free of fever for 24 hours and able to participate in the normal classroom routine
Impetigo	Yes	When all sores are dry and can remain covered with a watertight dressing

Head Lice	Yes. Please notify the office so that your child's teacher and the other parents can be notified and checked.	After treatment and removal of all nits in accordance with our "No Nit Policy"
Molluscum	No	Any bumps not covered by clothing must be covered with a watertight bandage. Any bumps in the diaper/underwear area of a child needing assistance with the bathroom must be covered with a watertight bandage.
Pink Eye — Bacterial	Yes	With medical note, treatment has started, and eye is no longer draining
Pink Eye — Viral	Yes	When symptoms are gone
Unidentified weeping rash	Yes	When rash is gone, unless a physician approves readmission
Ringworm of the Body	No	With parent note documenting that treatment has been started
Ringworm of the Scalp	Yes	With medical note documenting initiation of oral antifungal therapy
Roseola	Yes	After rash and fever are gone or with doctor's note
Strep Throat	Yes	With parent note stating diagnosis and treatment; 24 hours after beginning treatment and once the child is fever free for 24 hours

Thrush	No, but treatment should be sought	
Vomiting	Yes	24 hours after the last vomiting with parent note stating no episodes of vomiting for 24 hours and child is able to remain hydrated and participate in the normal classroom routine
Mumps	Yes	With medical note; when all swelling is gone and at least 5 days after the onset of parotid gland swelling
Pinworm	Yes	24 hours after initial treatment
Measles	Yes	With medical note; 4 days after onset of rash and when the child is fever free
Rubella (German Measles)	Yes	7 days after onset of rash or with medical note
Salmonella	Yes	With medical note or when diarrhea resolves; 3 negative stool cultures are required for Salmonella
Pertussis (Whooping Cough)	Yes	With medical note documenting diagnosis and after 5 days of antibiotics

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