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INTRODUCTION

Brooklane Baptist Academy is a ministry of Brooklane Baptist Church. The objective in having a Christian school is to obey the scriptural imperative of Deuteronomy 6:5-9, which states:

"And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and thou shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. And thou shalt bind them for a sign upon thine hand, and shalt write them upon the posts of thy house, and on thy gates."

After a child spends seven hours a day in public school, Christian principles taught at home have little effect. God's command in the above passage states that our children are to receive continuous Christian instruction every waking moment. During many of your child's waking moments he must, of necessity, be "under tutors and governors" (Gal. 4:2). A Christian school is an extension of your home. It reinforces the teaching that you want instilled in your child.

The purpose of Brooklane Baptist Academy is to provide young people with Biblical principles of leadership, self-discipline, responsibility, integrity, citizenship and academic excellence. The Academy is not a reform school. Attendance at B.B.A. is a privilege and not a right.

ADMISSIONS PROCEDURE

- (1) Obtain admissions application, parental pledge, and church-school enrollment forms from the school office or download these forms from brooklanebaptistacademy.com.
- (2) Submit these completed forms to the office accompanied by the registration fee and application fee.
- (3) An unofficial transcript of the student's grades must be received by the administration before an application can be processed.
- (4) If possible, an interview will be held with the parents, pupil and administrator at the time the completed forms are submitted. If this is not possible, our office will call to arrange a convenient time for the interview.
- (5) Parents will be notified of acceptance.

Student admission is conditional. All new students are admitted on probation for the first nine weeks. If a student fails to make progress adjusting to our program, parents should find a school better suited for him.

PARENTAL PLEDGE

Parents sign a parental pledge in good faith. This shows cooperation and agreement with our policies. Parents are expected to fulfill their promised obligations.

CHURCH /SCHOOL ENROLLMENT FORM

The Church /School enrollment form is required by law. It is responsibility of the parent to notify the public school superintendent of BBA enrolment. The purpose of this is to insure that children are not guilty of truancy. The public school for which the student is zoned will be notified upon withdrawal.

FINANCIAL INFORMATION

Brooklane Baptist Academy is an independent institution. We depend on tuition and gifts from friends for operating expenses. All donations or gifts to the school are tax deductible.

Application fees and registration fees are not refundable unless we are unable to accept your child into the school. Enrollment is not official until the fees are paid. All checks will be recorded and deposited on the day they are submitted to us. Therefore please do not ask Brooklane to accept a postdated check or to hold a check for you.

Tuition may be paid in full or over a ten month period. Tuition is a yearly amount which has been broken down into ten monthly payments for convenience, therefore full tuition is due for months such as August and May when school is not in session for the entire month.

Students will not receive report cards when the account is overdue. If an account is overdue, we will not release permanent records to other schools. If an account is 30 days late, the student may not attend class until the account is current (these absences will be unexcused).

These strict policies are necessary because the school operates on tuition and fees. A schedule of tuition prices and other fees is available in the school office. There is a 25.00 fee for all returned checks. There is a 30.00 fee for late tuition payments.

NON-DISCRIMINATORY POLICY

Brooklane Baptist Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

ACADEMICS

TEACHER SELECTION

Teachers are selected for their academic, moral and spiritual qualifications. It is always our goal to find Godly dedicated teachers who share our vision of educating children for tomorrow and eternity.

ACADEMIC STANDARDS

At Brooklane we strive for excellence not only in academics but also in character development. We teach the basic subjects taught by public schools in Alabama. In addition, we provide Biblical, moral and ethical training and discipline. Students are encouraged to achieve their full academic potential as they encounter a challenging curriculum and high standard of excellence in the classroom.

BROOKLANE BAPTIST ACADEMY DIPLOMA REQUIREMENTS		
Subjects	Minimum requirements for Advanced Academic Diploma	Minimum requirements for Standard High School Diploma
Bible (only required during semesters at a Christian School)	prescribed course prescribed course prescribed course prescribed course	prescribed course prescribed course prescribed course prescribed course
English	English 9 English 10 English 11 English 12	English 9 English 10 English 11 English 12
Social Studies	World History US History & Geography I US History & Geography II Government/Economics	World History US History & Geography I US History & Geography II Government/Economics
Mathematics	Algebra I Geometry Algebra II Additional Advanced Math	Algebra I Geometry Algebra II Additional Math
Science	9-Physical Science 10-Biology 11-Chemistry 12 Anatomy or Physics	9-Physical Science 10-Biology 11-Chemistry 12-Additional Science
Foreign Language	2 units same Language (ex. Spanish I Spanish II)	0 units
Physical Education/Sports	1 unit	1 unit
Health	½ unit	½ unit
Computer Applications Fine Arts Electives	1unit 1 unit 2 ½ units	1 unit 1 unit ½ units
Total units	28 units	24 units
Note: All candidates for either diploma will be required to take the American College Test (ACT).		

ELECTIVES

Music-	1 Credit per year taken	(Fine Arts Credit)
Speech/Drama-	1 Credit per year taken	(Fine Arts Credit)
Art-	1 Credit per year taken	(Fine Arts Credit)
Computer Applications-	1 Credit per year taken	(Required for 1 year)
Foreign Language I-	1 Credit per year taken	(Required for Advanced Diploma)
Foreign Language II-	1 Credit per year taken	(Required for Advanced Diploma)

BIBLE CLASS

All students in the school will have Bible and/or Chapel daily. High school Bible students (grades 9-12) can earn one credit each year toward graduation. It is important that each high school student make a passing grade in Bible each year in order to graduate. No student in grades 7 - 12 is eligible to participate in any extra-curricular activity without passing Bible. This includes sports, choir, music, speech, cheering, etc.

CLASS SCHEDULE

Class schedules are set during the summer. All students must take the courses that are required for the diploma that they are seeking (9th-12th grades). The high school principal and the administrator will serve as guidance counselors for high school students as they make diploma related choices.

REPORT CARDS AND TRANSCRIPTS

Students receive report cards on the Wednesday following the end of each nine weeks. Students will not receive report cards if their account is overdue. Kindergarten students receive report cards each six weeks beginning with the second six week period.

The academy will not send transcripts to another school until the student's account is paid in full.

There is a five dollar charge to duplicate lost report cards.

Grading Scale: A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = below 60

HOMEWORK, QUIZZES and TESTS

Students will have homework on a regular basis. Usually the total homework load per night should take no more than an hour. However, the same work assignment may require more time for one student than another. Students in the upper grades may have homework that requires additional time. Homework will not be assigned on holidays. Tests may be given on any day of the week. Tests and quizzes should be made up the next day after an absence. Incomplete tests and assignments will default to a zero at the end of the grading period. Assignments/tests should be graded and posted within a week of the assignment.

No homework is assigned on Parent-Teacher meeting nights.

BBA HONOR SOCIETY

The honor society at Brooklane shall consist of students who excel not only academically but also in the areas of Christian Character, Leadership, Citizenship and service. The valedictorian and salutatorian must be members of the honor society. Students must be recommended for membership by a faculty member and

must receive a unanimous vote from the honor society faculty council. The requirements for eligibility are as follows:

- (1) Candidates must be a junior or senior
- (2) Candidates must have attended BBA for a minimum of one semester.
- (3) Candidates must have a minimum scholastic average of 3.3
(This includes elective courses)
- (4) Candidates must demonstrate an attitude of patriotism
- (5) Candidates must demonstrate a genuine attitude of love for the Lord Jesus Christ

The Honor Society will be organized by the High School Principal.

HONOR CODE

One of the main goals of Brooklane Baptist Academy is the development of Christian character in our students. The honor code is a code to which all students should hold themselves. Students should work hard to earn the grade that they receive and should be proud that they earned it honestly. Honor can be defined as conformity without compromise to Gods principles. Students who hold themselves to this code of honor will be rewarded with a sense of personal integrity and self-esteem that will bring glory to God.

ATTENDANCE POLICY

All students at Brooklane Baptist Academy are expected to attend school each day school is in session. Although the administration realizes that absences are sometimes necessary we ask that these be kept to a minimum and that they only be allowed for justifiable reasons. Justifiable reasons are as follows:

- *Student illness***
- *Inclement weather which makes attendance dangerous***
- *Death in the family***
- *Any other approved absence***

A written explanation from parents is required for each absence. This explanation must be presented before school on the first day the student returns to school. At this point the administrator or his designee will determine whether the absence shall be considered excused or unexcused. Students who are on campus will be considered off limits or skipping if they are not in class or holding a pass.

TARDIES

5 tardies in any one class = 1 absence

Driving students who accumulate 6 absences during a semester will lose their driving privilege for the semester.

A 7th-12th grade student who misses more than 1/3 of a period class (example Bible, PE or classes outside the Learning Center) will be counted absent from that class.

EXCESSIVE ABSENCES

Any student who accumulates in excess of nine unexcused absences in a semester will fail due to absences. Students who are excessively absent will be dismissed from school and reported as truant.

CHECKING IN / CHECKING OUT

All students must check in and out through the school office. A student who is late must check in at the school office. Students who check in late must have their parent call the office and give an explanation or must bring a signed note from their parents telling why they are late.

All students checking out must have a signed note stating the reason, the date and the time that the student needs to check out. No student will be allowed to check out until his parent or guardian has been called for verification. Parents may come to the school to check their students out. Students are not allowed to check out to go eat lunch. Students must be in school for at least 3 ½ hours to be considered present.

BEFORE AND AFTER SCHOOL CARE

All students must be supervised at all times while they are on school property. students in grades 7-12 should arrive no earlier than 7:00 each morning and should report to the lunch room immediately upon arrival. Kindergarten and elementary students arriving before 7:45 must participate in the early morning child care program. All students should leave no later than 3:15 each evening. Elementary students (1st-6th) who are not picked up by 3:15 will be sent to daycare, jr. high and high school students (7th-12th) who have not left by 3:15 must report to the after school study hall and will be charged for after school care (students waiting for extracurricular practices must attend this study hall but will not be charged). This study hall will last from 3:15 until 4:15. jr. high and high school students who are not at an athletic practice must be picked up by 4:15.

DISCIPLINE***PHILOSOPHY***

Brooklane Baptist Academy recognizes that it cannot meet the educational needs of all children. We are a school offering a high quality of Christian training. We are not a correctional institution for problems arising beyond those usually met in average students.

Parents, we ask that you do not enroll your child with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have difficulty raising their children.

While we love delinquent and emotionally unstable children, the school will not be able to meet their needs.

Some children do not adjust to a disciplined academic environment. They find excuses to criticize the policies and decisions of staff and administration. We reserve the right to have full discretion in discipline, with corporal discipline (paddling) used, when necessary. It is sometimes necessary to place students on probation or dismiss students who do not cooperate. All new students are admitted on probation for the first nine weeks.

When a student is on probation, any class of offense is automatically classified at the next level. For example:

A class one would be considered to be a class two. If a student maintains good discipline for nine weeks the probation will be lifted.

We believe that discipline is necessary for the welfare of the students as well as for the entire school. It should be understood that teachers are different and will have differences in regulating their class. Teachers are expected to discipline in love, impartiality and fairness. It should also be understood by parents and students, that learning is impossible without discipline. The teacher handles problems in the classroom. The principal will help solve a problem if it continues.

Remember, if you contradict the discipline of the school, you will nullify anything we could possibly teach your child concerning discipline.

Students, remember the Lord Jesus Christ wants us to be disciplined in all areas of life.

SCRIPTURAL BASIS

"Children, obey your parents in all things: for this is well pleasing unto the Lord." (Col. 3:20)

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

"Obey them that have the rule over you, and submit yourself." (Hebrews 13:17a)

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

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

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

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

CLASSROOM MANAGEMENT PROCEDURES

Teachers will maintain discipline in the classroom using basic classroom management procedures. Several different methods may be used including but not limited to the following:

- * Extra work assignments
- * Demerits
- * Trip to the office
- * Parent teacher conference

Teachers will attempt to resolve all discipline problems at the classroom level but if necessary students will be sent to the administrator. Any discipline problem that must be handled by the administrator will automatically result in a minimum of a class one offense.

STUDENT PROGRESSIVE DISCIPLINE POLICY

In order to be as consistent with discipline as possible Brooklane Baptist Academy has grouped rule violations into five classes. Class I offenses are minor offenses and class V are major offenses. The disciplinary action taken will depend upon the classification of the offense and upon the offenders prior offense record. The following is a general outline of offenses and disciplinary actions. This outline of offenses is in no way comprehensive. The administration may classify unlisted offenses as it sees fit and as

they occur. The administration is not bound by these guidelines but will use them as a means to be as consistent and fair as possible when dealing with disciplinary problems. Students are expected to abide by this policy at all school functions.

(Note: A paddling may be substituted for suspensions at the administrator's discretion)

Illegal activity will be reported to the authorities as required by law.

Class I Offenses

(.25 pts.)

- (1) **Horseplay- shoving, running, wrestling.**
- (2) **Continued failure to bring materials to class.**
- (3) **Nonconformity to dress code**
- (4) **Known possession of beepers, cell phones or similar devices. (confiscated for the remainder of year on 3rd offense)**
- (5) **Possession of a Laser Pointer**
- (6) **Possession of a Key chain-variety of pocket knife**
- (7) **Disturbance of other classes (unintentional)**
- (8) **Throwing litter on the ground rather than in the garbage cans.**
- (9) **Receiving detention.**

Note: Prohibited Class I items will only be returned to the parent. On the third offense, prohibited items will be kept in the office for the remainder of the year.

Class I Disciplinary Action

Corporal discipline or one hour detention with parental notification.

Class II Offenses

(3.2 pts.)

- (1) **Disrespect to an employee or authority figure.** (Verbal or Nonverbal) includes mumbling after correction
- (2) **Threat to do violence with the apparent ability to do so.**
- (3) **Gambling or games of chance involving small amounts of money.**
- (4) **Incidental use of profanity or unacceptable language.**
- (5) **Inappropriate public display of affection.**
- (6) **Disruption in class that cannot be corrected without a trip to the office.**

Class II Disciplinary Action

First Offense: Corporal discipline or 3 hours detention with parental notification.

Second Offense: Corporal discipline with parental notification or student/parent/administrator conference.

Third Offense: One-day suspension with student/parent/administrator conference.

Fourth Offense: Two-day suspension with student/parent/administrator conference.

Fifth Offense: Dismissal

Class III Offenses

(4 pts.)

- (1) **Possession of fireworks or firecrackers.**
- (2) **Fighting**-Exchanging blows or causing harm with or without good cause.
- (3) **Rebellious Attitude**-Verbal or non-verbal conduct directed at a teacher.
- (4) ***Skipping**-A student who is ten minutes late to class is skipping.
- (5) ***Cheating on a test**-Student will receive a grade of zero and disciplinary action.
- (6) **False information**-lying in any form.
- (7) **Possession of a firearms replica or toy firearms.**
- (8) **Wearing gang affiliated clothing or using gang signals.**
- (9) **Unauthorized access to a computer system.**
- (10) **Receiving 40 Demerits in a semester**
- (11) **Unauthorized access to another's property**
- (12) **Intentional Harassment or intimidation of another student.**

Class III Disciplinary Action

First Offenses: One-day suspension with student/parent/administrator conference.

Second Offenses: Two-day suspension with student/parent/administrator conference.

Third Offenses: Three-day suspension with student/parent/administrator conference.

Fourth Offense: Dismissal

Class IV Offenses

(8 pts.)

- (1) ***Possession or use of tobacco products.**
- (2) **Possession of Occult materials.**
- (3) **Vandalism** under \$200.00 value. (restitution required)
- (4) **Stealing** below \$100.00 value (restitution required)
- (5) **Possession of stolen property with the knowledge that it is stolen.**
- (6) **Defiance**-refusing to comply with directions from an authority.
- (7) ***Written or Verbal sexual propositions** (in person, by text messages on cell phones, computer, or written on paper)
- (8) ***Use of obscene manifestations toward another person** (written, verbal, or gestures)
- (9) ***Gang Affiliation**
- (10) ***Possession of obscene, pornographic or sexually explicit material.**
- (11) ***Intentional use of profanity or foul language** (by text messages on cell phones or computer)
- (12) ***Unsolicited inappropriate touching.**
- (13) ***Unapproved posting of any school function on the internet.**
- (14) **Intentional Harassment or intimidation of another student by a group of students.**

Class IV disciplinary action

First Offense: Three day suspension with student/parent/administrator conference.

Second Offense: Dismissal

Class V Offenses

(16 pts.)

- (1) **Possession of firearms**-Any form including but not limited to hunting rifles.
- (2) **Arson**-Burning of any part of a building of school property.
- (3) ***Bomb threats**
- (4) **Possession of explosives**
- (5) ***Lewd or sexual acts**
- (6) ***Aggravated battery**-Intentionally causing great bodily harm.
- (7) ***Assault of a school employee**-Threat to do violence to an employee
- (8) ***Battery of a school employee**-Intentional Touching or striking of an employee
- (9) ***Possession of drugs or drug paraphernalia**
- (10) ***Possession of Alcohol**
- (11) **Possession of Prohibited objects**-Knives, starter guns, "BB" guns, metal knuckles, tear gas, martial arts weapons, or any other objects deemed unacceptable by the Administrator.
- (12) ***Robbery**-Taking property or money by threat or force
- (13) **Breaking and entering**-Illegal school entry.
- (14) ***Criminal Mischief**-Vandalism in excess of \$200.00 Value
- (15) **Stealing**-In excess of \$100.00 value. (restitution required)
- (16) **Unjustified setting off of alarms or fire extinguisher.**
- (17) ***Participation in a major student disorder.**
- (18) **Sabotage of a computer or computer system.**
- (19) ***Directing obscene or profane language toward an employee.**
- (20) ***Display or distribution of pornographic or sexually explicit material.**
- (21) **Setting off of fireworks, firecrackers, or stink bombs.**
- (22) **Possession of imitation controlled substances.**
- (23) ***Viewing of NC17 or X rated movies**

Class V Disciplinary Action

First Offense: Dismissal

*These offenses will be treated the same whether they are committed on or off school property, during or after school hours.

A point value is assigned to each level of offense. These point values are as follows.

Class I =.25 pts.

Class II=3.2 pts.

Class III=4 pts.

Class IV=8 pts.

Class V=16 pts.

Any combination of offenses that results in an accumulation of 16 or more points will result in dismissal.

EXPLANATIONS OF DISCIPLINARY ACTION

- (1) **Parental Notification**
- (2) **Corporal Discipline**-Physical discipline by paddling.

- (3) **Detention**-Assignment to a designated room for a certain time period before or after school hours.
- (4) **Suspension**-Temporary removal from school property for a specified time period.
- (5) **Parent/Student conference**-A meeting between the student, parents and administrator for informative purposes and to help resolve disciplinary problems.
- (6) **Dismissal**-The parent will be asked to withdraw the student from BBA. Nothing will be put on the student records.
- (7) **Expulsion**-If the parent refuses to withdraw his child he will be expelled from the school. The expulsions will go on his school records.

COUNSELING

Our teachers are not licensed counselors or psychologists and therefore will not attempt to give counsel to students other than Biblical counselling. Students seeking counsel will only be counseled according to principles contained in God's word. If a student chooses to confide in a teacher, the teacher is obligated to report, without delay, behavior which is illegal or dangerous to the parent, the administration and authorities if required by law. If a student chooses to confide in a teacher behavior which is in violation of school policy the teacher is obligated to report the behavior to the administrator and direct the student to the administrator without delay. Students who are in violation of school policy but have come to the administrator or pastor, confessing their wrongdoing, and seeking help, may be granted mercy under certain circumstances.

REINSTATEMENT

Sometimes a student will, under the convicting work of the Holy Spirit, realize the seriousness of his misconduct. Reinstatement is possible when there is a full confession, genuine repentance, and a clear break with the previous lifestyle.

Dismissal for off-campus offenses will only occur based on indisputable evidence or the testimony of faculty, staff, parents or other responsible adults. If the report involves a serious off-campus offense, the administrator will confront the offending student(s), and the parents will be called and informed.

The testimony of two or more students may be grounds for dismissal. It is also to be understood that the administrator will decide dismissal. Only under unusual circumstances will the administrator request board assistance in making a difficult decision.

DRESS CODE

SCRIPTURAL BASIS

The believer's body is the Temple of the Holy Spirit therefore our clothing which adorns our bodies should glorify God. What? Know ye not that your body is the temple of the Holy Spirit who is in you, whom ye have of God, and ye are not your own?

"For ye are bought with a price; therefore, glorify God in your body...which is God's"
(I Cor 6: 19, 20)

The believer is admonished to not conform to the world this would certainly pertain to our clothes as well as every other part of life.

"I beseech you therefore, brethren, by the mercies of God, that present your bodies a living sacrifice holy, acceptable unto God, which is your reasonable service. "And be not conformed to this world: but be ye

transformed by the renewing of your mind, that ye may prove what is that good and acceptable and perfect will of God.(Rom 12:1,2)

Christian women and girls are admonished to dress modestly. ***"In like manner also, that women adorn themselves in modest apparel with godly fear and sobriety..."*** (I Tim 2:9)

Men are instructed that their hair is not to be long in contrast to a women's hair.

"Doth not even nature itself teach you that, if a man have long hair, it is a shame unto him"

(I Cor 11:14)

Not all dress rules at BBA have moral significance. Many of our rules are just to present a good image, like so many businesses do. Other rules are required as a matter of discipline as in the military. Nearly all businesses have dress requirements, Brooklane is no exception.

GIRLS DRESS CODE REQUIREMENTS

No Clothing with screen-printed or applied pictures or writing will be permitted (7th -12th only).This does not include patterns woven into the fabric.

Skirts, Dresses or Jumpers may be of any material. The length will be to the middle of the knee or longer. They may be of any color. Jumpers will be worn with a blouse with sleeves. **Loose fitting casual dress or Capri Pants** may be worn. Capri pants must be to the middle of the calf of the leg. No hip-huggers may be worn. No denim pants or denim Capri pants may be worn. No camouflage clothing may be worn. No knit pants or pants containing lycra or stretch type material may be worn. Kick pleats and slits are not to come above the middle of the knee. "Skinny jeans" or "Skinny pants" are not permitted. Constant offenders will be required to wear dresses and skirts.

Tops of three styles are allowed- (1) collared with buttons, (2) collared golf shirts or (3) non-collared dress blouses/sweaters. (This does not include sweatshirts.) They must have a sleeve. See-through, low cut, or waist length, blouses will not be permitted. Blouses should cover the mid section when both arms are raised straight up. Blouses for the girls are expected to look as nice as the collared shirts on the boys.

Tennis shoes, sandals, casual shoe or dress shoes- may be worn. Socks will be worn with tennis shoes. Hose, tights, or leotards may be worn when desired.

All hair fashions must be in good taste. Dyed hair must be a natural hair color. No hats may be worn at school. Hats must be left at home or in the vehicle.

Cosmetics that greatly alter natural appearance such as extreme eye shadow or gaudy nail polish will not be worn. **No Black nail polish or lipstick will be permitted.**

If in doubt about a clothing item, bring it in and have it approved prior to wearing it to school.

Uncorrectable dress is a class 1 offense: (see discipline policy).

The administration reserves the right to adjust or make decisions about any item of dress that is not covered by our policy.

No visible tattoos are permitted. **No body piercings** are permitted except ears. Other piercings must not be worn for school or any school function. Covering these with a band aid or keeping them open with any object is not an acceptable solution as this would not be in keeping with the spirit of the rule.

Exception-K3 through 4th grade students may wear dressy knit clothing, provided that it is not tight or form fitting.

BOYS DRESS REQUIREMENTS

No Clothing with screen-printed or applied pictures or writing will be permitted. This does not include patterns woven into the fabric.

Pants will not be denim. Dress, khaki or any twill pants are acceptable. A belt will be worn at all times. Pants are not to be baggy, too tight, or low slung. Wind suit, parachute, jogging, or camouflage pants are not to be worn.

Shirts must have a collar. Button-up shirts or golf style shirts are both acceptable. T-Shirts or Shirts with pictures on them will not be permitted. Shirts will have sleeves. No cut-offs, tank tops or camouflage shirts may be worn.

Leather or Tennis shoes may be worn. No sandals will be permitted. Socks must be worn at all times.

Boys will not wear any jewelry such as earrings, necklaces, neck chains, or bracelets (except a watch and one ring) to school or to any school activities. Jewelry that is not allowed will be collected by the teacher and can only be picked up by the parent in the administrator's office.

Haircuts must be in good taste, combed off the forehead, or cut straight above the eyebrow. Hair must be off the collar and off the ears. Sideburns may come to the bottom of the ear. Boys will not shave their heads or etch anything on their heads except a part. No braids or twists will be permitted. No hats may be worn at school. Hats must be left at home or in vehicle.

No Facial hair, body piercings or visible tattoos are allowed. All male students must be clean shaven at all times.

Because it is not possible to be completely comprehensive in our dress requirements, we reserve the right to make decisions or judgments not covered by these rules.

If in doubt about any article of clothing, bring it in and have it approved prior to wearing it to school.

For grades 7 through 12, uncorrectable dress is a class 1 offense: see discipline policy.

EXTRA CURRICULAR ACTIVITIES

ATHLETICS

ATHLETIC PHILOSOPHY

First Corinthians 10:31b states: "Whatever you do, do it all for the glory of God." Unfortunately, today's generation is being sent a different message by the media, many professional athletes and sporting goods companies. They are sending the message that winning is everything and there is nothing to gain from losing. At Brooklane we teach that how you handle victory and defeat is the true measure of a winner. There is a big difference between winning a game and being a winner. A winner is someone who tries his best though he may lose. A winner is someone who brings glory to God by the way he plays the game.

At Brooklane our purpose for the athletic program is to glorify God. One way that we can do this is by teaching positive core values such as:

- | | |
|---------------------------|-------------------|
| (1) Commitment | (6) Hard work |
| (2) Self-discipline | (7) Sportsmanship |
| (3) Respect for authority | (8) Perseverance |
| (4) Loyalty | (9) Humility |
| (5) Teamwork | (10) Obedience |

Our intention is for athletes to learn and incorporate these traits into their lives. As a result, they will become more successful in all that they set out to achieve, including sports. The athlete also serves to promote school spirit. Students, parents and alumni should be proud of their school. This is an attitude that will glorify God.

ACADEMIC ELIGIBILITY

Athletics is not just a reward for those students who excel in academics but rather an extension of their education. Athletics has great educational value in and of itself. Some of life's greatest lessons are learned on the athletic field as well as in the classroom. We believe all students can benefit from playing sports, however we are an academic institution and therefore we must require that our athletes meet the following academic standards in order to participate:

- (1) The student's eligibility is based solely on the student's performance during the prior 18-week grading period.
- (2) The student must pass Bible for the prior 18-week grading period.
- (3) The student must pass a minimum of 3 other core subjects for the prior 18-week grading period. (Transfer students must have passed 4 subjects. Transcripts must be on file in school office.)
- (4) Three of these subjects must have been passed during the regular school year. The other one may be made up in summer school.
- (5) A student who is eligible at the beginning of a semester will remain eligible throughout the entire semester.
- (6) Although academic eligibility cannot be lost during a semester, the coach may choose to limit practice time for a student who is falling behind academically.

REGISTRATION FORMS

There are 3 forms which must be completed and on file with the athletic director.

- (1) Birth certificate
- (2) Student Participation and Parental Approval Form
- (3) Physical Examination Form (must be updated each year)

These forms will be available in the school office. They must be complete in order for the student to participate.

CODE OF CONDUCT

Athletes at BBA are role models. This is not a choice—it is a fact. Younger students often look up to and imitate older students. We expect our athletes to maintain a high standard of conduct not only as role models but because God commands it. (1 Tim. 4:12b) says, "...*Be thou an example of the believer in word, in conduct, in love, in spirit, in faith, and in purity.*" Athletes at BBA are expected not only to obey the rules but also they should strive to be model students with integrity. They should strive to be worthy examples.

ROAD TRIP RULES

- (1) All players and cheerleaders must ride the bus or designated vehicles to the games.
- (2) Players and cheerleaders may ride home from the games with their own parent if the parent tells the coach or cheerleading sponsor. Players and cheerleaders may ride home with a parent other than their own if they have a note signed by their parent. Notes will be verified.
- (3) Players and cheerleaders are not to leave the gym or playing field at any time.
- (4) School Policies are in effect at all times.
- (5) Varsity players and cheerleaders should watch the junior high games and junior high players and cheerleaders should watch the varsity players. All participants and student spectators shall remain in the gym for all games. This rule applies to home and away games.
- (6) Players and cheerleaders breaking the "hands off" rule must separate for the rest of the trip.
- (7) No tape players, CD players, TV's, radios or other electronic equipment are allowed on trips.

BUS RULES

- (1) No screaming
- (2) No standing while bus is moving
- (3) No throwing things
- (4) No objects should be thrown or stuck out windows
- (5) Emergency exits are to be used only in an emergency
- (6) No fireworks, caps, firearms or toy firearms are allowed on the bus
- (7) No one will get off the bus until it is clean.

BOOSTER CLUB

The purpose of the Booster Club is to draw fans and promote school spirit.

Parents, students, fans, staff members and alumni are encouraged to join. Members of the Booster Club will have free admission to games with their membership card. There will also be other privileges for Booster Club members. These may vary from season to season. Memberships may be purchased from the school office. Memberships must be renewed for each season.

GENERAL RULES FOR ALL SPORTS

- (1) It is the responsibility of each player to know when all practices and games are and to be present completely equipped. Coaches will issue practice schedules.
- (2) Players should be at all home games completely dressed out at least one hour before game time.
- (3) Practices will be held every weekday that there is not a game except for Wednesday. (times will be announced by the coach.)
- (4) Special practices (Wednesday/Saturday/extended time) will be announced at the practice or game preceding the special practice.
- (5) Players who miss practice or games must bring a written excuse from parents.

- (6) An unexcused absence from practice or games will result in a suspension from playing time in the next game. (The player will be expected to dress out and remain with the team during the entire game.)
- (7) Two unexcused absences will result in dismissal from the team.
- (8) Each player must have an attitude of respect for the coach, umpires, teammates and the opposing team. (Penalties will range from loss of playing time to dismissal from the team.)
- (9) Players will be expected to exhibit self-control at all times. (Penalties will range from loss of playing time to dismissal from the team.)

SPORTS OFFERED

Girls' Volleyball is for girls in grades 7 - 12. Games are scheduled in September and October with a state tournament to close out the season.

Boys' Football is for boys in grades 7 - 12. The football season runs from September through the middle of November with a state championship at the end of the season.

Boys' Basketball is for boys in grades 7 - 12. The basketball season runs from the middle of November through February. There are state A.C.E.A. tournaments at the end of the season.

Girls' Basketball is for girls in grades 7 - 12. The basketball season runs from the middle of November through February. There are state A.C.E.A. tournaments at the end of the season.

Boys' Baseball is for boys in grades 7 - 12. The baseball season runs from March through May. There are playoff games and a championship at the end of the season.

Girls' Softball is for girls in grades 7 - 12. The softball season runs from March through May. There is a state A.C.E.A. tournament at the end of the season.

Track and Field is for boys and girls in grades 7 - 12. In the spring there is an A.C.E.A. state track meet.

Cheerleaders are chosen from girls in grades 7 - 12 each spring. They are responsible to keep school spirit high during the football and basketball seasons. They hold pep rallies at the school and cheer at all the games. 6th grade students may try-out for junior high athletics.

Brooklane will provide coaches and will offer all of these activities provided that there are enough interested students.

GENERAL SPORTS INFORMATION

Absences: An athlete who is counted absent from school on the day of a game will not be allowed to participate unless the administrator approves it. Any student who arrives at school later than 11:30 a.m. is counted absent. Students who check out before 11:30 a.m., will be counted absent.

Registration: There are forms to be filled out for school and athletics. You may get all the necessary forms from the office.

Fund Raisers: There will be various fund-raisers from time to time. Athletes are required to participate or match amounts earned by those who do participate.

Maps and Directions: These are available in the school office.

Uniforms and Equipment: Uniforms and equipment should be returned on the first school day following the last game of the season. They should be returned washed and in good condition.

Gate prices:

Sport	Student	Adult
Football	\$3.00	\$6.00
Volleyball	\$3.00	\$4.00
Basketball	\$3.00	\$5.00
Baseball	\$3.00	\$5.00
Softball	\$3.00	\$5.00

These prices are subject to change. Tournament and multiple games may vary in price.

Practice and Game Schedules: the coaches in charge of each sport will give these out. Athletes are expected to demonstrate commitment to their team by attending all practices, regular season games, and post season tournaments. When a student joins a BBA team, he is making a commitment. If a player misses a game without giving an acceptable reason, he will be penalized accordingly. Players should be on time for all practices and should be at all games completely dressed out one hour before game time.

OTHER ACTIVITIES

Class Day Exercises: Each spring, usually the Friday before graduation, students receive awards and certificates for academics, perfect attendance, art, music, speech, dramatics, journalism, crafts, penmanship, spelling, best all around, Salutatorian, Valedictorian and other accomplishments. A "highest average" award is given in all classes. A "Daniel" or "Esther" award is given by all classes to the student with the most outstanding character and conduct.

Spring Banquet: Seniors, juniors and athletes are recognized at this event. It is always a special night and parents are encouraged to attend.

SCHOOL FUNCTIONS AND ACTIVITIES POLICY

Social development is an intentional part of the overall experience of a BBA student. With this in mind we offer the students and parents of Brooklane several wholesome functions, outings and activities throughout the school year where families can participate and/or be spectators!

To assure that the right atmosphere is present at these functions, the following guidelines are in place:

1. Any student who takes part in a school activity, either as a participant or a spectator is expected to abide by school policy at all times.
2. Parents and guests of students are expected to honor school guidelines and the spirit of school policy while attending school functions, outings, and activities.
3. Any student or guest who refuses to abide by school guidelines will be required to leave.
4. Brooklane Academy reserves the right to refuse entry to or participation in any activity to any person who has refused to abide by the above guidelines.
5. It is the policy of Brooklane Academy that as long as a student is attending a school activity, he/she is under the authority of the school whether he/she has attended classes that day or checked out of school early. (Participation includes being part of the program or being a spectator.)

DRIVING POLICY

Driving to school at BBA is a privilege not a right. This privilege will be revoked if a student abuses it. The privilege of driving is accompanied by the following guidelines.

- (1) Students must park in designated parking spots.
- (2) Students must lock and leave their vehicles upon arrival and cannot return to them until they leave school.
- (3) Vehicles are subject to search at any time, searches will be conducted in the presence of two adults. Refusal to allow a car search will result in a Class V violation that requires dismissal.
- (4) Students who drive recklessly will lose their driving privilege.
- (5) Students may only transport other students with written permission from both parents.
- (6) Students must abide by all traffic laws.
- (7) Students who drive must register their vehicle with the office and pay a fee of \$5.00 for a parking pass.
- (8) Students must provide a copy of their insurance policy and license each time it is renewed.
- (9) Students who are consistently late will lose their driving privilege.

LUNCHROOM GUIDELINES

- (1) Students should place orders and turn them in on time.
- (2) Students should enter and exit the lunchroom quietly and in an orderly fashion.
- (3) Students place orders at the left side of the counter (Staff to the right).

- (4) Students must have a positive account balance in order to make purchases.
- (5) Students should dispose of all garbage as they exit the lunchroom.
- (6) Students must refrain from loud talking.
- (7) Students will not throw anything.
- (8) Students must leave tables clean.
- (9) Students will not be allowed to sit at the staff table.
- (10) Students who attend the last lunch period will be responsible for cleaning the tables and putting chairs on the tables before leaving.
- (11) Students must remain in the lunchroom until the bell rings for dismissal.
- (12) Students will not be permitted to remain in the lunchroom after the bell rings.

GENERAL INFORMATION

SCHOOL HOURS

	Monday through Friday	Wednesday
Day Care	6:00 a.m. - 6:00 p.m.	
Kindergarten	8:00 a.m. - 12:00 noon	
Grades 1 - 6	8:00 a.m. - 3:00 p.m.	8:00 a.m. - 2:00 p.m.
Grades 7-12	8:00 a.m. - 3:00 p.m.	8:00 a.m. - 2:10 p.m.

FIRE AND TORNADO DRILLS

Each room will have a diagram of the school posted by the door that will have evacuation routes clearly marked. There will be periodic drills to ensure that all students and teachers are prepared for the possibility of fires or tornadoes.

The signal for the fire drill will be short repeated rings of the bell.
The signal for the tornado drill will be long continual rings of the bell.

INCLEMENT WEATHER

If the Jefferson County School System closes for inclement weather conditions Brooklane Baptist Academy and daycare will close as well. Parents should follow local news broadcasts to get this information.

PASSES

Students should never be out of class without a pass. Any student who is roaming the campus without a pass will be sent to the office.

CHAPEL

Local pastors, guest speakers, films, and special musical and educational programs are the highlights of our chapel programs. Students must attend chapel services. Visitors are always welcome. Chapel times and days are subject to change.

ELEMENTARY ARRIVAL

If you bring your child to the classroom in the elementary grades, please leave him at the door. Do not come into the classroom with him. This will help him adjust much more quickly. After the first few days of school, it will be in the student's best interest for the parent **not** to take him to class.

VISITORS

Visitors may only come to the school with special permission and a visitors pass. This can only be obtained in the school office.

PARENT-TEACHER FELLOWSHIP

Parent-Teacher Fellowship meetings are scheduled periodically throughout the school year. Parents should attend each meeting for the benefit of their children and to obtain pertinent information. Parents' attendance at Parent-Teacher Fellowship meetings is also an obligation promised in the parental pledge. Teachers will be available after the meetings for fellowship and general information.

Appointments-Please do not come into the classroom to talk to a teacher. If you need to talk to a teacher or the administrator please call the office and request an appointment. Teachers will have specific times when they are available. Please be prepared to adjust your schedule in order to meet during one of these times.

LOST AND FOUND

Please claim lost and found articles in the office. After an article has been in the office for two weeks, it becomes school property. Lost and found articles will eventually be given to the Foundry or other charitable organizations.

TELEPHONE USE

The church and school phones are for church and school business only. They are off limits to students except in an emergency.

TRASH CANS

Trash-cans are located along sidewalks and at other convenient spots. Students please dispose of your trash in these trash-cans. Never empty trash- cans from classrooms or lunchroom into these garbage cans. All office and classroom trash cans should be emptied into the dumpster.

DOCTRINAL STATEMENT

We believe in the inerrant, verbal, plenary inspiration of the sixty-six books of the Bible. It is the sole authority in all matters of faith and practice. We believe in a literal interpretation of the Scriptures unless otherwise indicated by the context. (II Tim. 3:16, 17; Isa. 8:20, Rev. 22:18, 19)

We believe there is only one true God, existing in three persons - Father, Son and Holy Spirit. These three are co-equal and co-eternal, each with distinct personalities, but of one essence. (Matt. 3:16, 17; 28:18-20, II Cor. 13:14, Heb. 1:8, Acts 13:2, 4)

We believe that the Genesis account of creation refers to 6 literal 24 hour days. (Genesis 1; Exodus 20:11)

We believe Jesus Christ to be the Son of God (Luke 1:35), Co-creator (John 1:1-3), and Redeemer (I Peter 1:18, 19), and that He took on humanity through the virgin birth (Matt. 1:22, 23, John 1:14). He paid sins' full penalty vicariously with His blood (Eph. 1:7, Isa. 53:5, 6). He was buried and rose again bodily and ascended to the right hand of the Father. (I Cor. 15:3-8, Luke 23:39-43)

We believe in the person, divinity and work of the Holy Spirit that includes conviction of sin (John 16:7-11), regeneration of sinners (Titus 3:5) and indwelling of believers (I Cor. 6:19, Rom. 8:9). We believe that the "baptism of the Holy Spirit" at Pentecost is set forth in the Scripture in two aspects, the experiential and the positional. In the experiential, Christ baptized the disciples with (or in) the Holy Spirit. In the positional the Holy Spirit baptized the disciples into the Body of Christ (Rom. 6:3, I Cor. 12:13, Col. 2:12). The experiential is that which John the Baptist (Matt. 3:11) and the Lord Jesus (Acts 1:5) had promised and was realized by the waiting disciples in the initial "filling of the Spirit" (Acts 2:1-4). This is identical with "receiving the Holy Spirit" (Acts 2:38, John 7:37-39, Acts 2:32, 33). Since Pentecost each new believer shares or participates in this baptism positionally by being incorporated by the Holy Spirit into the "one body" (I Cor. 12:27) and experientially by being "filled with the Spirit" (Eph. 5:18). We reject the charismatic movement with its claim of restoration of the sign gifts of I Cor. 12:8-10 including tongues (I Cor. 13:8-12).

We believe a soul is saved when accepting Christ as personal Lord and Savior and the Holy Spirit imparts eternal life (John 1:12). This means that the repentant and believing sinner is judicially declared righteous before God (Rom. 4:5) and in experience is born again (John 3:3). We believe the good works of a Christian are the results of salvation and contribute nothing toward saving him or keeping him saved (Eph.2:8-10).

We believe it is the plan of God for each believer to walk after the Spirit and not fulfill the lusts of the flesh (Gal. 5:16). There is to be separation unto God and from the world (II Cor. 6:14-18). This separation would be evidenced in attitude, conversation, conduct, dress and habits (I Cor. 10:31, Rom. 14:13, I Tim. 2:9, I Cor. 8:13).

We believe that water baptism and the Lord's Supper are the only two ordinances of the church. Baptism consists in immersion in water to signify Christ's death, burial and resurrection and the believer's identification with Him (Col. 2:10-14). We believe that the Lord's Supper is for the saved and baptized (Acts 2:41). We believe in "open communion" and that each participant is to examine himself (I Cor. 11:27-30).

We believe the Church exists universally and locally. The universal Church includes all the saved from Pentecost to the Rapture. It is identified in the New Testament as the Body (Eph. 1:22, 23), and Bride (Eph. 5:23-32), of Christ and as the Temple of the Holy Spirit (Eph. 2:19-22). We believe that a local church is a group of baptized believers united for instruction, fellowship and the spread of the Gospel with worldwide missions receiving equal emphasis with home ministry. We believe the local church is completely self-determining and responsible only to Christ, the head, that it is completely independent with no other person, group or body having any authority, right of intervention or control in any form whatsoever (Acts 2:41-47, 6:1-7, Gal. 1:2, Rom. 16:1,4,5,16, Acts 1:8).

We believe in the premillennial view of Scripture relating to the return of Christ. We believe in two bodily resurrections, one for the saved and one for the unsaved (John 5:28, 29). These are separated by 1,000 years (Rev. 20:1-15). We believe in an endless and literal Heaven (Rev. 21, 22) for all the redeemed and literal endless and conscious punishment for the lost (Mark 9:43-48, Rev. 14:1,11).

We reject, as unauthoritative, the Revised Standard Version, Good News for Modern Man and all other perverted translations of the original languages. We believe that association or participation with all forms of modernism, whether in the National Council of Churches or otherwise, is wrong and demands separation on our part (II John 9-11).

DOCTRINAL AGREEMENT

Students of different beliefs and doctrines attend the Academy. In the Bible classes and chapel the students are taught the Word of God with our doctrinal viewpoint. We recognize the fact that there are differences in doctrine from one Christian denomination to the next. Bible teachers will not put undue pressure on the students to change these doctrinal differences but will interpret scripture as we believe it.

HANDBOOK COMPLETION FORM

I have read the Handbook in its' entirety and agree to abide by the rules of Brooklane Baptist Academy.

Student signature

Date

I have read the Handbook and discussed it with my child in its' entirety.

Parent/Guardian signature

Date