



ELMWOOD BAPTIST ACADEMY
SCHOOL HANDBOOK
& PROCEDURES MANUAL



ELMWOOD

BAPTIST ACADEMY

Dear Parent,

We trust the School Handbook and Procedures Manual will be helpful in answering questions about Elmwood Baptist Academy. Our school ministry is a vital part of our church ministry. What we believe and hold to as a church, we believe and hold to as a school. As you will see on the following pages, our sole authority for faith and practice is the Word of God. We do not teach religion, necessarily, we teach the Word of God.

If we can be of any further assistance as a church, please contact me.



In Christ,

Dr. Gary Randall
Senior Pastor

Dear Student,

Welcome! We are pleased that you have chosen to attend Elmwood Baptist Academy, home of the Eagles!

It is our goal to provide a safe, positive, stimulating environment for you. With your cooperation, reaching this goal will be easy. I will be praying for you throughout the year. I am very excited that you are here.

We encourage you to study diligently and learn as much about every academic subject as possible. Set goals that will help you avoid mediocrity. Be the best you can be for that is what God desires of all of his children. Good grades are important, but what you learn is more important.

Your handbook contains important school policies and guidelines. It will help you overcome roadblocks on the way to graduation. We extend our best wishes for success in all your educational pursuits. We pray for you fervently.



In His Service,

Mr. Rick Lopez
Principal/Administrator

OUR MISSION STATEMENT

The mission of Elmwood Baptist Academy is to assist (not replace) parents in academically and spiritually educating and equipping their children to develop a heart for God, to cultivate a sound biblical worldview, and to prepare students to positively impact their families, churches, communities, and country for Jesus Christ.

Elmwood Baptist Academy seeks to accomplish its mission by striving to achieve the following six learning outcomes:

- **E**stablishing Christ-like Character **D**o right
- **A**chieving Comprehensive Development **B**e Like Jesus
- **G**rowing in Knowledge **G**et Smart
- **L**eading through Servanthood **S**erve Others
- **E**levating Patriotism **L**ove America
- **S**triving ‘til the End **F**inish the Race

Elmwood Baptist Academy provides a solid academic foundation for a student’s future. Students of Elmwood Baptist Academy consistently score above the national average on annual standardized tests. The high school’s college preparatory curriculum enables graduates to be well prepared for college, adult life, and whatever else God has planned for them.

OUR PHILOSOPHY

Elmwood Baptist Academy is based upon the Word of God. The primary objective and purpose of the Academy is to train the student in the way of life presented in the Scriptures while giving him a quality general education for life.

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

The academic program, through the traditional approach, is developed to provide students with the best possible program of studies. We emphasize the mastery of the fundamental blocks of material necessary for satisfactory achievement and stress the acquisition of facts and concepts in the various areas of study, leading to the development and exercise of the powers of reasoning. Methods of teaching proven to be effective are utilized with a constant search for better methods. Realizing the difference in innate ability, we encourage and expect each student and teacher to do his best.

Character training is an important element at Elmwood Baptist Academy. We believe that the heart of character training is obedience (doing right), that eventually will cultivate an inner self-discipline and is essential to the emotional, physical, social, and spiritual well-being of the student. The teacher is the authority in the classroom. Discipline is administered firmly but fairly. To obey, to do right, to love God and country, and to always measure one’s attitudes against the principles laid out in the Scriptures are characteristics we strive to instill in each student, thus equipping him for his role in God’s plan for his life and for his proper place in society.

The objective in building a private Christian school is to obey the Scriptural imperatives of Deuteronomy 6:5-7, “...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 of Proverbs 22:6 to train up a child in the way he should go. Teaching is training. Training for life must include training for eternity.

Parents are mandated by God to educate their children. Children are gifts from God (Psalm 127:3-5). Parents are responsible to “train-up” their children in the way of the Lord and not the ways of the world (Proverbs 22:6; Ephesians 6:4). God’s people are told from scripture, “Thus saith the Lord, learn not the way of the heathen... for the customs of the people are vain...” (Jeremiah 10:2-3). Proverbs 19:27 states, “Cease my son, to hear instruction that causeth to err from the words of knowledge.”

A Christian school is an extension of the Christian home in training young people in a Christian environment for the present, future and eternity. The school staff works closely with parents to train the whole child in the way he should go. Part of the philosophy of ministry that we hold to is the simple fact that parents are the most important educators that a child will ever have. That is why we desire to work very closely with parents in educating their child.

Attending Elmwood Baptist Academy is a privilege and not a right. The goal of this school is not to reform, but to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for the Word of God, old-time Gospel and the highest standards of morality and Christian behavior. All of the policies, rules, and regulations are biblically based.

Elmwood Baptist Academy is not a separate ministry from the Church, but is in fact an inseparable ministry of Elmwood Christian Church to help parents abide by scriptural commands to educate their children. The academy’s leadership is the same leadership as Elmwood Baptist Church. The school is totally owned and operated by Elmwood Baptist Church.

TABLE OF CONTENTS

Mission Statement	4
Philosophy	4-5
Statement of Faith	7
Accreditation	8
Racial Discrimination Policy	8
Handbook Revisions	8
Biblical Principles	9
Parental Involvement	9
Admissions Procedure	10
Model Release	10
Parent Orientation	10
Parent/Teacher Conferences	11
Standards of Conduct	11
Chapel Services	11
Scripture Memorization	11-12
Attendance	12-15
Attendance on EBA Athletic Game Days	15
Tardiness	15-16
Truancy	16
University Preparation	16-17
Closed Campus	17
Christian Americanism	17-18
E-Mail Address Requirements	18
Social Networking	18
General School Rules	18-19
Dress Code	19-24
Dress Code Violations	24
Discipline, Demerits, Detentions, Suspensions and Expulsions	24-29
Withdrawals	29
Medical Guidelines	29-31
Physical Education	31
Property Searches	31
Student Relationships	32
Financial Information and Fees	32-33
Re-Admission	33
Diagnostic Testing	33
Inclement Weather	34
Computers	34
Learning Center/Classroom Rules and Procedures	34-37
Cross Referencing	37-38
Lockers	39
Athletics/Regional and International Student Convention/Fine Arts	39-41

TABLE OF CONTENTS	
Character Traits	41-50
Incentive Programs	51-53
Progress Reports	53
Grading	54
Homework	54
Graduation Requirements	54-57
Grade Advancement	57
Prescribed Courses of Study for Junior High and High School	57-58
Sample High School Graduation Requirements	59-61

STATEMENT OF FAITH

1. We believe in the verbal inspiration and authority of the Scriptures.
2. We believe that the Bible reveals God, the fall of man, the way of salvation, and God’s plan and purpose in the ages.
3. We believe in God the Father, God the Son, and God the Holy Spirit.
4. We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ.
5. We believe that salvation is “by grace” plus nothing and minus nothing. The conditions to salvation are repentance and faith.
6. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ.
7. Justification is an eternal relationship that can never be broken.
8. We believe in the visible, personal, and pre-millennial return of Jesus Christ.
9. We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.
10. We believe that God has promised to preserve His Word to all generations forever; and that the King James Version of the Bible is the only English translation from the preserved Textus Receptus, we are committed to the use and perpetuation of the King James Version of the Bible, and believe it to be the preserved Word of God for English speaking people.

ACCREDITATION

Elmwood Baptist Academy is fully accredited through the National Association of Private Schools (NAPS).

For more information regarding NAPS, please visit their web site at <http://napsaccreditation.com/>.

Accreditation by a state agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means of causing local public school districts to provide what the state educational agencies determine to be minimum academic and facility standards for all schools. These standards, in many cases, are non-Christian in philosophy. In certain cases, they are standards which contradict Christian beliefs: i.e. evolution, values clarification teaching, and sex education. The standards for both curriculum and facilities would be enforced by non-Christians who cannot and do not understand Christian beliefs.

Elmwood Baptist Academy has NOT sought accreditation by any governmental agency for several reasons.

1. We would be required to use textbooks adopted by the State, developed by secular writers who in many ways reject our Lord's teachings, and in fact, extol concepts contrary to teachings of the Bible.
2. Governmental accreditation dictates that a school employ curriculum and teacher certification standards often in opposition to those of Christian institutions.
3. It seems unreasonable for Elmwood Baptist Academy to expect parents to withdraw their child from a government school with its ills and place them in a private institution with the same curriculum, methods, and objectives.

In addition to our school accreditation, every textbook or curriculum that is used at Elmwood Baptist Academy has been tested and proven to work. Other schools using the same curricula are also accredited by NAPS and other accrediting agencies including, AdvancedEd, and more.

Elmwood Baptist Academy upholds a standard of teaching and curriculum that has been tried and tested for more than forty years. Our records, through National testing (IOWA Testing) show that Elmwood students outperform many public school students. The instructional program of the Academy is designed to properly train students to excel in a continued education beyond high school.

NON-DISCRIMINATION POLICY

Students of any race, color, sex, national and ethnic origin are admitted to all the rights, privileges, programs, and activities generally accorded or made available to students at Elmwood Baptist Academy. While Elmwood does not discriminate on the basis of race, sex, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs, as a religious institution it reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with the school's statement of faith, standard of conduct, or other policies of this organization.

A zero-tolerance policy is enforced against any discriminatory remarks or behaviors concerning race, color, nationality, or ethnic background. Any student found engaging in such conduct will be immediately expelled from the school. The administration will oversee and enforce this policy, and all decisions made in this regard will be final and implemented promptly.

ASBESTOS NOTIFICATION

After a careful and thorough review of all of the buildings located at 13100 E 144th Ave, Brighton, CO 80601, including some samples, it has been determined, to the best of our ability and knowledge, that no asbestos-containing material (ACM) was specified as a building material in any construction document for the buildings and that no-asbestos-containing material was used as a building material in the buildings. The Asbestos Management Plan is available for review in the school office. Therefore, Elmwood Baptist Academy is an asbestos free school. However, to comply with state and federal regulations, we have an asbestos management plan. If you wish to see it, please contact the school administrator at 303-659-3818.

HANDBOOK REPRODUCTION

No part of this handbook may be reproduced or copied in any manner without the written authorization of the Administration of Elmwood Baptist Academy. All policies stated herein are subject to change by the Administration and School Board at any time.

HANDBOOK REVISIONS

K4-K5 CLASSES:

Dress Code:

Dress shoes and belts are not required. Athletic shoes, casual shoes, or boots are permitted to be worn in the classroom.

1ST-12TH GRADE:

Field Trip Attire:

Girls Athletic skirt style culottes (Modesty In Motion - Wording) for Field trip activities
Boys Solid Colored Golf Pants

Suspensions:

Demerits and detentions are restarted after every suspension.

Smart Watches and Cell Phones:

The possession and use of cell phones or smartwatches by students are strictly forbidden on school property during regular school hours. If a student is found with a cell phone or smartwatch during this time, it will be considered a violation of the school policy, and the teacher or school administration will confiscate the device.

After-Care:

After-Care fees are \$10.00 per day per child regardless of the amount of time spent in the After-Care program. Additional children in the same immediate family are an additional \$5.00, up to a max per day of \$25.00 per family. After-Care is a program that runs from 3:15PM to 5:30PM. At 3:15PM, a student that has not been picked up by his/her parents is automatically entered into the After-Care program. There are not exceptions to this rule.

Graduation:

To be eligible for the titles of Valedictorian or Salutatorian, transfer students must also fulfill the requirement of completing 19 credits at Elmwood Baptist Academy.

BIBLICAL PRINCIPLES

Bible study is recognized here as fundamentally important. It augments the study of Math, English, History, Geography, Social Studies, and Science. Without knowledge of biblical truths a student cannot be considered educated.

The Bible gives direction for life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as “The Book of Books.” It has been said that a simple one word definition of education is “life.” A person is not ready for life until they are ready for death. The Bible, God’s Word, shows that the source of all life is Jesus Christ. Therefore, the source of all education is Jesus Christ.

“In regards to this great Book (the Bible), I have but to say it is the best gift God has given to man. All the good the Savior gave to the world was communicated through this Book. But for it we could not know right from wrong. All things most desirable for man’s welfare, here and hereafter, are found portrayed in it.” ~ Abraham Lincoln

Character development is the most important work of a school. No other course offered in the church school affords the opportunities for laying the foundation for Christian character. We teach sixty (60) character traits to each student every year.

Elmwood Baptist Academy uses the biblically based A-Beka and School of Tomorrow curriculums, which include Scripture memory passages and are designed to draw students to a deeper relationship with God and Jesus Christ—each designed to help students develop moral character, a sense of accountability, and wisdom in their lives.

Standards of personal conduct, school policies, and curriculum continue to build each student’s sense of responsibility and integrity.

All Scripture quotations and passages are taken from the King James Version Bible.

PARENTAL INVOLVEMENT

Parent orientation, meetings, and conferences promote a good understanding between parents or guardians and the faculty/administration of this school. **ATTENDANCE IS MANDATORY.** Every parent is required to participate in these informative and helpful programs.

Volunteer work around the school benefits not only the school but also the parent’s understanding of the ministry. Please feel free to contact the school office if you are interested in volunteering in any capacity within your child’s classroom. All parents are welcome and encouraged to help within their child’s classroom, with parties, field trips, and other special events. Prior permission from the school office is required to assist within the classroom on regular days of school.

We strongly encourage active parental participation. Parents must be in dress code to attend. Please contact the office for information concerning the dress code policy.

For safety purposes we have a “locked door” policy. Because of this we require anyone needing to enter the school building for any reason during school hours (8:00-3:00) to come through the church main office first.

Please **DO NOT** go directly to the classroom, as this interrupts the teaching and you will not be admitted in the classroom.

Visitors need to obtain a pass from the office before entering the Learning Center.

ADMISSIONS PROCEDURE

1. At least one parent/guardian must view a video presentation at school for all 4th-12th level students.
2. At least one parent/guardian must visit the Academy.
3. Parents and students must read this handbook thoroughly.
4. Parent(s)/Guardian(s) must call the school office to request an interview (both parent/guardian and pupil) with the principal.
5. Application and all enrollment forms, including immunizations, birth certificate and a medical history form must be completed in full and submitted to the school office at the time of the interview accompanied by registration fee and previous report card, where applicable.
6. Parents must have their pastor to complete the pastoral recommendation and have the pastor submit the recommendation to the academy. This is applicable to children ten (10) years and older.
7. All students ten (10) and older are required to write a short essay on why they want to attend the school.
8. All parents/guardians are required to submit a short essay on why they believe it is God's will that their child be educated at Elmwood Baptist Academy.
9. Parents will be notified of acceptance in writing and via phone.
10. Parent Orientation must be attended by at least one parent/guardian.
11. High School students desiring to enter the 11th level will be accepted by special consideration from the administration. 12th level students will not be permitted to enroll unless they are transferring from an A.C.E. school.

MODEL RELEASE

Photos and videos captured during school hours or at school-sponsored events may be used in official school publications and on the school's website without the need for written authorization.

PARENT ORIENTATION

Prior to the start of each new school year, Elmwood Baptist Academy will hold a Parent Orientation night. This night will consist of a meeting with the administrator of the academy in an assembly style meeting. The policies, rules, objectives and more will be discussed this night.

It is mandatory that at least one parent or guardian be present for the Parent Orientation. Failure to be in attendance for the entire meeting will result in your child not attending the academy until a meeting can be established with the principal or administrator of the academy.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled three (3) times during the academic year. They are scheduled for the first Friday after the end of each quarter. The parent/teacher conferences are required to be attended by at least one parent/guardian.

During these conferences, parent(s)/guardian(s) will be updated as to the behavior of their child(ren) as well as the work each child has accomplished with any goals established for him/her.

If a conference cannot be attended in person, a phone conference may be made at the discretion of the teacher and administration.

STANDARDS OF CONDUCT

Students of this school are EXPECTED TO REFRAIN from talking about or engaging in cheating, swearing, sexual conversations, gambling, rock music, dancing, vulgar and obscene gestures, vandalism, non-Christ like language, inappropriate physical contact, and worldly pursuits. Students who participate in such activities are subject to suspension and possible expulsion.

Students are expected to act in an orderly and respectful manner, being hospitable and friendly, and maintaining biblical standards of courtesy, behavior, cheerfulness, kindness, language, morality, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

“Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.” Ephesians 4:29

“Neither filthiness, nor foolish talking, nor jesting, which are not convenient: but rather giving thanks.” Ephesians 5:4

Any Student observing questionable activities or overhearing conversations which are contrary to the policies of this academy should immediately discuss the matter with a supervisor. THIS IS NOT TATTLING. “It has been said all it takes for evil to triumph is for good men to do nothing. **“... To him that knoweth to do good, and doeth it not, to him it is sin.” James 4:17**

CHAPEL SERVICES

A weekly chapel service is held every week for 1th-12th level students. This chapel service illustrates to the students the importance of Christian education and how it relates to the ministry of the church. Local and visiting pastors as well as staff pastors preach the Word of God during chapel services.

Students must bring their King James Version Bible, a notebook, and blue pen to all chapel services, and special meetings.

SCRIPTURE MEMORIZATION

The Word of God taught daily in each classroom as well as Scripture memorization is required at Elmwood Baptist Academy. The Bible enhances the study of other subjects such as English, history and the sciences. No other book can enrich the mind and heart or better prepare one for an effective life as can the “Book of Books”. It was Patrick Henry who said, “The Bible is worth all other books which have ever been printed.”

Lord Tennyson stated, “Bible reading is an education in itself.” The teaching of the Bible is what sets Elmwood Baptist Academy apart from other schools.

This Christian School has the privilege of using this important tool in the work of character building which is perhaps the most necessary task of a Christian school. It far exceeds all other courses offered at Elmwood Baptist Academy in laying sure foundations of moral and spiritual values.

It is a **requirement** that each student memorize the assigned weekly and monthly scripture passages. To be a recipient of the scripture memorization award, the assignments must be completed within the assigned time. If a student is failing Bible class and/or if a student refuses to memorize the weekly scripture memorization passages, such student will be placed on probation, which will require a meeting with the parents to discuss such student’s possible future at the Academy. There is absolutely no purpose to have a child enrolled in a Christian academy, such as Elmwood, if the Bible is not important to the parents and student.

ATTENDANCE

The school days are Monday through Thursday from 8:00 A.M. until 3:00 P.M. Students are not to arrive before 7:45 A.M., or stay later than 3:15 P.M. After 3:15 P.M., the students remaining on campus will enter into the Academy After-School Care program and will be charged for all related fees.

Regular attendance is absolutely essential to successful school work. Absenteeism causes hardships for everyone involved; therefore, we require each parent to do your best to avoid unnecessary absences. (Also refer to “Truancy.”) Faithful class attendance is vital for a student’s success. If a student is absent, we request that the parent call the School before 10:00 A.M.

If your child will be absent from school, please notify the school by telephone, (303) 659-3818. When a student returns to school after an absence, a written excuse signed by a parent/guardian must be presented to the teacher/supervisor. The absence will be considered unexcused if the written note is not given to the teacher/supervisor or if the absence does not qualify as an “excused” absence, see below for more information.

If the absence is foreseeable, a note should be sent in advance. Doctor, dental, music and other appointments are to be scheduled after, not during non-school hours. When a student returns to school after an absence, he must have a written note from a parent stating an excuse that conforms to the **legal reasons** for absences as listed below. In the event a student has an extended illness, however, he must obtain permission from a physician in order to return to school.

If a student returns to school and inadvertently forgets his absence note, he will be asked to call his parent, who, in turn, will call the school secretary to confirm the legality of the excuse. Upon such confirmation, the student then will be permitted to return to class. However, the student must bring a note written by his parent the next day.

When a student cannot arrange a medical, dental, or similar appointment during non-school hours, he must obtain an excuse from the doctor’s office. If a student must miss the entire school day due to an appointment, please be sure that the receptionist indicates such extended absence on the excuse. If possible, regular appointments should be made at different times during the school day so that a student does not miss the same class period each time.

The following table represented EBAs protocol concerning absences.

TYPE OF ABSENCES	ACTION TAKEN
Excused Absences	Parents may call attendance line up to 5 times per period to excuse a student. Pre-arranged absences can only be excused using one or more of the 5 parent call-ins.
Unexcused Absences	Students receive no credit for class work missed due to a UA or Tardy. Parent is responsible for excusing the absence within 48 hours.
Tardies	Tardies include arriving to school later than 8AM; Arriving to opening assembly later than 8AM; Arriving to an individual class late. See teacher for exceptions.
3rd Unexcused Absence	Parents will be contacted by the school office.
6th Unexcused Absence	Parents will be contacted by the school office.
10 Days of Absences	Student is considered truant and letter sent home. Student will be placed on probation, a meeting with parents will be conducted, and the student may be expelled.

Student Responsibilities:

SCHOOL IS YOUR JOB.

YOUR GRADES ARE YOUR PAYCHECK.

YOUR DIPLOMA IS YOUR FUTURE.

AT EBA, ATTENDANCE AND PARTICIPATION ARE EXPECTED.

Attend all of your classes, on time, every day. Not attending class will negatively affect your grade.

You must read and understand each teacher's expectations.

If you know you will be absent ahead of time, see your teacher(s).

If absent from class, you are responsible for the learning.

You are expected to talk to your teacher immediately upon return to class to discuss the work you missed.

If you are not able to pass your class, consult your teacher and/or counselor for other options.

Student Support Network:

TYPE OF ABSENCES	ACTION TAKEN
Parent	<p>Maintain current/up-to-date household contact information.</p> <p>Ensure your child arrives to school on time, ready to learn.</p> <p>Actively check his/her attendance and grades regularly.</p> <p>Call the attendance office within 24 hours to excuse all absences.</p> <p>Promptly contact staff to resolve any attendance issues.</p> <p>Attend all meetings that are set to discuss/resolve attendance issues.</p> <p>Make every effort to schedule doctor and personal appointments outside school hours.</p>
Teacher	<p>Take and record attendance accurately and promptly.</p> <p>Maintain a clear plan of events and due dates in your classes.</p> <p>Provide a learning environment that is conducive to student attendance.</p> <p>Check student absences regularly to determine status.</p>
Administration	<p>Check student absences regularly to determine status.</p> <p>Facilitate attendance issues with all parties.</p> <p>Attend all meetings that are set to discuss/resolve attendance issues.</p> <p>Assist students with optional means of obtaining credit.</p> <p>Communicate with parents and teachers regarding chronic absences.</p> <p>Send phone calls and letters home.</p>

The only legal reasons constituting an “excused” absence according to state law are the following:

1. Illness of the student

2. Bereavement
3. Dental, medical, or optical appointments
4. Religious holy days
5. Court appearances
6. Authorized school functions

Listed below are some illegal excuses for non-attendance:

1. To take music or other lessons
2. To run errands for parents
3. To carry or deliver newspapers
4. To entertain friends/family members
5. To help care for children
6. To help someone ill
7. To work at a job
8. To assist with housework
9. Lack of proper clothing
10. Lack of transportation

Note: Although missing school for one of the above reasons is considered unexcused, a student will not receive an academic penalty if he has a note from a parent; however, a student is permitted to have only five “unexcused absences – no penalty” per semester. i.e. A five day absence for an unexcused reason will be 5 unexcused absences. The sixth absence during a semester will become an “unexcused absence - with penalty.” *The penalties can be found in the Truancy area on the following pages.*

Excessive absences will inhibit the student’s progress. If after evaluation by the administration, the absences are determined to be unnecessary, the student will be considered truant.

Because of the curriculum used at Elmwood Baptist Academy, attendance is vital to the complete education. Failure to attend school will result in a student’s failure to complete the entire prescribed course of study for a given year. If a student has more than ten unexcused absences (10) in a given quarter, the administration reserves the right to withdraw the student from the Academy.

ATTENDANCE ON EBA ATHLETIC GAME DAYS

Student athletes who are absent from school on a game day will not be permitted to participate in that game, as attendance is required in order to participate in an athletic function. Student athletes are required to attend all games and practices unless they have an emergency or are too ill to participate; in the latter case, a doctor’s note must be provided. Any athlete who accrues three unexcused absences will lose their position on the team.

TARDINESS

Punctuality is a character trait that we desire for each of our students. Habitual tardiness, much like frequent absenteeism, is detrimental to a student’s academic progress. Consistent tardiness is also harmful to a student’s character development.

Students who arrive after 8:00 a.m. will be marked tardy on their attendance slip by the supervisor. Continued tardiness will necessitate a conference with the parent(s)/guardian(s) and the principal, possibly leading to revocation of student privileges. Every third (3rd) tardy will count as an unexcused absence.

The doors are locked at 8:05 AM every school day. Students 1st grade and above must stop by the office to obtain permission to go to the classroom. Teachers and supervisors will not open the door for safety and security purposes.

TRUANCY

Truancy is an absence without the knowledge and consent of parent(s)/guardian(s) and/or school staff. This includes, but is not limited to, leaving school without permission before the end of the school day, or staying out of scheduled class or activity without permission. Such action will not be tolerated.

1. First truancy: Student will be required to pay a \$25.00 administrative fee, meet with administrator, and have parents notified verbally or by written communication in addition to a three (3) day suspension.
2. Second truancy: Student will be required to pay a \$50.00 administrative fee, and meet with the administrator in addition to a three (3) day suspension.
3. Third truancy: Student will have a conference with the school administrator and at such time may be expelled from school.

Elmwood Baptist Academy reserve the right to contact a state truancy officer for any truancy related infractions.

UNIVERSITY PREPARATION

Many parents realize the importance of having their sons and daughters in a Christian atmosphere until the child has reached the junior-high age. It is the opinion of many, however, that there is no more crucial time in the life of a boy or girl than the years spent in grades seven through twelve.

Social and character improvement is a vital element in the Elmwood Christian educational program, which seeks to combat the laxity of morals and self-discipline prevalent in today's society. We believe this improvement can be accomplished through emphasizing the scriptural principles of doing right, finishing the job, respecting people and property, as well as many other truths that are revealed in the Bible.

When the student has the Lord as the foundation of his life, he can better appreciate and comprehend the world of knowledge that surrounds him. At Elmwood Baptist Academy, he is taught by teachers who have the Lord as their foundation. They can, therefore, effectively communicate God's truth as it is found in our curriculum.

Elmwood Baptist Academy offers a sports program to help develop students physically as well as train them using biblical principles of teamwork, diligence, hard work, determination, etc.

Elmwood Baptist Academy provides a counselor who is able to meet with both students and parents regarding graduation requirements and college admissions. The Senior Learning Center Supervisor and the Principal monitor students in grades 9-12 and suggests courses for transcript remediation and enhancement. They provide guidance regarding a student's choice of college and communicates scholarship and financial aid information to parents and students.

As each year passes, you will see the advantages of having your child at Elmwood Baptist Academy. With

all that the Academy offers, a student can acquire the academic and extracurricular edge that he needs in the competitive, college admissions process. Acquiring this advantage can best take place in a school where the entire administration and faculty are dedicated to the intellectual, spiritual, and social growth of each student.

CLOSED CAMPUS

Elmwood Baptist Academy has a closed campus policy. Students are not allowed off the campus during normal school hours, 8:00 A.M.-3:00 P.M., with the exception of field trips and other sponsored activities. Permission may be granted to parent(s)/guardian(s) desiring to take their student off campus for medical appointments, student illness, and a pre-arranged lunch or family vacation.

Please contact the school office to make arrangements regarding removing a student from campus prior to the end of school any given day. Parent(s)/Guardian(s) must first go to the school office to have the student released once prior arrangements have been made. The student will be sent to the office to meet the parent/guardian so as to minimize disruption in the classroom.

Our Early Enrichment center classrooms have a sign-out sheet. Parents/Guardians must sign-out their child every day after school. A child will not be released to anyone not authorized in writing by the parents/guardians to pick up the student. A form is available from the school office and will be available during Parent Orientation.

Once a student arrives on campus, he is not to leave without permission for any reason. If he must leave, he must first provide written parental permission and be signed out by a regular School secretary in the School Attendance Office before leaving the campus. Of course, if a student is late upon returning to School, tardy slips or demerits may be given. Although a student may bring a note from a parent after he has returned to School, he still will be subject to demerits for leaving the property without proper permission.

Additionally, EBA does not permit students to walk home without written permission on file. Students may obtain a "Release to Walk Home" form from the administration office. Regardless of whether a student has permission to walk home or not, students are not allowed to walk off campus to different locations other than their homes. These locations include, but are not limited to, McDonald's, Taco Bell, Burger King, 7-Eleven, Subway, etc. These policies are for the safety of your children.

Any student leaving the property without permission will be immediately suspended until such time as the parents and Administrator meet to discuss the child's future. IMPORTANT—At no time is a student to be picked up by anyone other than parents, guardians, or other persons authorized to do so on the information card.

EBA cannot be liable for the safety of students who leave the property in an unauthorized fashion.

CHRISTIAN AMERICANISM

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

Pledge of Allegiance to the American Flag

I pledge allegiance to the flag of the United States of America,
And to the Republic for which it stands, one nation under God,
Indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag

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

Pledge of Allegiance to the Bible

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

E-MAIL ADDRESS REQUIRED

Because important information is communicated to parents through paperless correspondence, EBA requires that all families have at least one parent e-mail address on file. Parents must check their e-mail regularly for updates and memos from the School.

SOCIAL NETWORKING

All students with any form of social networking account (i.e. Facebook, MySpace, Instagram, Twitter, Pintrest, etc.) are required to “friend,” “follow,” or using any other terminology make their social networking account open to the Administration and teaching staff of EBA. If it is discovered that a student has any form of social networking account and has failed to notify the Administration and teaching staff, such student will have one opportunity to correct the error. Failure to do so may result in the immediate removal/expulsion of such student.

Posting of any “inappropriate” comments, pictures, suggestions, etc. is a violation of school rules and policies. Such student will receive a minimum 30 minute detention. Such “inappropriate” comments, pictures, suggestions, etc. may lead to suspension or expulsion.

GENERAL SCHOOL RULES

Undoubtedly, there are extenuating circumstances to almost every policy or rule. Recognizing that someone must be in a position to rule whenever there is such an exception, the administration of the school reserves the right to have the final authority on exceptions to any rule or policy. Any exception to the policy for one family or one situation will not be considered an exception to policy for all.

1. There is to be respect for the authority of the administration, faculty, and staff. (This includes all teachers and staff members and applies to any school related event.)
2. Proper and kind speech is expected. Vulgarity, profanity, swearing, belittling, and lying shall have no place at Elmwood. (This includes words that refer to taking God's name in vain.)
3. Chewing gum is not permitted at any time while on school grounds or during a school function. *Candy, food, or drinks are only allowed in designated areas.
4. There is to be absolutely no talking or getting out of your seat during any form of instructional time by

a teacher or staff member. Talking seems like such a small problem; however, it becomes major when it takes place while a teacher is attempting to instruct a class. At that point, it is direct disobedience, disrespect, and defiance of authority. In essence, the student is telling the teacher, “I don’t need to listen to anything you say.” This is obviously a very serious offense.

5. There are times in class when talking in groups, getting out of a seat, or carrying on a private conversation is permitted. These times are determined by the teacher and not the student. Students are expected to sit up during instructional times. Students are permitted to converse between classes and at lunch time. Use these times for socialization.
6. Uncontrolled actions or words that demonstrate a lack of self-restraint are always out of order. Things such as rough housing, wrestling, jumping, yelling, throwing things, passing notes, writing on or defacing school property, or running in the hallways are examples of uncontrolled actions.
7. Certain areas of our building are off limits to students. Specific directions will be given at the beginning of school concerning these areas. Teachers’ desks and personal property, kitchens, janitor’s closet, nurseries, or offices are areas that are generally off limits. This includes other students’ desks as well.
8. Radios, tapes, CD players, MP3 players, tablets, and any other electronic devices are not allowed to be in the possession of students while at school or on activities unless previous arrangements have been made between staff and parents.
9. The possession and use of cell phones or smartwatches by students are strictly forbidden on school property during regular school hours. If a student is found with a cell phone or smartwatch during this time, it will be considered a violation of the school policy, and the teacher or school administration will confiscate the device.
10. Students are not to show physical affection in any form at school or during school-related activities. Conversation centering on the topic of sex is not appropriate at the academy. Private or personal notes are not to be written nor passed during class time.
11. Stealing or cheating will result in immediate disciplinary action.
12. Our most important rule is that students maintain a Christ-like attitude at all times. Students must maintain a good witness while away from campus if Elmwood is to present a good reputation in the community. Behavior of any kind that may damage this testimony or the testimony of the individual while at or away from the school shall be subject to disciplinary action.
13. Magazines, books, newspapers or any other printed or electronic material is not permitted, unless previous express written permission has been given by the Administrator of the Academy.
14. Other age appropriate rules may be enforced by the administration and teachers of the academy as needed.
15. Student lockers are assigned by the administration every year. A student’s locker may be searched at any time, without prior notice being given to the student, during the school year.

DRESS CODE

School of Tomorrow has promoted uniforms and/or a dress code for students using School of Tomorrow curriculum for many years. It is amazing that educators and even politicians nationwide are now saying some of the very things we have been saying about the value of uniforms or a dress code.

Each student's appearance should be such that Christ would be pleased and honored. It is vital that each student wholeheartedly support the dress standards. No immodest dress is allowed. Clothing is immodest if, by its style, cut, coloration, or fit, hinders others from looking at your face. Some fads violate God's warning to keep male and female dress distinctly different. (Deuteronomy. 22:5) School dress code items are to be worn all week for academic work, for official school functions, on or off-campus. PLEASE, No outdated, dirty, wrinkled, or ragged clothing. The Bible only lays out three general principles for our dress.

(1) Modesty is essential. (2) Offending others is a sin. (3) We need to dress in a way that honors and glorifies God and avoids the appearance of something evil.

These principles work wonderfully; however, problems arise when opinions differ as to what is modest, offends, or is honoring to God. Therefore, the following guidelines have been researched and determined as good, safe regulations on how our students should dress.

The following guidelines will be enforced...

K-4 THROUGH 12TH LEVEL BOYS:

- **Pants:**
 - Navy Blue, Black, Dark Grey or Khaki dress pants in good condition. A solid black or brown belt must be worn with pants. All belt buckles must be approved through the office.
- **Shirt:**
 - Collared, loose-fitting, two to four-button, solid color polo shirt of any color. Small activewear logos (Nike/Adidas/Under Armour...) and Elmwood Baptist Church or Academy logos will be permitted on the polo shirts. Solid, button up shirts with a tie can be worn in place of the polo is desired.
 - Shirt must be buttoned up excluding the top button at all times.
 - No undershirt or undergarment can be revealed in anyway, excluding turtle-necks and long-sleeve shirts.
 - Sleeve length should be no shorter than 4 inches from the shoulder.
- **Hair: The purpose of this policy is to promote conservative styles and professional appearance.**
 - Hair is to be cut and neatly groomed at all times.
 - Long hair that comes down over or touches the ears or collar will not be permitted.
 - Hair is not to fall down over the eyebrows or eyes.
 - Hair is not to exceed 1 1/2 inches above the scalp.
 - Haircuts should be tapered.
 - No trendish cuts, such as bowl cut, Mohawks, "fauxhawks, spiked hair" etc. are permissible.

K-4 AND K-5 CLASSROOMS ONLY:

- Dress shoes and belts are not required. Athletic shoes, casual shoes, or boots are permitted to be worn in the classroom.

1ST-12TH GRADE:

- **Shoes:**
 - Dress shoes or boots that are a solid, conservative (black/brown/blue/grey/white) color, made of a material that can be polished, must be worn in the classroom. Boys' shoes that reflect a feminine style and heel will not be permitted.
 - No athletic shoes or casual shoes (cloth or non-polishable) will be permitted to be worn in the classroom.
 - Athletic shoes may be worn to outside on breaks and during P.E. only.
 - No shoes with any tears or rips are to be worn.
 - Shoes must be neat and polished.
- **General Rules:**
 - No faded, dirty, wrinkled, or unprofessional clothing may be worn at any time.
 - No pullover jackets are permitted to be worn during school hours, within the school building.
 - No jewelry (necklace, bracelet, earrings) or apparel that might suggest a feminine appearance may be worn.
 - Hair is to be cut and neatly groomed at all times.
 - Long hair that comes down over or touches the ears or collar will not be permitted.
 - Hair is not to fall down over the eyebrows or eyes.
 - Hair is not to exceed 1 1/2 inches in length.
 - Haircuts should be tapered.
 - No trendish cuts, such as bowl cut, Mohawks, "fauxhawks, spiked hair" etc. are permissible.
 - Boys are not to wear sunglasses, hats, or caps in the school /church buildings.
 - No facial hair (13 years old or 8th grade) or sideburns
 - Backpacks must not promote any movies, music groups, actors, teen or adult icons or other worldly influential items. All backpacks must fit inside the locker.
 - Lunch boxes or pails must not promote any movies, music groups, actors, teen or adult icons or other worldly influential items.

BOY'S P.E. UNIFORM (4TH-12TH LEVEL):

- Solid grey T-shirt
- Loose-fitting black or grey sweat pants or athletic pants.
- White ankle socks
- Non-marking athletic shoes

K-4 THROUGH 12TH LEVEL GIRLS:

- **Skirt/Dress:**
 - A modest, loose-fitting skirt (no culottes), the length needs to be to mid-calf, slits must not go above the knee.
 - No denim material is permitted. No jean skirts of any sort.
 - Loose-fitting jumpers may be worn in lieu of a skirt.
 - Leggings worn under skirts must be one solid color and must be full length or not be seen under skirt.
- **Shirt:**
 - Collared, loose-fitting, two to four-button, solid color polo shirt of any color. Small activewear logos (Nike/Adidas/Under Armour...) and Elmwood Baptist Church or Academy logos will be permitted on the polo shirts.
 - Shirt must be buttoned up excluding the top button at all times.
 - No undershirt or undergarment can be revealed in anyway, excluding turtle-necks and long-sleeve shirts.
 - For girls in 7th-12th grades, sleeve length should be no shorter than 4 inches from the shoulder.
 - T-shirts, form-fitting clothing, see-through shirts, and dresses or skirts with slits above the bottom of the knee are not allowed.
 - Shirts that reveal in any way, including revealing the outline of, any undergarment are not permitted.

K-4 AND K-5 CLASSROOMS:

- Dress shoes are not required. Athletic shoes or casual shoes are permitted to be worn in the classroom.

1ST-12TH GRADE:

- **Shoes:**
 - Dress shoes or boots that are a solid, conservative (black/brown/blue/grey/white) color, made of a material that can be polished, must be worn in the classroom. Boys' shoes that reflect a feminine style and heel will not be permitted.
 - No athletic shoes or casual shoes will be permitted to be worn.
 - Athletic shoes may be worn to P.E. only.
 - Sandals, or open-toed shoes, of any type, are not permitted to be worn at school, during school hours.
 - No casual shoes, such as Vans, Converse, or other brands may be worn.
 - No shoes with any tears or rips are to be worn.
 - Shoes must be neat and polished.
- **Makeup and Jewelry:**
 - No excessive amount of make-up.
 - Makeup must be lightly applied and must match the natural skin tone.

- No bright colors of any makeup may be worn as this draws attention to oneself and not to God.
- No makeup may be worn by any student under the age of 14 years old.
- Only one earring is permitted in each ear on the lobe of the ear. No dangling earrings, or earrings in locations that are outside of the lobe.
- **General Rules:**
 - No faded, dirty, wrinkled, or unprofessional clothing may be worn at any time.
 - No pullover jackets, or sweatshirts are permitted.
 - Hairstyles are to be such as is becoming to a Christian girl. All hair colors and styles must be natural, no streaking or unnatural colors will be permitted. Hair should not hang over the face.
 - Hair is not to fall down over the eyebrows or eyes and be neat and clean.
 - Backpacks and jackets must not promote any movies, music groups, actors, teen or adult icons or other worldly influential items. Backpacks must fit inside the locker.
 - Lunch boxes or pails must not promote any movies, music groups, actors, teen or adult icons or other worldly influential items.
 - No hats or caps are to be worn inside the building at anytime.

GIRL'S P.E. UNIFORM (4TH-12TH LEVEL)

- Solid grey T-shirt
- Loose-fitting black or grey sweat pants or athletic pants.
- White ankle socks
- Non-marking athletic shoes

PRESCHOOL (2-3 YRS) BOYS

- Any color casual pants that are in good condition.
- Sweatpants, jeans, windbreaker pants, pajama pants or shorts are not permitted.
- Collared, loose-fitting, two to four-button, polo shirt of any color.
- Shirt must be buttoned up excluding the top button at all times.
- Solid colored jackets and coats with no logos or emblems may be worn in the classroom.
- No pullover jackets are permitted.
- Dress shoes or solid black, brown, or navy blue casual shoes as well as athletic shoes may be worn in the classroom. Boys' shoes that reflect a feminine style and heel will not be permitted. No boots are permitted to be worn in the classrooms.
- No jewelry (necklace, bracelet, earrings) or apparel that might suggest a feminine appearance may be worn.
- Hair is to be cut and neatly groomed at all times.
- Long hair that comes down over the ears or collar will not be permitted.
- Hair is not to fall down over the eyebrows or eyes.

- Haircuts should be tapered.
 - No trendish cuts, such as bowl cut, Mohawks, “fauxhawks,” etc. are permissible.
- **Please bring an extra set of school dress code clothing for the teacher to keep on hand in the event of any accident at school.***

PRESCHOOL (2-3 YRS) GIRLS

- A modest, loose-fitting skirt (no culottes), the length needs to be to mid-calf. Jumpers that extend to mid-calf are acceptable.
- Collared, loose-fitting, two to four-button, polo shirt of any color(s).
- Shirt must be buttoned up excluding the top button at all times.
- Dresses that cover the shoulders and cover the entire shoulder as well as below the knees can be used in place of the polo shirt.
- Dress shoes or solid black, brown, or navy blue casual shoes as well as athletic shoes maybe worn in the classroom.
- No open-toed shoes or sandals may be worn.
- No makeup may be worn at anytime.
- Only one earring is permitted in the lobe of each ear. No dangling earrings, studs only.
- Hairstyles are to be such as is becoming to a Christian girl. All hair colors and styles must be natural, no streaking or unnatural colors will be permitted. Hair should not hang over the face.
- Hair is not to fall down over the eyebrows or eyes.
- Parents, your child will be wearing a dress or a skirt, please have them wear shorts that are not visible underneath, or full length leggings or tights.

*****Please bring an extra set of school dress code clothing for the teacher to keep on hand in the event of any accident at school.***

DRESS CODE VIOLATIONS

Teachers will note violations of dress code standards with a demerit (see demerit system explained in detail) and provide counsel as necessary for students. Students in our Early Enrichment Program will have a note sent home for the parents regarding the dress code violation. Obvious violations of the dress code may necessitate that a student remain in the school office until the parent(s)/guardian(s) bring a change of clothing or the student in violation will be sent home to correct the situation until the dress code is met. Any resulting absences will be unexcused. Areas of subjectivity are left to the discretion of the supervisors and administration.

The administration of Elmwood Baptist Academy has the right to deem clothing unacceptable. If a student comes to school wearing unacceptable clothing, the student will be required to go home. The student will not be permitted back on campus until he/she is wearing proper attire.

Summary: The dress code is presented in detail so that our school families will have a clear understanding

of the standards agreed to when students are enrolled in the academy. The standards are not meant to be divisive or depict a pseudo-righteousness. The school does not impose rules for students outside of school, rather the school recognizes parental authority and depends on parents to support the dress code by checking their children before school each day.

DISCIPLINE

Elmwood Baptist Academy is not a reform school or corrective institution; consequently, we ask that a child not be enrolled with the idea that he will be reformed. We are here to work with the home, but NOT to take the place of parents who have experienced difficulty in fulfilling their roles.

All new students are admitted on probation for the first six weeks.

The student must at all times conduct himself or herself in a manner becoming a lady or gentleman. **Gripping is not tolerated!**

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

1. Support the administration and call the school for all the facts.
2. Realize the school has reasons for all rules and that they are enforced without partiality.
3. Realize that your child's reporting is emotionally biased and may not include all the information.
4. Realize that you may be biased to your child and need to talk to the administration.

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

High school students in particular (because of their influence on younger children) are trained to adhere to the academy's philosophy and biblically based program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, listening to secular music, public dancing, swearing, viewing or discussing pornographic items, any sexual activity, and other questionable, unbiblical practices.

In our Early Enrichment classrooms we have implemented a system of color coded cards to enforce the rules and regulations of the academy. Each student begins the day on a "Blue" card. If a student is involved in actions against the school rules, a card will be pulled for each offense. This promotes student understanding of the rules and correct behavior. Once a child receives a "red" card, the parent(s)/guardians(s) will be spoken to regarding their child's behavior.

Examples of actions worthy of Cards:

- Complaining, arguing, disrespect
- Marking or defacing school property (parents of offenders will be held responsible for damaged property).
- Throwing rocks or other dangerous objects is not tolerated. This attitude is unbecoming of a Christian.
- Failure to do work on time.
- Passing notes on school property
- Dress Code Violation

- Chewing gum or candy at desk
- Using foul language
- Lying, cheating, stealing
- Disrespect for teacher or other students
- Disobedience
- Playing rough (wrestling, kicking, hitting, or playing in anyway that can harm or potentially harm another student or one's self)

Card pulling is not limited to the above actions only. The staff of EBA have full liberty to pull cards as they deem necessary.

CORRECTIVE MEASURES FOR UNACCEPTABLE CONDUCT

When a student receives or has received numerous demerits in a week, parent(s)/guardians(s) will be informed by a phone call from the teacher and a written disciplinary notice will be sent home.

If the student's behavior and actions have not been corrected after the first phone conference, a second conference will be scheduled with the parent(s)/guardians(s), student, teacher, and principal. During the conference, a time frame to correct the behavior will be established.

If the behavior is not corrected within the given time frame, the administration will proceed with further disciplinary actions, as deemed necessary, including but not limited to suspension and possible expulsion from the academy.

Three suspensions within an academic year will warrant automatic expulsion from the academy. The judgment of the administration will be final and binding.

CORRECTION, DEMERIT, DETENTION AND SUSPENSION SYSTEM

We strive to train up young boys and girls to have strong biblical character and values when they become adults. A part of this education requires the understanding of consequences. There are consequences, both good and bad, for every action or lack of action. The following lists the negative consequences for inappropriate actions.

When minor rules are broken by a student that student receives a verbal or written warning by the teacher/supervisor. Once a child receives three (3) warnings in a day for any minor rule breaking that student will receive a demerit. A teacher or supervisor will correct and guide a student to learn the correct/appropriate actions prior to issuing demerits.

A demerit will be issued whenever a student does something against the rules of the academy, after being informed of the correct rule and correct action. A demerit is a corrective action notifying the parents of the infraction. A demerit slip is not optional for any parent to sign as the infraction has occurred and the discipline has been issued. If parents are confused about the infraction, a meeting with the teacher to resolve the confusion is needed. The parents must work with the academy to correct the situation. Mark 3:25, "And if a house be divided against itself, that house cannot stand."

If a student earns a demerit, a "Demerit Slip" will be sent home with the student to let the parent know of the situation. This "Demerit Slip" is to be signed by the parents and returned the following day. If the demerit slip

is not signed by the parents and/or not returned the following day, the student will receive an additional demerit and another demerit slip will be sent home. Parents do not have the option of not signing the Demerit Slip. An infraction of the rules has been established by the Teacher/Supervisor and the discipline via the demerit will be carried out.

Examples of actions worthy of demerits are as listed on the following pages. This list is not complete, but lists many of the possible offenses worthy of demerits. Demerits are not solely limited to the listed actions. The staff of EBA has full liberty to issue demerits as they deem necessary for violations of the school rules, whether such violation are written or verbally spoken.

Elmwood Baptist Academy believes that every person should be held accountable for their actions, whether good or bad. The following is the policy on disciplinary actions for demerits issued in one calendar week.

- **3 demerits**—Child loses break time for one day; 30 minute detention to be served the day of the 3rd demerit.
- **4 demerits**—Child loses break time for one day; 30 minute detention to be served the day of the 4th demerit.
- **6 demerits**—Child loses break time for two days; 60 minute detention to be served.
- **10 demerits**—1 day suspension from school. Once a student earns 10 total demerits in a week, the student will be suspended from school the following day.

Once a detention has been served the demerits that were earned to receive the detention do not continue to accumulate throughout the week. For example, if a student receives three demerits on Monday, the detention is served Monday. If the same student receives a 4th demerit on Tuesday, after serving the detention on Monday, this counts as one demerit concerning detentions. This only applies to demerits and detentions not suspensions.

Detentions are only a corrective measure for 4th level students through 12 level students. Detentions are served in a Learning Center and at a student’s office. The student is required to work on PACE work during the entire detention. A \$10.00 fee per detention will be required and will be billed to the parents.

Parents must pick up their child immediately following the detention. If the student is not picked up at the end of the detention, the student will be required to go to After-Care and the parents will be responsible for all After-Care fees.

During the period of suspension, the student is required to complete all daily goals, a suspension is not a break from school, just the disciplinary action of removing the child from the classroom.

Detentions are mandatory and if a student earns a detention the detention will be served that day. No other arrangements or accommodations will be made. Refusal to abide by this policy will result in the immediate expulsion of the student.

OFFENSE	CONSEQUENCE
Turning around in office	1 warning
Lack of participation (in any/all activities)	1 warning
Any unwarranted disturbance (in the building)	1 warning
Chair not pushed in	1 warning
Out of seat without permission	1 warning
Goal not set or unauthorized change	1 warning
Messy office	1 warning

OFFENSE	CONSEQUENCE
Goal chart not posted	1 warning
Talking without permission	1 warning
Leaning back in chair (i.e. 4 legs of chair not on the ground)	1 warning
Incomplete office supplies	1 warning
Flag left up	1 warning
Eating in off limit areas	1 warning
Minor scoring violation	1 warning
Chewing gum	1 warning
2nd Minor scoring violation	1 demerit
Running inside the building	1 demerit
Not having a notebook or pen for notes in Chapel	1 demerit
Doodling in notebook during chapel	1 demerit
Off limits (cars, side of building, sitting on stairs inside or outside)	1 demerit
Writing on FLAGS (*Note: It is against the law.)	1 demerit
Writing or passing notes	1 demerit
PACES left at home (per subject)	1 demerit per subject
6" inch rule violation	1 demerit
Teasing or calling names	1 demerit/first offense
Numerous minor scoring violations after correction	Parent conference 2nd offense
Incomplete uniform	1 demerit
Unsuitable personal property (knife, matches, etc.)	1 demerit; possible suspension
Failure to return or bring homework slip, detention slip or notice of being absent	1 demerit
Incomplete/Inappropriate dress code	1 demerit
More than one day's work left un-scored	1 demerit
Lying	1 demerit
Having a pencil at the scoring table	1 demerit
Disrespect to students or supervisor	1 demerit
Defiance (challenge, answering back)	1 demerit
Incomplete P.E. Outfit	1 demerit
Taking Check-ups or Self Tests without permission and supervisor's initials	1 demerit
Not having a King James Version Bible	1 demerit
Talking at the testing table	1 demerit
Homework slip not signed	1 demerit
Damaging property	1 demerit
Defacing PACES	1 demerit
Talking at testing table	1 demerit, Repeat PACE
Cheating	2 demerits, Repeat PACE
Asking another staff member permission after refusal already stated	2 demerits
Throwing any object	3 demerits
Incomplete homework	3 demerits
Major scoring violation	3 demerits, Repeat PACE, \$10.00 fee

OFFENSE	CONSEQUENCE
2nd time	Parent Conference, Repeat PACE, \$10.00 fee
3rd time	1 day suspension, Repeat PACE, \$10.00 fee
Fighting	1 day Suspension
Inappropriate language or gestures	1 day Suspension
Any repeated offenses after warning has been given	Parental Conference, 1 demerit
Excessive demerits	Parental Conference

UNACCEPTABLE CONDUCT WHICH RESULTS IN CORRECTIVE ACTION

The paramount rule is “*do right; do not disturb.*” Demerit marks are given for disturbances or broken rules on the Goal Check Report, which is designed for quick assessment.

This provides a reminder for the monitor at goal check time the following day. If the Demerit Slip is not signed by the parent, the work is incomplete or the form is not brought back to school, another Demerit will be earned by the student and an additional Demerit Slip will be sent home.

If not corrected at this point then action will be turned over to the discretion of the Administration. The monitor should not have to request a demerit slip to be turned over.

SUSPENSION AND EXPULSION

In certain situations where demerits and other courses of discipline are deemed ineffective and/or in which certain rules requiring a higher level of discipline are broken; the administration holds the authority, when the circumstances, behavior, or actions of the student are beyond that of normal correction to exercise suspension(s) and ultimately expulsion from the Academy. Students that have been expelled may apply the following year in event of an academic expulsion. All other expulsions are final. Demerits and detentions are restarted after every suspension.

In such cases, a conference will be conducted immediately with the principal, parent(s)/guardians(s) and offending student. During the conference, all parties will discuss the situation and the administration will determine the disciplinary course of action. The determination of the administration will be final and binding.

WITHDRAWALS

All withdrawals from school must go through the office. Parents may withdraw a student for any reason after giving a seven (7) day notice. The school also retains the right, for any reason, to ask student(s) to withdraw. This provision is separate from the Academy’s disciplinary policies concerning demerits, suspensions and expulsions.

When a child is withdrawn from school, either by the parents or guardian, or at the request of the school administration, the following policies shall govern that withdrawal:

REGISTRATION FEES obligate the school to hold a place in the Academy for the student. These fees are non-refundable and are charged each year for new and returning students. These fees cover the school’s costs

for paperwork, PACE orders, staff interviews, and record updates and changes. This fee is non-refundable in full or in part whether the student fails to complete enrollment or withdraws before the start or end of the school year. Registration fees are not a part of the monthly tuition cost.

TUITION is charged on a monthly basis. Please see the financial policy for the requirements for a possible refund of advance tuition payments.

TRANSCRIPTS will not be released until all books are returned and all bills paid in full. The administration reserves the right to make exceptions to this policy on an individual basis.

MEDICAL GUIDELINES

No staff member will be allowed to administer any medication without authorization in writing by a physician. The medication must be properly labeled. If the academy does not receive written authorization, it will be necessary for a parent(s)/guardians(s) to stop by and personally administer the medication. All medication must be kept and administered at the school office, except in case of emergency (i.e. Epi-pen, inhaler, etc.).

It will be necessary to bring your student's health reports as stated above to the office prior to the first day of school. No child may be admitted to class until this is completed as required by law.

No over-the-counter medication (i.e. Tylenol, aspirin, cough medicine, etc.) will be administered by the staff or administration.

Teachers cannot be held responsible for carrying out these duties.

SICK POLICY, ILLNESS OR INCAPACITY

Under no circumstances may a parent bring a sick child to school, if the child shows any signs of illness see (SYMPTOMS REQUIRING REMOVING OF CHILD FROM SCHOOL), or is unable to participate in the normal routine and regular day school day.

Sick children will expose all children and staff members with whom they come in contact. These people can in turn expose the other children. If other children become ill due to exposure to your sick child, either because he/she was returned to school before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up. In the event a child complains about not feeling well during the school day, the parent will be contacted.

If a parent, legal guardian, or emergency contact cannot be reached, professional care may be sought, and an injured or ill student may be transported via ambulance to the hospital to receive appropriate medical attention.

If for some important reason, a student is not able to participate in regular school activities, the Academy must be notified in writing by a physician of the nature of his incapacity and the probable length of its duration.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM SCHOOL

- Fever: Fever is defined as having a temperature of 100.4°F or higher taken under the arm, 101°F taken orally (a child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

COMMUNICABLE DISEASES

Upon having the following diseases or conditions listed by the Department of Health Services, a student must have written consent from either a physician or the Health Department to return to School:

Head Lice	Chickenpox
Ringworm	Colds
Hepatitis	German Measles
Salmonellosis	Influenza
Measles	Pneumonia
Scarlet Fever	Skin diseases: Scabies, Impetigo
Mumps	Tuberculosis
Streptococcal sore throat	Pinworms
Conjunctivitis “Pink Eye”	Whooping Cough

REQUIREMENT TO REPORT SUSPECTED CHILD ABUSE

Colorado law requires that any child care custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Reasonable Suspicion “occurs when “it is objectively reasonable for a person to entertain such a suspicion, when based upon the facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse.”

HEALTH FORMS AND CERTIFICATE OF IMMUNIZATION

Colorado School Entry Immunizations Law {CRS 1998, 25-4} requires that all children have proof of immunization or exemption prior to school enrollment or a health card signed by parents if exemption is needed.

PHYSICAL EDUCATION

Students, 1st through 12th level are required to participate in Physical Education. 1st-3rd level students participate on campus during non-inclement weather seasons. 4th-12th level students may go to nearby city parks and recreation areas with their supervisors and Physical Education coaches.

Students with physical disabilities which in any way hinder them from any activity, need a written doctor's excuse in order to validate an absence from P.E. If the problem is only temporary (one to two weeks) an excuse from home will be sufficient.

Students may be required at the discretion of the Supervisor to stay in their classrooms and do school work during P.E. This will be done only if absolutely necessary, and will not be a common practice.

PROPERTY SEARCHES

The school staff and/or Pastor, with probable cause, has the right to search any student's automobile, backpack, purse, pocket, lunch box, locker, desk, or person. This will always be performed within the guidelines of Christian modesty.

STUDENT RELATIONSHIPS

Elmwood Baptist Academy does not promote or encourage any relationship, beyond that of friendship, between students. We do encourage wholesome friendships between boys and girls. However, improper conduct such as hand-holding, kissing, or any bodily contact is not acceptable at anytime while at school, church services, or any related functions.

Failure to uphold this policy is grounds for immediate expulsion from the academy.

FINANCIAL INFORMATION

Tuition Rates: The tuition rates are set by the administration each year. Elmwood Baptist Academy's annual budget is dependent upon student tuition and gifts for operating expenses. All contributions to Elmwood Baptist Church and Academy are tax deductible. Tuition payments are not tax-deductible.

Refunds: No refunds of tuition payments, even if paid in advance, will be issued for any student that is expelled from the academy. No refunds of tuition payments will be issued for the month a student withdraws from the academy. For example, if a student withdraws from the academy on March 5th, no refund will be issued for the March tuition.

- If the full-year tuition has been paid in advance, a partial refund may be given for any months that the student will not be enrolled in the academy based upon the following criteria:

- From the first day of school, an 80% refund will be given until the end of the first month.
- From the beginning of the second month of school until the end of the first quarter, a 50% refund will be given.
- From the beginning of the second quarter until the end of the second quarter, a 25% refund will be given.
- After the end of the second quarter, no refund will be given for any pre-paid tuition and fees.

ADDITIONAL FEES

The student (if 18 years of age or older) and/or parent/guardian will be held financially responsible for all damaged or broken property belonging to or located on the premises of Elmwood Baptist Church or Academy.

Unpaid balances will be assessed a 5% late fee on the 10th of each month. If unpaid balances are not paid by the 15th of the month, the student will be considered withdrawn, unless prior arrangements have been approved through the principal's office.

After-Care: After-Care fees are \$10.00 per day per child regardless of the amount of time spent in the After-Care program. Additional children in the same immediate family are an additional \$5.00, up to a max per day of \$25.00 per family. After-Care is a program that runs from 3:15PM to 5:30PM. At 3:15PM, a student that has not been picked up by his/her parents is automatically entered into the After-Care program. There are not exceptions to this rule.

If a student is not picked up from After-Care by 5:30PM, the parents will be charged \$1.00 per minute per child until the parents arrive.

If a child has not been picked up by 6:00PM, the proper authorities will be called.

Reissued PACEs: When a student fails a test, the PACE is reissued at an additional cost of \$5.00 per PACE. However, if the student fails a test due to cheating/scoring violations, the fee is increased to \$10.00 per PACE.

Music: As a part of the overall music program of Elmwood Baptist Academy, uniforms are required to be purchased. The cost of these uniforms will be set at the beginning of each year.

Other Fees: If a student damages any school property, whether it is malicious or accidental, the parents are responsible for the damages and will be billed for such damages. This includes damages to the students office, chair, classroom furniture and any other property.

Detention: Detention fees are \$10.00 for each 30 minute increment.

School Supplies: A student's school supplies listed in the Supply List each year are required to be purchased before the first day of school, or for late enrollments, by the first day a student attends the Academy.

Returned Checks: All returned checks will be assessed a fee of \$30.00.

Athletics: An athletic fee will be charged for every athletic sport that a student participates in (fees may vary).

Graduation Fee: A \$75.00 fee will be charged to all graduation seniors. The fee is used to purchase the cap and gown, diploma and diploma cover.

COLLECTION COSTS

The parent(s)/guardian(s) of a student will be held liable for all collection costs, including necessary legal fees, involved in collecting delinquent accounts. Parent(s)/Guardian(s) are required to list their social security numbers on the application. The collection costs will be added to the final invoice referred to the outside collection agency.

RE-ADMISSION

During the month of March, all currently enrolled students may enroll for the upcoming Fall term on a first come, first serve basis.

Students who return to Elmwood Baptist Academy will be reviewed on the basis of behavioral and academic progress. Students who are not re-admitted to Elmwood Baptist Academy will be notified in writing. Students may not be re-admitted to the Academy for consistent low grades, lack of interest, violation of rules, inappropriate behavior, low Christian standards, outstanding financial obligations, failing Bible class grade, etc.

Returning students who have had physical problems in the past must have a Medical History Report filled out by a physician and submitted to the school office upon registration.

STANDARDIZED TESTING

Students at Elmwood Baptist Academy in grades K5-12 will take the Iowa Assessments, with the exception of seniors, who will take the ACT in their final year.

DIAGNOSTIC TESTING

This is an instrument used to identify a child's academic achievement level in relation to PACE's. (Diagnostic tests are available for Math, English, and Word Building). Regardless of previous credit earned from other schools, new students entering into the 4th-12th level learning centers are required to take the Diagnostic Tests. We do not have a program at any level for students who do not speak, read, or write English. Therefore, we do not admit such students in the Academy without prior approval from administration.

INCLEMENT WEATHER

Elmwood Baptist Academy's goal regarding possible weather closures is the safety of all students and family members. Therefore, we reserve the right to cancel or delay the beginning of school for inclement weather, if the administration deems it will be hazardous to traverse the roads.

If Public Schools close because of bad weather conditions, Elmwood Baptist Academy will close at the same time. School closing announcements will be made by a transmitted phone call to the phone numbers submitted on the Admission Application by all parent(s)/guardian(s). If additional numbers need to be called, please inform the office. Please keep all phone numbers, e-mail addresses, and other contact information updated and current with the school office throughout the school year.

COMPUTERS

Computers are a way of life; therefore, all students are given opportunity to learn how to use computers, starting as early as first grade. Each high school graduate is expected to be computer literate. Students are required to provide their own computer discs for academic work.

Every student is given computer time each week to enhance computer proficiency. Programs, such as ReadMaster, WordBuilder, MathBuilder, TypeMaster, and other programs are designed to enhance the student's overall academic performance. These programs are used daily in each classroom.

TRANSCRIPTS

In an effort to better serve our students and protect their privacy, EBA has implemented the following procedure concerning these requests:

1. Elmwood Baptist Academy sends official transcripts ONLY to properly certified educational institutions.
2. EBA DOES NOT issue official transcripts to parents or students. A request for transcripts must be received in writing.
3. The student must sign all requests. A parent may sign if the student is under the age of 18 years.
4. All background check and employment verification companies are required to provide a release executed by the student along with a written request (this may be the company's own form if all pertinent information is provided). No verbal verifications will be given.
5. Faxes are accepted if the request is complete and fully executed.
6. Transcripts may not be picked up. All documents will be mailed and/or faxed.
7. EBA will issue transcripts within 2 weeks of receiving such requests.

LEARNING CENTER/CLASSROOM PROCEDURES

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

All students should keep "hands off" other students: - "six-inch rule," "no back talk," and no "monkey business."

The following areas are off-limits without supervision:

- Other students' offices
- Learning Center Control Station and files
- Computer and related equipment and materials
- Learning Center when staff is not in attendance
- Automobiles and parking area
- Teacher's desk and files
- Teacher's computer
- Auditorium/Sanctuary
- Pastor's, Principal's, Secretary's office or upstairs staff areas

- Other classrooms without permission by their immediate supervisor or administration.
- Storage areas
- Resource rooms
- Kitchen
- Bookstore
- Telephone, except in cases of emergency with permission
- Any part of the church facilities not normally used for school

Lunch Procedures:

- Eat only at assigned area.
- Put trash in wastebaskets.
- Clean off table.
- Go to P.E. or recreational area after receiving permission to be dismissed.

Student Bulletin Boards/Desks/Lockers:

- Only “positive” approved items are allowed.
- Student work spaces are assigned and changed only by a supervisor. They must be cared for by the student.
- Anything to be placed in the office must be approved by the supervisor.
- Students are not to lean or sit on office or divider.
- Electrical outlets are for approved school equipment only.
- The Goal Card is to be kept up to date; use a blue pen in setting goals. Goal Card is placed on the student office bulletin board.
- A Progress Chart is also placed on the student office bulletin board. No marks are to be made on it. (A fee of \$5.00 is charged for a duplicate.)

Telephone Use: The school telephone is reserved for official school business and emergencies. Students desiring to place emergency calls must have their supervisor’s permission.

PACEs: A PACE is a “Packet of Accelerated Christian Education.” In simple terms it is one chapter of a subject. A student is given a PACE in each core subject and must complete and master the subject material before the next PACE is issued. PACEs are private property and are not to be shared amongst students.

Work in PACEs is done in pencil only. A student is not allowed to write in PACEs with pen, except for score boxes, which will be marked with a “RED” pen after the student has scored the work.

Calculators are permitted in the Learning Center only at the Supervisor’s discretion. Calculators may only be used by Senior Learning Center students. Calculators may not be used out of school unless previously approved by the teacher.

Goal Card: The student should keep his Goal Card posted on his bulletin board. The student should cross off with a single diagonal line daily goals in blue ink when they have been scored and corrected. Students are not permitted to deface or scribble on the goal card.

Score Station and Laws of Scoring:

Score keys are to be handled carefully.

Score each time you reach a score strip and at the end of your goals in any given subject for the day.

When an answer does not exactly match the Score Key, place a RED X beside the number or letter of the activity in question. If you think your answer is correct but it does not match the Score Key, mark it with a RED X and continue scoring until all work in the section has been scored.

Replace the red pen and Score Key; then return to your office.

Find the correct answer in the text and replace the incorrect answer with the correct answer. If you think your answer is correct, raise your Christian flag and discuss your answer with your supervisor.

Remember to “CROSS REFERENCE.”

Once all incorrect answers have been corrected, raise your American flag for permission to rescore.

If the new answer is correct, place a RED CIRCLE around the RED X and proceed to the next RED X.

When you have scored and rescored all complete work up to a score strip and marked the score strip appropriately (see next page for instructions on score strips), you may proceed to the next section.

Replace Score Key in proper place.

Note: ALL Check-ups and Self Tests must have a score in RED at the top of the page or in the space provided. Even if no space is provided, a score in RED must be placed somewhere near the top of the page.

Learning Center Flag Etiquette:

A flag (the Christian flag) should be raised for supervisor guidance and academic difficulties.

The American flag is to be raised for monitor assistance and non-academic activities (check out reference books, tape player, use rest room, sharpen pencil, etc.).

AMERICAN FLAG	CHRISTIAN FLAG
• Short Answer	• Help with subject or lesson
• Scoring Permission	• “Supervisor’s Score” Strips
• Sign up for memory work	• Memorization Assignments
• Resource Books or Dictionary	• Goal Card Adjustments
• “Yes” or “No” Questions	• “Long” or “Detailed” Questions
	• “Read to Supervisor” Assignments
	• Supervisor Initials (Check-Ups and Self-Tests)

Test Table:

After the PACE is completed, restudied, and turned in, the Test is issued the following school morning. Tests are administered at the testing table.

The supervisor will call the student to the test table in the morning and pray with the student prior to taking the test.

Students are not permitted to talk at the testing table. Talking at the testing table will result in the test being taken away. A failed score will result and the PACE will be reissued at a cost of \$5.00.

Once the student has completed the test, they will raise their right hand and wait quietly for the for supervisor to come to the test table and obtain the test. The supervisor will review the test to make sure the student has done his or her best. The student will then return to his or her office and continue working in the other subjects.

CROSS REFERENCING

To cross reference a missed question in the PACE, find the correct answer in the text and underline the entire statement in pencil. Place the missed question number by the beginning of the underlined text; then place the page number of the underlined text to the left of the missed question.

Cross Referencing Reference Sheet

If you get an answer wrong you MUST cross reference.

How?

After you score your PACE you will have a red “x” for incorrect answers.

- Return to your office
- Look at your first incorrect answer
- Go back to the page where you learned the answer or rule for this problem and locate your answer
- Underline the rule or answer using your pencil and write the page number and problem number of the incorrect answer next to it (*see example below*)
- Keep your place and return to the wrong answer
- Correct your answer and write the page number and paragraph number of where you found your answer next to the problem number (*see example below*)
- Repeat as needed for each incorrect answer
- Put an “x” in pencil in box marked correct mistakes, if applicable
- Rescore your page(s). Circle corrected answers by circling the red “x”
- If all answers are now correct on the page, circle the page number with a red pen and mark rescored boxes with a red “x”.
- Repeat as needed for each page
- If all answers are not correct, repeat above steps removing all incorrect page, paragraph and problem numbers and replacing with the correct references

<p>Use quotation marks at the beginning and the end of a person’s exact words in a sentence.</p> <p>p.17 #4 Always use a comma after Yes or No when found at the beginning of a sentence.</p> <p>p.17 #1 Use a comma to separate the name of a city and state in a sentence. Also use a comma after the name of a state or country in a middle of a sentence.</p> <p>Use a question mark (?) at the end of sentences that ask a question.</p> <p style="text-align: center;">16</p>	<p>Add the correct punctuation to the following sentences:</p> <p>p.16 ¶ 2 X You were born in Denver, Colorado, during a snow storm.</p> <p>2. No, I am not going today.</p> <p>p.16 ¶ 3 X I said, “Hello”</p> <p>¶ 3 X Yes, I would love some.</p> <p>5. Where is Brighton, Colorado?</p> <p>6. “Thank you.” said the teacher, “I love surprises.”</p> <p style="text-align: center;">X Score X Correct Mistakes X Re-Score</p> <p style="text-align: right;">17</p>
--	--

UNDERSTAND: By circling a page number with a red pen, you are saying that you have read and completed this page, scored this page, and all answers are now correct and cross referenced on this page.

LOCKERS

Students are expected to keep the inside of their lockers neat and clean at all times. Under NO circumstances are students allowed to share or change lockers with another student or give out their locker combination to other students; they should not be used as safes, and the School will not be responsible for lost money or valuables.

Students must use the lock and combination on the locker assigned to them. No personal locks may be used. All lockers are the property of EBA and are subject to search without notice at any time as deemed necessary by the Administration. EBA cannot be responsible for stolen items that were not locked in a locker.

EXTRA-CURRICULAR ACTIVITIES AND CHURCH-RELATED ACTIVITIES

Every student who participates in an extra-curricular activity must be picked up within 15 minutes of the conclusion of that activity. Even if your child will be staying for an evening church service, he must be picked up immediately after his practice or game concludes.

ATHLETICS, REGIONAL AND INTERNATIONAL STUDENT CONVENTION, CACS FINE ARTS COMPETITION, CHOIR AND OTHER FINE ARTS ACTIVITIES

Participating in sports at EBA is a privilege, not a right. Students who participate in athletic activities do so voluntarily. In order to try out and participate in athletics, choir, or other extra-curricular activities the student must be enrolled and meet the following requirements:

1. The student must have a passing grade in Bible.
2. The student must memorize the monthly Scripture memory verses.
3. The student must be on Academic Balance.
4. The student must agree with the following statement:

“I have been and will be loyal to Elmwood Baptist Academy, and I will not criticize the Administration, teachers, policies, or rules.”

In addition to the required physical exam, students with known medical conditions may also be required to receive a consent from their attending physician.

FINE ARTS

Elmwood Baptist Academy strongly believes in Fine Arts in order to develop the whole of a child. However, every child is different and enjoys different levels of fine arts activities. Therefore, EBA has established networks with other companies in order to best benefit each student. These companies work in conjunction with EBA to provide an overall experience that meets and exceeds all state standards. For more information about available programs, please contact the Academy office.

CHOIR

Choir is open to students who meet the following qualifications:

1. Students in the Junior and Senior Learning Centers
2. Successful audition
3. Academic Balance

REGIONAL AND INTERNATIONAL STUDENT CONVENTION

Elmwood Baptist Academy participates in the A.C.E. Student Regional Convention (RSC) with other Christian Schools. We are excited about this opportunity to compete on a multi-state level. All events are open for competition. Many of the events are for competitions that the Academy does not directly assist. Students will need to work on these activities outside of normal school hours.

We have learned that the sooner a student decides in which events he/she will be participating, the sooner he/she will be able to begin working on the events. There is no time for delay. In fact the Summer months are great for completing many of the extra events, such as, painting, woodworking, web design, PowerPoint, music, short-story writing, etc.

Each student participating must complete the entire application and submit the application with a \$50.00 non-refundable deposit. The remaining balance will be billed to the family account with the tuition and fees. You will see it as a separate line item on your bill. The fees for the convention do not include any uniform fees. The application will list each event in which the student desires to participate.

Once we have received and reviewed the application, the event guidelines will be given to the student for all of the events in which they will be competing. Throughout the year, we will work with the student to stay on track with certain deadlines and criteria.

Requirements for competition are as follows:

1. All participants must be 13 years of age or older by December 31st of the school year.
2. All students must be on Academic balance for each quarter preceding the Convention.
3. If a student is behind the average grade level, the student must be making progress toward catching up.
4. All students must have a passing grade in Bible and have said every weekly memory verse.
5. Students must not have been suspended from school for any reason during the school year.
6. Each student must be present at all training practices.
7. A student may enter numerous nonperformance events, as approved by his/her parents. (Nonperformance events are events that only require the participant to submit his/her entry.)
8. A contestant may enter any eight performance events with exceptions noted below. (Performance events are events that require the participant to compete during the actual Convention; that is, all athletic events, speech and drama, Bible Memory, and so on.)
9. All music selections will be chosen with the guidance of Pastor and Mrs. Knutsen. No exceptions.
10. The fees, which are set by the Administration at the beginning of the school year, must be paid prior to March 1st.

11. For all platform competitions and team events, including athletic events, a uniform must be worn. The uniform must be purchased by the student in addition to other fees.

12. Exceptions and Clarifications:

- Each student may enter only three elimination events. (Elimination events are Basketball, Volleyball, Table Tennis, Tennis, Chess, Checkers, and PACE Bowl.) Those who participate in any two of these events may enter only two other performance events that involve four or more contestants.
- Each contestant may enter no more than three athletic events.
- A student may not participate in two identical events (that is, two male duets, and so on).
- Each contestant must be present the entire Convention and must attend all scheduled rallies.

Parents desiring to attend with their child may do so, but will need to make their own accommodations for the convention.

If you have any questions, please contact the school administrator.

CHARACTER TRAITS

The 60 character traits seen in Jesus Christ, the world's foremost example of how man ought to live, are included in the PACEs and taught throughout the year in other subjects. These character traits are used throughout each level of the curriculum. They are presented in poems, songs, in role-modeling character strips, and in activities. In each PACE, the student is required to memorize a Bible verse that teaches the corresponding character quality.

AVAILABLE

Description: Scheduling my priorities to fit the desires of others.

Verse: And as Jesus passed forth from thence, he saw a man, named Matthew, sitting at the receipt of custom: and he [Jesus] saith unto him, Follow me. And he arose, and followed him.

Matthew 9:9

COMMITTED

Description: Giving the control of my life to the Lord.

Verse: Commit thy way unto the LORD; trust also in him; and he shall bring it to pass. Psalm 37:5

COMPASSIONATE

Description: Giving whatever is necessary to meet another's needs without expecting anything in return.

Verse: Finally, be ye all of one mind, having compassion one of another, love as brethren, be pitiful, be courteous. 1 Peter 3:8

CONCERNED

Description: Bearing another's burdens with great affection and admiration.

Verse: Bear ye one another's burdens, and so fulfil the law of Christ. Galatians 6:2

CONFIDENT

Description: Having assurance that whatever I say or do will benefit me and others.

Verse: I can do all things through Christ which strengtheneth me. Philippians 4:13

CONSIDERATE

Description: Thoughtful of others and of their feelings.

Look [consider] not every man on his own things [interest], but every man also on the things of others. Philippians 2:4

CONSISTENT

Description: Not wavering from God's principles.

Verse: Therefore, my beloved brethren, be ye stedfast [constant], unmoveable, always abounding in the work of the Lord, forasmuch as ye know that your labour is not in vain in the Lord. I Corinthians 15:58

CONTENT

Description: Understanding and accepting that God has provided everything I need for adjusting to circumstances around me.

Verse: Not that I speak in respect of want: for I have learned, in whatsoever state I am, therewith to be content. Philippians 4:11

COOPERATIVE

Description: Working or dwelling in unity with others.

Verse: Behold, how good and how pleasant it is for brethren to dwell together in unity! Psalm 133:1

COURAGEOUS

Description: Demonstrating that God is with me, giving strength and firmness of character, enabling me to endure any trial or danger.

Verse: Be strong and of a good courage, fear not, nor be afraid of them: for the LORD thy God, he it is that doth go with thee; he will not fail thee, nor forsake thee. Deuteronomy 31:6

CREATIVE

Description: Meeting a need or a chore from a different point of view.

Verse: 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. Romans 12:2

DECISIVE

Description: Making all decisions based on the perfect will of God.

Verse: And if it seem evil unto you to serve the LORD, choose you this day whom ye will serve; whether the gods which your fathers served that were on the other side of the flood, or the gods of the Amorites, in whose land ye dwell: but as for me and my house, we will serve the LORD. Joshua 24:15

DEFERENT

Description: Controlling my privileges and preferences in order not to offend those God has called me to serve (putting their wishes or opinions before mine).

Verse: Even as I please all men in all things, not seeking mine own profit, but the profit of many, that they may be saved. 1 Corinthians 10:33

DEPENDABLE

Description: Being worthy of trust by doing what I said I would do, even if it means self-denial.

Verse: O Timothy, keep that which is committed to thy trust, avoiding profane and vain babblings and oppositions of science falsely so called. 1 Timothy 6:20

DETERMINED

Description: Purposing to accomplish God's best regardless of the opposition.

Verse: For I determined not to know any thing among you, save Jesus Christ, and him crucified. 1 Corinthians 2:2

DILIGENT

Description: Seeing a chore (work) as a special assignment from the Lord and doing everything to complete it.

Verse: And whatsoever ye do, do it heartily, as to the Lord, and not unto men. Colossians 3:23

DISCERNING

Description: Having the insight and sympathetic understanding into a difficult situation and being able to make an accurate judgment.

Verse: And they shall teach my people the difference between the holy and profane, and cause them to discern between the unclean and the clean. Ezekiel 44:23

DISCREET

Description: Forming sound opinions and giving serious attention and thought to what one is doing, especially to details.

Verse: A good man sheweth favour, and lendeth: he will guide his affairs with discretion. Psalm 112:5

EFFICIENT

Description: Accomplishing the greatest productivity by preparing myself and my environment.

Verse: Redeeming the time, because the days are evil. Ephesians 5:16

EQUITABLE

Description: Showing justice and impartiality to persons and programs according to God's law.

Verse: To receive the instruction of wisdom, justice, and judgment, and equity. Proverbs 1:3

FAIR

Description: Seeing a situation from the viewpoint of each person involved.

Verse: Therefore all things whatsoever ye would that men should do to you, do ye even so to them: for this is the law and the prophets. Matthew 7:12

FAITHFUL

Description: Manifesting a true spirit to a person to whom one is bound by a promise, a pledge, honor, or love.

Verse: Moreover it is required in stewards, that a man be found faithful. 1 Corinthians 4:2

FEARLESS

Description: Facing danger with a spirit of determination, for God gives us the spirit of power.

Verse: For God hath not given us the spirit of fear; but of power, and of love, and of a sound mind.
2 Timothy 1:7

FLEXIBLE

Description: Surrendering or yielding affections to God, not to earthly things that can be changed by others.

Verse: Set your affection on things above, not on things on the earth. Colossians 3:2

FORGIVING

Description: Overlooking another's faults by means of expressing to him Christ's love (responding as if there were no faults)

Verse: Forbearing one another, and forgiving one another, if any man have a quarrel against any: even as Christ forgave you, so also do ye. Colossians 3:13

FRIENDLY

Description: Extending my life to a friendship by receiving a person with the attitude: What is God doing in his life? How can I help?

Verse: A man that hath friends must shew himself friendly: and there is a friend that sticketh closer than a brother. Proverbs 18:24

GENEROUS

Description: Using all I have to glorify God because it all belongs to Him.

Verse: I have shewed you all things, how that so laboring ye ought to support the weak, and to remember the words of the Lord Jesus, how he said, It is more blessed to give than to receive. Acts 20:35

GENTLE

Description: Responding tenderheartedly to the needs of others

Verse: And the servant of the Lord must not strive; but be gentle unto all men, apt to teach, patient. 2 Timothy 2:24

HONEST

Description: Dealing righteously, showing what is right and proper to the Lord and others

Verse: Providing for honest things, not only in the sight of the Lord, but also in the sight of men. 2 Corinthians 8:21

HUMBLE

Description: Recognizing my weakness and showing awareness, as a little child, that God and others are responsible for the accomplishments in my life.

Verse: Likewise, ye younger, submit yourselves unto the elder. Yea, all of you be subject one to another, and be clothed with humility: for God resisteth the proud, and giveth grace to the humble. Humble yourselves therefore under the mighty hand of God, that he may exalt you in due time. 1 Peter 5:5-6

JOYFUL

Description: Speaking to myself in psalms and hymns and spiritual songs, singing and making melody in my heart to the Lord as a result of being in agreement with God and others (shows on the countenance).

Verse: Speaking to yourselves in psalms and hymns and spiritual songs, singing and making melody in your heart to the Lord. Ephesians 5:19

KIND

Description: Showing a genuine, harmonious attitude toward others.

Verse: And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you. Ephesians 4:32

LOYAL

Description: Confirming my commitment to a person or cause in time of adversity.

Verse: Greater love hath no man than this, that a man lay down his life for his friends. John 15:13

MEEK

Description: Yielding everything to God, including the results and thought for self.

Verse: Who is a wise man and endued with knowledge among you? Let him shew out of a good conversation his works with meekness of wisdom. James 3:13

MERCIFUL

Description: Having, feeling, and showing more kindness than justice requires.

Verse: Be ye therefore merciful, as your Father also is merciful. Luke 6:36

OBSERVANT

Description: Foreseeing and responding correctly and alertly to any situation.

Verse: Watch ye and pray, lest ye enter into temptation. The spirit truly is ready, but the flesh is weak. Mark 14:38

OPTIMISTIC

Description: Meditating upon the most hopeful aspects of any situation.

Verse: But if we hope for that we see not, then do we with patience wait for it. Romans 8:25

PATIENT

Description: Accepting a difficult situation with calm endurance without complaining or losing self-control.

Verse: Wherefore seeing we also are compassed about with so great a cloud of witnesses, let us lay aside every weight, and the sin which doth so easily beset us, and let us run with patience the race that is set before us. Hebrews 12:1

PEACEFUL

Description: Yielding self to the Lord for His control, for “He is our peace” (the inner quietness, freedom from disturbance of strife, absence of excitement or confusion)

Verse: These things I have spoken to you, that in me ye might have peace. In the world ye shall have tribulation: but be of good cheer; I have overcome the world. John 16:33

PERSEVERANT

Description: Withstanding stress (the attacks of time and circumstance) to accomplish God’s best.

Verse: And let us not be weary in well doing: for in due season we shall reap, if we faint not. Galatians 6:9

PERSUASIVE

Description: Motivating and directing others to see issues from God’s point of view.

Verse: In meekness instructing those that oppose themselves; if God peradventure will give them repentance to the acknowledging of the truth. 2 Timothy 2:25

PRUDENT

Description: Seeing what is likely to happen and giving careful thought in acting and planning.

Verse: The simple believeth every word: but the prudent man looketh well to his going. Proverbs 14:15

PUNCTUAL

Description: Showing respect for God’s timing as well as other people’s time by being on time or quick to act when a request is made.

Verse: To every thing there is a season, and a time to every purpose under the heaven. Ecclesiastes 3:1

PURPOSEFUL

Description: Resolving to accomplish a long-range goal and allowing this goal to determine my daily progress.

Verse: Blessed are they that keep his testimonies, and that seek him with the whole heart. Psalm 119:2

RESOURCEFUL

Description: Capable and ready to undertake projects that others would overlook or discard.

Verse: And that ye study to be quiet, and to do your own business, and to work with your own hands, as we commanded you. 1 Thessalonians 4:11

RESPECTFUL

Description: A feeling of deep respect and honor mixed with wonder, awe, and love for the person that God is using in my life to produce the character of Christ in me.

Verse: And we beseech you, brethren, to know them which labour among you, and are over you in the Lord, and admonish you; And to esteem them very highly in love for their work's sake. And be at peace among yourselves. 1 Thessalonians 5:12-13

RESPONSIBLE

Description: Knowing and doing what is expected of me without superior authority; trustworthy; dependable; reliable; accountable.

Verse: So then every one of us shall give account of himself to God. Romans 14:12

SECURE

Description: Building my everyday life on eternal things which cannot fail or be lost.

Verse: And thou shalt be secure, because there is hope; yea, thou shalt dig about thee, and thou shalt take thy rest in safety. Job 11:18

SELF-CONTROLLED

Description: Ruling my own spirit; instant obedience to the Holy Spirit.

Verse: Abstain from all appearance of evil. 1 Thessalonians 5:22

SINCERE

Description: Desiring to do what is right with pure motives.

Verse: Now therefore fear the LORD, and serve him in sincerity and in truth: and put away the gods which your fathers served on the other side of the flood, and in Egypt; and serve ye the LORD. Joshua 24:14

SUBMISSIVE

Description: An inward attitude of yielding to the authority of another.

Verse: Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you. Hebrews 13:17

TACTFUL

Description: Saying and doing the right things (discreet), to avoid undesirable consequences in dealing with people.

Verse: Let your speech be always with grace, seasoned with salt, that ye may know how ye ought to answer every man. Colossians 4:6

TEMPERATE

Description: Not being extreme in any way, especially with regard to appetites.

Verse: Teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly, in this present world. Titus 2:12

THOROUGH

Description: Knowing what will reduce the effectiveness of my work if neglected, but doing all that should be done to complete it.

Verse: Whatsoever thy hand findeth to do, do it with thy might; for there is no work, nor device, nor knowledge, nor wisdom, in the grave, whither thou goest. Ecclesiastes 9:10

THRIFTY

Description: The prudent managing of resources, work, and the regular putting aside of savings.

Verse: Behold, my servant shall deal prudently, he shall be exalted and extolled, and be very high. Isaiah 52:13

Verse: There is treasure to be desired and oil in the dwelling of the wise; but a foolish man spendeth it up. Proverbs 21:20

TOLERANT

Description: Accepting others and willing to endure their beliefs and actions with which I do not agree.

Verse: Let us not therefore judge one another any more: but judge this rather, that no man put a stumblingblock or an occasion to fall in his brother's way. Romans 14:13

TRUTHFUL

Description: Earned trust by accurately stating all known information.

Verse: Wherefore putting away lying, speak every man truth with his neighbor: for we are members one of another. Ephesians 4:25

VIRTUOUS

Description: Conforming to and radiating God's moral principles of purity.

Verse: Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things. Philippians 4:8

INCENTIVE PROGRAMS

EARLY ENRICHMENT CLASSROOMS

Various incentive programs are used in each classroom. Each program is designed to encourage the child to strive to do their best.

Some of the incentives are:

Coins are awarded for various reasons (i.e. memorizing Bible verses and going above and beyond the required expectations) throughout each week.

At the end of each week, each child will be able to pick a prize from the treasure box. The more coins a child has, the greater the treasure.

An incentive chart is used daily. When a child is seen doing what is expected, the child's incentive token is moved closer to the end. Once a child reaches the end of the chart, a special prize is awarded to the child.

REMEMBER: Privileges are incentives designed to promote learning achievement.

4TH-12TH LEVEL CLASSROOMS AND LEARNING CENTERS

Dot Treats: Each day that goals are completed the student will receive a "dot" sticker to place on his/her goals card. Students that complete their goals and work within class time and have no homework for 3 out of the 4 days of school, will receive a special treat the following Monday. Sample treats include, candy bars, ice cream, small toys and trinkets, etc.

100's, 1,000's, 2,500's AND 5,000's CLUB: When students receive a perfect score (100) on a test, they are granted membership into the 100's club. After receiving 10 perfect scores they are granted membership into the 1,000's club. Continuing throughout the year, the more perfect scores a student received, the greater the Club into which the student is granted membership. Membership perks are established by each individual teacher/supervisor for their classroom/learning center.

WEEKLY LEVEL PRIVILEGES: Incentives are given to students when good behavior is exhibited. Incentives are designed to promote a challenge to each student but can be achieved with hard work and diligence. We do not give out incentives or awards, they must be earned. Numerous incentives are received throughout the year. Each level privilege can be earned by any student every week.

The following are privileges awarded to students on a weekly basis as well as on a quarterly basis:

Level "A" Responsibilities: Level privileges can be earned every week for the previous week's actions. Each week this privilege must be re-earned in order to continue with the privilege.

- Complete 3 out of the 4 days of daily goals during school hours (i.e. no homework for 3 days out of the week).
- Maintain academic balance through the year.
- Memorize previous week's Bible selection.
- No more than 1 demerit in that week.

Level “A” Privileges:

- Fifteen minute breaks (students without privileges get ten minutes).
- 20 minutes of free computer time daily at anytime during the day, with permission.
- May read approved literature or listen to inspirational CDs in office after daily goals are completed.
- May engage in approved extracurricular activities in office (i.e. crafts, puzzles, games, inspirational CDs, and computer).

Level “C” Responsibilities: Level privileges can be earned every week for the previous week’s actions. Each week this privilege must be re-earned in order to continue with the privilege.

- Complete 3 out of the 4 days of daily goals during school hours (i.e. no homework for 3 days out of the week).
- Maintain academic balance through the year.
- Memorize previous week’s Bible selection.
- No demerits received for the week.

Level “C” Privileges:

- Fifteen minute breaks (students without privileges get ten minutes).
- 25 minutes of free computer time daily at anytime during the day, with permission.
- May read approved literature or listen to inspirational CDs in office after daily goals are completed.
- May engage in approved extracurricular activities in office (i.e. crafts, puzzles, games, inspirational CDs, and computer).
- May score PACE work without raising flag and receiving permission.
- May be a teacher’s aid, upon approval from your supervisor and the other teacher for up to 30 minutes each day.

Level “E” Responsibilities: Level privileges can be earned every week for the previous week’s actions. Each week this privilege must be re-earned in order to continue with the privilege.

- Complete 4 out of the 4 days of daily goals during school hours (i.e. no homework all week).
- Maintain academic balance through the year.
- Memorize previous week’s Bible selection.
- No demerits received for the week.

Level “E” Privileges:

- Fifteen minute breaks (students without privileges get ten minutes).
- 30 minutes of free computer time daily at anytime during the day, with permission.
- May read approved literature or listen to inspirational CDs in office after daily goals are completed.
- May engage in approved extracurricular activities in office (i.e. crafts, puzzles, games, inspirational CDs, and computer).
- May score PACE work without raising flag and receiving permission.
- May be a teacher’s aid, upon approval from your supervisor and the other teacher for up to 45 minutes each day.

1ST-12TH LEVEL HONOR ROLL

Honor Roll is designed according to Romans 13:7, “Render therefore to all their dues:...honour to whom honour.”

“B” HONOR ROLL

Responsibilities:

- Maintain academic balance for the quarter.
- Maintain an overall “B” average for all classroom subjects.
- Memorize and quote the weekly and monthly scripture selections.

“A” HONOR ROLL

Responsibilities:

- Maintain academic balance for the quarter.
- Maintain an overall “A” average for all classroom subjects.
- Memorize and quote the weekly and monthly scripture selections.

“PRINCIPAL’S” HONOR ROLL

Responsibilities:

- Maintain academic balance for the quarter.
- Maintain an “A” average in every classroom subject.
- Memorize and quote the weekly and monthly scripture selections.
- No unexcused absences or tardies.

1ST-12TH GRADE CONGRATULATIONS! SLIPS

Every time a student passes a test a Congratulations! Slip will be issued showing parent(s)/guardian(s) the achievement of the student. Students in the 4th-12th level Learning Centers also receive a PACE star when a PACE is satisfactorily completed and the PACE test has been passed. Parents have the opportunity to encourage and compliment the student at this time.

PROGRESS REPORTS

The grading system of our school is designed to give parents a true indication of the student’s progress or the lack thereof.

Progress reports are issued for students to present to their parents on the Thursday following each nine week period. The report is to be signed by the parent and returned to the school promptly.

Note: A fee of \$5.00 will be charged for duplicate cards or cards that are not returned.

GRADING

We strive to maintain the highest quality of education. We believe that only the highest quality is honoring to our Lord and Savior Jesus Christ. The following grading system will be followed:

A = 94%-100%

B = 88%-93%

C = 80%-87%

F = 0%-79%

HOMework

The responsibility for scholastic achievement is placed on students. Most students should not need to take academic work home.

The goals set by the student and reviewed by the supervisor usually are no more than the student is capable of completing during the school day. Should the student not meet his goals for that day, he will be required, at the discretion of the supervisor, to complete the work at home or after school in the learning center.

Every attempt will be made to complete the required work within the school day and alleviate the need for homework; however, should the student have homework, a Homework Slip giving the pages to be completed will be stapled to the PACE or worksheet. The slip is to be signed by the parent and returned the following day. Resource books may be taken home at the discretion of the supervisor.

If the homework is not completed, or the homework slip is not signed by the parent, a demerit will be issued to the student. One demerit will be issued for each subject not completed. Nonsense answers used to fill in blanks to appear finished will cause the student to be issued a new PACE for a fee of \$5.00 and have to start over.

When a Homework Slip is issued, it is the student's responsibility to complete the work and have the parent sign the slip, but encouragement from the parents is very helpful. The parents should provide each student with homework a designated area, free from distractions, with enough light, and a reasonable amount of time. TV watching, telephone conversations, etc. should be limited, not only to promote better and more complete work, but to build character. Parental help with homework is encouraged if students don't understand a concept, but parents should insist that the students do the actual work themselves, to maximize their learning.

No Checkups, Self-Tests, or any other Quizzes may be taken outside of the classroom. All such work must be initialed by the supervisor before it may be completed by the student.

GRADUATION REQUIREMENTS

The graduation requirements shown on the following pages are minimums. Course requirements may vary from state to state. A minimum of twenty-two units of credit is required for graduation. A prescribed course of study will be determined through a conference among staff, parents, and student. Transfer students must complete at least seventy-two (72) PACE'S in this school in order to be considered for a diploma. To be eligible for the titles of Valedictorian or Salutatorian, transfer students must also fulfill the requirement of completing 19 credits at Elmwood Baptist Academy.

When academic work is completed, the student is to continue attending school until graduation ceremonies, and is expected to maintain STANDARDS consistent with the school rules.

Elmwood Baptist Academy offers three different courses of study for High School students.

- General Study
- College Preparatory
- Honors

Each option brings with it different challenges and goals. A student must choose carefully and prayerfully before making a decision.

If a ninth-or twelfth-level student fails a required course or is deficient in credits, he may participate in the graduation exercises providing there are no more than two deficient credits. The student will not receive a diploma until all deficiencies are completed. All deficiencies must be completed within six months of the closing of the student’s senior year in order for a student to receive a diploma from Elmwood Baptist Academy.

Each student desiring to graduation must pay the \$75.00 graduation fee. This fee includes the cost of the diploma, diploma cover, cap and gown.

Additional Course of Study: Students enrolled in vocational education will be encouraged to complete as many subjects above the 1097 level as practical in consideration of their age and academic ability. Students achieving a vocational education will not receive a diploma from Elmwood Baptist Academy. Instead, they will receive a certificate of completion and attendance.

Electives Offered: Elmwood Baptist Academy offers many electives to enhance the overall academic and biblical learning for each student. Each student has the ability to focus the electives on his/her abilities and desires. The following is a list of the electives offered:

ELECTIVES	
BIBLE	FOREIGN LANGUAGES
New Testament Survey	Spanish I
Old Testament Survey	Spanish II
Life of Christ	Sign Language I
New Testament Church History	Many, many more upon request
Christian Growth	MUSIC
Introduction to Missions	Choir
Soulwinning	Music Theory
ENGLISH AND WRITING	Music Appreciation
Literature and Creative Writing	SCIENCE
English Comp I	Chemistry
English Comp II	Physics
COMPUTER/TECHNOLOGY	MATH
Computer Graphic Design	Trigonometry
Advanced Computer MS Office Suite	Pre-Calculus
Small Business Entrepreneurship	Consumer Math
Fundamentals of Computer Systems	Personal Finance
Fundamentals of Digital Media	Accounting
Introduction to Network Systems	Business Math

ELECTIVES	
Fundamentals of Programming and Software Development	SOCIAL STUDIES
Business Computer Information Systems	Civics
Introduction to Information Technology Support and Services	Economics
New Applications: Web Development in the 21st Century	Socialism/Collectivism
Introduction to Information Technology Support and Services	Civil War History
SPEECH	Constitution
FOUNDATIONS FOR LIVING	C.A.P. (COMMUNICATION & POTENTIAL LEADERSHIP)
Others available after consultation with the supervisor and principal	

CALCULATE YOUR G.P.A.

EBA uses a 4 point GPA scale. Grade Point Average (GPA) is determined by dividing the Total Points for a term by the total attempted Credit Hours during that time frame. Follow the directions below to calculate your Grade Point Average (GPA):

Calculating your GPA is simple and important. Knowing your GPA is important in measuring your progress. GPA is the average grade points you earned over a period of time (for instance, a semester, year, or total high school credits). In every course you will earn a grade. Each grade is given the following point values:

Grade	A	A-	B+	B	B-	C+	C	C-	F
Grade Points	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	0.0
% Equivalent	97%+	94-97%	93%	90-92%	88-91%	87%	84-86%	80-83%	-79%

Every course is worth a specific number of units. Most courses at EBA are one unit courses although some are one-half of a unit.

To calculate your GPA: First take the grade you received in a course and multiply it by the number of units/credits assigned to that course. This gives you the number of grade points earned for that class. In a one unit/credit class, you can earn from zero grade points (“F” or 0.0 X 1 units/credits = 0 grade points earned) to a maximum of 4 grade points (“A” or 4.0 X 1 unit/credit = 4 grade points).

Add up all the grade points you have earned for a certain period (for instance, for a semester, year, or total high school career) and divide that by the number of units you attempted, not the number of units earned. This will give you the average grade point you earned for units attempted.

Here’s an example: For Spring semester, Student X took 6 units and received the following grades:

Class	Grade	Grade Points Per Unit	Units	Total Grade Points Per Class
Algebra 1	B-	2.7	1	2.7

English 1	A-	3.7	1	3.7
Etymology	A	4.0	1	4.0
Biology	B+	3.3	1	3.3
World Geography	A	4.0	1	4.0
Music	A	4.0	.5	2.0
Phys. Ed.	A	4.0	.5	2.0
Total			6.0	21.7
21.7 grade points divided by 6 units = 3.62 Grade Point Average for this year.				

ADVANCEMENT/MASTERY BASED EDUCATION

Elmwood Baptist Academy does not believe in the “herd” mentality that every student commences to the next grade level based upon age rather than learning. Mastery of the concepts must be achieved before a student may advance. No child will be automatically promoted into the next grade. This style of education produces superior results when compared to traditional “age equals grade” education.

All advancements must be approved by the administration of Elmwood Baptist Academy, based upon the recommendation of the teacher and review of the student’s work and social abilities throughout the year.

Parents will be notified of their child’s advancement during the Parent-Teacher conferences. The determination of the administration is final.

JUNIOR-HIGH AND SENIOR HIGH COURSE OF STUDY	
7th Level	
Bible/Humanities	Math - Pre-Algebra; Pre-Geometry; Statistics; and Financial Math
English Grammar	Physical Education
Introduction to Civics	Literature and Composition
Colorado State History	Music
Life Science	Word Building
8th Level	
Bible/Humanities	Physical Education
English Grammar	Literature and Creative Writing
American History	Music
Earth Science	Word Building
Math - Pre-Algebra and Pre-Geometry	Typing
9th Level	
Bible/Humanities	Physical Education
English I - Grammar Analytics	Music
World History	Etymology
Biology	Typing (if not previously taken)
Algebra I	
10th Level	
Bible/Humanities	Geometry or Algebra II/Advanced Algebra

JUNIOR-HIGH AND SENIOR HIGH COURSE OF STUDY

English II - Adv. Grammar and Writing Analytics	Physical Education
World Geography	Music
Physical Science	Elective
11th Level	
Bible/Humanities	Physical Education
English III - American Literature and College Prep. Composition	Music
National History	Speech
Chemistry (CP, H)	Computer Literacy
Geometry or Algebra II/Advanced Algebra (CP, H)	Foreign Language (CP, H)
12th Level	
Bible/Humanities	Physical Education/Health
English IV - British Literature and Critical Writing	Music
Civics	Economics
Speech	Foreign Language (CP, H)
Physics (H)	Trigonometry (CP, H)

Elmwood Baptist Academy requires that all students take a Bible course. Bible courses are considered a humanities course. Since no credit is given for an F, and since Bible is required for graduation from EBA, any student receiving an F in any Bible course at the end of the year must make up the course in order to obtain the necessary credit. Students may make up the course by successfully passing the independent study Bible course. Independent study Bible courses are available through the Administrative Office.

SAMPLE COLLEGE PREPARATORY COURSE OF STUDY

Students choosing this category should have the ability to prepare for college. Careful consideration should be given to the entrance requirements of the type of colleges they plan to attend. Courses will vary among students. College catalogs should be referenced by candidates and parents to select specific courses that need to be completed in high school in order to meet specific college entrance requirements. **An average grade of 88% must be achieved in order to receive a College Preparatory diploma.** The following course of study is adequate to prepare most students for college studies. Required = (R), Optional = (O), Elective = (E)

SUBJECT		MINIMUM CREDITS REQUIRED
BIBLE/ HUMANITIES		4
New Testament Survey (O) (1)	Old Testament Survey (O) (1)	
Life of Christ (O) (1)	New Testament Church History (O) (1)	
MATH		3
Algebra (R) (1)	Geometry (R) (1)	
Algebra II (R) (1)	Trigonometry (O) (1)	
Consumer Math (O) (1)	Accounting (O) (1)	
ENGLISH		4
English I (R)	English II (R)	
English III (R)	English IV (R)	
SOCIAL STUDIES		4
World Geography (R) (1)	World History (R) (1)	
National History (R) (1)	Civics (R) (1/2)	
Economics (R) (1/2)		
SCIENCE		3
Biology (R) (1)	Physical Science (R) (1)	
Chemistry (O) (1)	Physics (O) (1)	
FINE ARTS		1
Music (R) (1/2)		
PRACTICAL ARTS		2
Speech (R) (1/2)	Typing (R) (1/2)	
Computer Literacy (R) (1)		
ELECTIVES		4
Etymology (R) (1)	Foreign Language (R) (1)	
Personal Finance (R) (1/2)		
PHYSICAL EDUCATION AND HEALTH		2 1/2
MINIMUM TOTAL CREDITS REQUIRED		27.5

SAMPLE HONORS PREPARATORY COURSE OF STUDY

The Honors program includes the standard college preparatory courses plus additional attainment of the very highest quality of education in preparation for a college education. The following courses are recommended.

An Average grade of 94% must be achieved to received the Honors Diploma and an ACT score of 22 or above or a 1000 for the Critical Reading and Math scores combined on the SAT.

Required = (R), Optional = (O), Elective = (E)

SUBJECT		MINIMUM CREDITS REQUIRED
BIBLE/HUMANITIES		4
New Testament Survey (O) (1)	Old Testament Survey (O) (1)	
Life of Christ (O)	New Testament Church History (O) (1)	
MATH		3 1/2
Algebra (R) (1)	Geometry (R) (1)	
Algebra II (R) (1)	Trigonometry (R) (1)	
Consumer Math (O) (1)	Accounting (O) (1)	
ENGLISH		4
English I (R)	English II (R)	
English III (R)	English IV (R)	
SOCIAL STUDIES		4
World Geography (R) (1)	World History (R) (1)	
National History (R) (1)	Civics (R) (1/2)	
Economics (R) (1/2)		
SCIENCE		4
Biology (R) (1)	Physical Science (R) (1)	
Chemistry (R) (1)	Physics (R) (1)	
FINE ARTS		1
Music (R) (1/2)		
PRACTICAL ARTS		2
Speech (1/2)	Typing (1/2)	
Computer Literacy (1)		
ELECTIVES		5
Etymology (R) (1)	Foreign Language (R) (2)	
Personal Finance (1/2)		
PHYSICAL EDUCATION AND HEALTH		2 1/2
MINIMUM TOTAL CREDITS REQUIRED		30

SAMPLE GENERAL COURSE OF STUDY

This program is the minimum course of study for a standard high school diploma. Be careful when choosing this option. This option is not suggested if you plan on going to college. Parents and students must both agree that college is not going to be attended. Required = (R), Optional = (O), Elective = (E)

SUBJECT		MINIMUM CREDITS REQUIRED
BIBLE/HUMANITIES		2
New Testament Survey (O) (1)	Old Testament Survey (O) (1)	
Life of Christ (O)	New Testament Church History (O) (1)	
MATH		3
Algebra (R) (1)	Geometry (O) (1)	
Algebra II (O) (1)	Trigonometry (O) (1)	
Consumer Math (O) (1)	Accounting (O) (1)	
ENGLISH		4
English I (R)	English II (R)	
English III (R)	English IV (R)	
SOCIAL STUDIES		3
World Geography (R) (1)	World History (R) (1)	
National History (R) (1)	Civics (O) (1/2)	
Economics (O) (1/2)		
SCIENCE		2
Biology (R) (1)	Physical Science (R) (1)	
Chemistry (O) (1)	Physics (O) (1)	
FINE ARTS		1
Music (R) (1/2)		
PRACTICAL ARTS		2
Speech (O) (1/2)	Typing (O) (1/2)	
Computer Literacy (O) (1)		
ELECTIVES		4 1/2
Etymology (R) (1)	Foreign Language (O) (1)	
Personal Finance (R) (1/2)		
PHYSICAL EDUCATION AND HEALTH		2 1/2
MINIMUM TOTAL CREDITS REQUIRED		24

FIELD TRIPS WAIVER

I hereby certify that my child has permission to participate in all school sponsored field trips.

I recognize that there are risks involved in participating in such activities and hereby assume all risk of injury, harm, damage, or death in connection with my participation and my child's participation in such activities.

I understand and agree that neither Elmwood Baptist Church and Academy, nor its trustees, officers, directors, employees, agents or representatives may be held liable in any way for any injury, harm, damage, or death that may occur to me as a result of my participation in such activities and hereby release Elmwood Baptist Church and Academy, its trustees, officers, directors, employees, agents and representatives from any injury, harm, damage or death, which may occur while I am participating in the activities.

To the fullest extent permitted by law, I agree to save and hold harmless Elmwood Baptist Church and Academy, its trustees, officers, directors, employees, agents and representatives from any claim by myself, my estate, heirs, successors, assigns or other persons arising out of my participation in the activities.

I agree and do hereby release and discharge any teacher, employee, or other persons engaged in the activity described above, from all claims, present and future, known, or unknown, in any manner arising out of the above described activity.

I further understand and agree that this release shall hold any teacher, employee, or other person engaged in the above described activity, harmless from any and all liability relating to my son/daughter.

I agree to hold them harmless from any loss of property by my son/daughter that may occur during the above described activity.

It is understood that no child will be allowed to participate in this activity until this form is signed by his/her parent or guardian.

I understand and acknowledge that Elmwood Baptist Church and Academy does not provide health or medical insurance in connection with such activities and I agree that I will be financially responsible for any bills incurred as a result of medical treatment, including emergency medical treatment and/or transportation to a medical facility, in connection with my participation in the activity.

Parent/Guardian Name (please print legibly)

Date

Parent/Guardian Signature



EXCELLENCE IN CHRISTIAN EDUCATION
since 1973

ELMWOOD BAPTIST ACADEMY
a ministry of Elmwood Baptist Church
13100 East 144th Avenue
Brighton, CO 80601
303.659.3818