

## **Berea Academy Saint Louis Teacher Handbook 2018-2019**

Welcome to Berea Academy Saint Louis! We are excited to be a part of this adventure as a homeschooling resource for the St. Louis area.

BEREA's mission is to prepare the youth of today for the challenges of tomorrow. We provide college preparatory education and life preparatory training. Our goal is to create a community of loving support and excellence so that everyone will be Boldly Elevated, Reconciled, Equipped, Advancing the Kingdom of God.

*To equip His people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.*

Ephesians 4:12-13 NIV

*Boldly - So let us come boldly to the throne of our gracious God. There we will receive his mercy, and we will find grace to help us when we need it most.*

Hebrews 4:16 NLT

*Elevated - I have been crucified with Christ and I no longer live, but Christ lives in me. The life I now live in the body, I live by faith in the Son of God, who loved me and gave himself for me.*

Galatians 2:20 NIV

*Reconciled - We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God.*

2 Corinthians 5:20 NIV

*Equipped - All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work.*

2 Timothy 3:16-17 NIV

*Advancing - From the time of John the Baptizer until now, the Kingdom of Heaven has been forcefully advancing, and forceful people have been seizing it.*

Matthew 11:12 GWT

This handbook was created to provide information regarding policies and procedures for Berea Academy Saint Louis. For questions or to suggest corrections or additions, contact a member of Berea administration.

The material in this handbook is subject to approval by the Berea Academy Saint Louis 501c3 Board of Directors.

We look forward to a rewarding year together!

Judy Musick and Beth Mennemeyer  
Berea Academy Saint Louis Directors

**All policies and regulations contained in this handbook are subject to approval by the board of directors overseeing Berea Academy Saint Louis and will be presented for approval to the board of directors. Once the handbook has been approved by the board of directors, a revised digital edition will be provided to all Berea Academy staff.**

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## **Our Philosophy (as presented to our student body)**

If you will attempt to act with dignity, respect and love, we are committed to instructing and mentoring you, helping you reach your goals, praying for you, supporting you, and providing you with the best we have to offer.

At Berea Academy, we do not require a statement of faith from our students or their families. You do not need to be a Christian in order to take classes here. As long as you are willing to abide by our code of conduct, you are welcome to join us in this adventure of a lifetime.

DIGNITY, noun [Latin , worthy.]

1. True honor; nobleness or elevation of mind, consisting in a high sense of propriety, truth and justice, with an abhorrence of mean and sinful actions; opposed to meanness.
2. Elevation; honorable place or rank of elevation; degree of excellence, either in estimation, or in the order of nature.
3. Elevation of aspect; grandeur of mein.
4. Elevation of deportment; as dignity of manners or behavior.

RESPECT, verb transitive [Latin respecto, or respectus, from respicio; re and specio, to view.]  
noun [Latin respectus.]

1. To regard; to have regard to in design or purpose. Attention.
2. To have regard to, in relation or connection; to relate to.
3. To view or consider with some degree of reverence; to esteem as possessed of real worth.
4. To look towards.
5. That estimation or honor in which men hold the distinguished worth or substantial good qualities of others.
6. That deportment or course of action which proceeds from esteem; regard; due attention; as, to treat a person with respect
7. Good will; favor.

LOVE, verb transitive luv. [Latin libeo, lubeo.]

1. In a general sense to be pleased with; to regard with affection, on account of some qualities which excite pleasing sensations or desire of gratification.
2. To have benevolence or good will for.

If you still are not sure what love is, consider what 1 Corinthians 13 has to say on the subject:

Love is patient

Love is kind

Love is not jealous  
Love does not brag  
Love is not arrogant  
Love does not act unbecomingly  
Love does not seek its own  
Love is not provoked

Love does not take into account a wrong suffered  
Love does not rejoice in unrighteousness  
Love rejoices with the truth  
Love bears all things  
Love believes all things  
Love hopes all things  
Love endures all things

LOVE NEVER FAILS

### **Our Mission**

Berea Academy Saint Louis is a non-profit organization designed to help St. Louis Metro area families in the following ways:

1. To provide core and supplemental classes in a Christian environment.
2. To provide courses for homeschoolers with outside accountability for students and parents.
3. To provide individual assistance in academic subjects according to student need.
4. To provide a loving community for friendships and deep relationships to develop.
5. To provide opportunities for group service, learning and fun.

### **Who We Are**

Berea Academy will function under the oversight of the Berea Academy Saint Louis 501c3 Board of Directors. For a copy of the board report, board minutes, or other information regarding the governance of Berea Academy, contact board secretary Julie Daubendiek at [BereaAcademyStLBoard@gmail.com](mailto:BereaAcademyStLBoard@gmail.com)

Berea Academy is being led by:

Judy Musick, Executive Director

[judysfun@sbcglobal.net](mailto:judysfun@sbcglobal.net)

Beth Mennemeyer, Director of Operations

[cidersapling@gmail.com](mailto:cidersapling@gmail.com) or [bereaacademystl@gmail.com](mailto:bereaacademystl@gmail.com)

Kim Ritter, Director of Finance

[bereawebmaster@gmail.com](mailto:bereawebmaster@gmail.com)

Additional contact information will be provided at the start of the school year to help you keep in touch with the campus liaisons and each other.

### **Teacher Philosophy**

All teachers and staff are required to review this philosophy and sign an agreement to act within its outlines.

*By this all men will know that you are My disciples, if you love one another. (John 13:35)*

*Not many of you should become teachers, my brothers, because you know that we who teach will be judged more strictly. (James 3:1)*

This promise of positive results if we love well, and this warning of the power teachers wield through their words frame the guiding principles of our educational approach at Berea Academy.

First and foremost, our primary goal is to love well. How do we do that?

1. Have the love of God in our own hearts. A personal relationship with Jesus Christ is essential.

**John 3:16** *“For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life.*

*God loves you just the way you are, but He refuses to leave you that way. He wants you to be just like Jesus. – Max Lucado*

2. Consider your position as a teacher as service; Berea Academy is an educational assistance program, but it is also a ministry. Commit yourself to pray for your students and their families.

**Galatians 5:13** *For you were called to freedom, brothers. Only do not use your freedom as an opportunity for the flesh, but through love serve one another.*

3. Be patient with parents, students and staff. We are all going to have bad days, make mistakes and mess up. Address issues head on and forgive quickly.

Ephesians 4:2-3 *with all humility and gentleness, with patience, bearing with one another in love, eager to maintain the unity of the Spirit in the bond of peace.*

4. Love sacrificially. This means sometimes the loving response will not be "fair" or to your benefit.

**John 15:9-17** *As the Father has loved me, so have I loved you. Abide in my love. If you keep my commandments, you will abide in my love, just as I have kept my Father's commandments and abide in his love. These things I have spoken to you, that my joy may be in you, and that your joy may be full. "This is my commandment, that you love one another as I have loved you. Greater love has no one than this, that someone lay down his life for his friends. You are my friends if you do what I command you. No longer do I call you servants, for the servant does not know what his master is doing; but I have called you friends, for all that I have heard from my Father I have made known to you. You did not choose me, but I chose you and appointed you that you should go and bear fruit and that your fruit should abide, so that whatever you ask the Father in my name, he may give it to you. These things I command you, so that you will love one another.*

5. Find common ground with those around you, seeking to come together over what we share in common rather than tear apart fellowship over differences of opinion.

**Philippians 2:2** *complete my joy by being of the same mind, having the same love, being in full accord and of one mind.*

*The way to love anything is to realize that it may be lost. ~G.K. Chesterton*

6. Love is a decision and an attitude. You demonstrate love in words, but your actions speak louder.

**1 John 3:18** *Little children, let us not love in word or talk but in deed and in truth.*

7. Reach out to those who are "unlovable" with compassion, tenderness and understanding.

**Romans 5:8** *but God shows his love for us in that while we were still sinners, Christ died for us.*

*The hunger for love is much more difficult to remove than the hunger for bread. ~Mother Teresa*

With sober judgment regarding the responsibility and power of a teacher, as educators at Berea Academy with God's help we vow:

1. We will not demean, disrespect, insult or otherwise humiliate any student. Coarse jesting is not appropriate and does not have a place in a Christ-centered environment.

**Ephesians 4:29** *Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.*

2. We will not make damaging remarks in regards to sexual orientation, political leanings, race, religious beliefs, or disabilities.

**Proverbs 18:21** *Death and life are in the power of the tongue, and those who love it will eat its fruits*

**Proverbs 11:12** *Whoever belittles his neighbor lacks sense, but a man of understanding remains silent.*

3. We will be prepared for class, teach the lesson, use every available moment of class time for instructional purposes, and be available outside of the classroom to provide assistance and support as needed.

4. We will speak life, encouragement, promise and hope. We will compliment students when they excel at their work, provide positive feedback, critique gently and constructively, and make sure the student knows we are their advocate.

**Proverbs 16:24** *Gracious words are like a honeycomb, sweetness to the soul and health to the body.*

**Proverbs 15:4** *A gentle tongue is a tree of life, but perverseness in it breaks the spirit.*

5. We will not gossip or speak negatively to our students or their parents concerning other teachers, staff members, students, parents, etc.

**Colossians 3:8** *But now you must put them all away: anger, wrath, malice, slander, and obscene talk from your mouth.*

6. We will do our utmost to provide our students the services they need, even if that means recommending other schools or programs more suited to meet those needs.

**Proverbs 25:11** *A word fitly spoken is like apples of gold in a setting of silver.*

7. We will listen carefully to the words of others. We will think before we speak, always trying to bring restoration through our words. Even if a student or parent speaks harshly towards us, we will not return in kind.

**Proverbs 12:18** *There is one whose rash words are like sword thrusts, but the tongue of the wise brings healing.*

**Proverbs 15:1** *A soft answer turns away wrath, but a harsh word stirs up anger.*

**Proverbs 29:20** *Do you see a man who is hasty in his words? There is more hope for a fool than for him.*

**Colossians 4:6** *Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer each person.*

**Romans 12:14** *Bless those who persecute you; bless and do not curse them.*

## **Grading**

Students need an opportunity to earn grades and demonstrate the mastery of the subject matter over the course of the semester. It would be inappropriate to base a student's semester grade on one examination.

The number of grades assessed throughout the semester and the types of assessment are dependent on the subject matter. Participation, mid term exams, tests, and quizzes are examples. The "weight" of all grades should be determined by the teacher.

A final exam for each semester is required for academic classes for grades 8-12. It should represent the work done of the course of the semester. Exceptions to this policy may be requested.

Written grade reports will be given to Berea Academy administration at the mid-term of the semester and at the end of the semester. Teachers should prepare mid-term grades for their students and student's parent/guardian. Any student with a "D" or below (69 points or less) should be brought to the attention of the administration. The teacher, administration, and possibly the board of directors will work together to develop a strategy to deal with specific situations. A student may be placed on academic probation. The administration will send out final grades. Of course, it is always appropriate to give updates to students and parents as often as the teacher desires or to do so at the student's or parent's request.

Berea Academy Saint Louis is using a 10 point grading system:

A 100-90 B 89-80 C 79-70, D 69-60 F 59-0

Berea Academy will be using a system called ThinkWave. ThinkWave will provide tools such as grade books and lesson plans. Training for ThinkWave has been available to Berea teachers. All teachers will use ThinkWave to record their grades; this is a school wide system and is not optional. Additional technical support is available during administrative office hours on Tuesdays, from 12:30-2:30pm, or can be scheduled.

### **Incomplete Grade Policy**

Occasionally, circumstances will arise that prevent students from completing coursework during a given semester or class year. The student may request a grade of incomplete, indicated by “I.”

Assigning an incomplete is at the discretion of the teacher, though Berea Academy has criteria established for an incomplete consideration. Additional time granted to complete the coursework will be reasoned based on circumstances. A time frame to complete missed work must be established by the teacher in writing, with the student and parent signing an “incomplete contract.” This contract will be provided by Berea Academy administration and a copy of the signed contract must be filed with the administration.

There must be extenuating circumstances for a student to be considered for Incomplete status. Failing to complete required assignments by the end of the semester or the end of the year will result in a “0” for the missed assignment and those grades will be factored into the final grade.

Criteria for Incomplete consideration includes:

- Death in the family
- Serious accident or illness resulting in an inability to attend class or do the required work
- Unusual circumstances and similarly mitigating circumstances which could not have been prevented or anticipated

Additional circumstances may be reviewed on an individual case basis by Berea administration, though approval is not guaranteed.

A student must complete the work contract as stated in order to receive a grade other than “I.” Failure to complete an incomplete work contract will place the student on academic probation.

### **Homework Guidelines**

Each student at Berea Academy is expected to work at home to augment the classroom experience. This element is critical to the success of the student.

The teacher will determine homework assignments. Students are expected to come to class prepared, with all homework assignments completed.

### **Textbook Policy**

The student is responsible for all textbooks and materials the teachers have required for class unless specific arrangement have been made by the teacher. Textbooks and materials will be submitted by the teachers to Berea Administration for a master list. Textbooks need to be listed by title and ISBN number. Textbook and material information need to be communicated to

administration six weeks before the start of class. Berea administration will make the master list available to parents/guardians one month before the start of class.

Although the student is ultimately responsible for textbook and material acquisition, parents are grateful for any and all help you as the teacher can supply in this process. If you are able to order textbooks at a group rate, please consider organizing a group purchase. Be sure to pass along resources for used textbooks, good websites to scour, sales that apply to materials needed for your class, etc.

### **Lesson Plans and Syllabi**

Each teacher should maintain a lesson plan book for the semester. Lesson plans can be in many formats but should contain

- Topic for the lesson
- Goals, objectives, or expected outcomes of the lesson
- Activities and assignments for the lesson

Teachers must also submit a syllabus to Berea administration to be filed for reference in the teacher's employee file. Teachers must also provide a syllabus to their students on the first day of classes. Teachers must provide a digital syllabus to parents/guardians two weeks before the start of class. Berea administration is able to assist in communicating syllabi to parents/guardians. Syllabi can be in many formats but should contain

- Topic for the lesson by date
- Contact information for the teacher
- Textbooks and materials needed for class
- Any unusual events that impact scheduling
- Policies and regulations for students to follow in class that are in addition to the student handbook outlines

### **Faculty/Student Communications**

Students will be given homework assignments and other classroom information during class time, and also sent in class emails with "cc" to parents. If students have questions about homework they can email their teacher with parental permission. All emails from teachers to students will "cc" their parents.

### **Electronic Devices and Cell Phone Policy**

During class time, electronic devices will not be used in class unless expressly permitted by the instructor. This includes phone calls, sending or receiving text messages, being on the internet, and watching or listening to any media on the student's device. Teachers retain the right to

collect electronic devices at the beginning of class as long as teachers do not use these devices in any way and the devices are returned at the end of the same class hour.

Teachers can expect students to

- Place electronic devices on silent for the duration of class
- If a student receives an emergency call, the student will be allowed to answer the call as monitored by the teacher
- In the event a student is contacted as an emergency, the teacher will direct the student to the campus liaison
- An emergency is a situation the parent/guardian deems as any situation that makes it necessary for the student to leave the classroom or campus
- Between classes and during lunch break students are allowed to use their devices for short phone calls with parents/guardians, text messaging, or listening to media with headphones; there will be no internet access during school hours
- The use of a device must not be disruptive to the students or teachers
- Electronic devices may not be used to visit any inappropriate media that would violate campus policy
- Any violations will be reported to the administration

### **Parent Contact - Academic and Discipline Issues**

It is appropriate to contact parents/guardians to inform them of their child's progress or to discuss issues relating to their child's education. It is necessary that you contact parents/guardians for minor academic or behavioral problems. Parents/guardians are responsible for their child's education; Berea Academy is an educational partner.

Contacting parent/guardians in regards to minor discipline issues such as tardiness, distracting in class, etc. is sufficient as a first step for teachers. Continued problems should be reported to Berea administration. The teacher, administration, and possibly the board of directors will work together to develop a strategy to deal with specific situations.

Major discipline issues such as cheating, profanity, blatant disrespect, physical altercations, and/or violation of student guidelines as outlined by the handbook should be reported immediately to Berea administration. For urgent situations, contact the campus liaison for information on which administrator is available. Berea administration will work with teachers to notify parents/guardians of the situation. The teacher, administration, and possibly the board of directors will work together to develop a strategy to deal with specific situations. A student may be placed on academic probation. Serious infractions could result in immediate removal from the academy without refund.

## **Communications with Administration**

Disciplinary issues, complaints from parents, poor academic performance, a change in classroom behavior, and other potential conflicts or concerns should be brought to the attention of the administration. Copy directors on emails, invite directors to meetings, forward text messages, summarize phone conversations, and otherwise keep them informed of developing situations.

## **Academic Performance**

Berea Academy is an academically rigorous program. To assist our families in achieving their educational goals, we have an academic performance guideline. Written grade reports will be ready and available to to Berea Academy administration at the mid-term of the semester and at the end of the semester. Teachers should issue mid-term grades to their students and student's parent/guardian. Any student with a "D" or below (69 points or less) should be brought to the attention of the administration. The teacher, administration, and possibly the board of directors will work together to develop a strategy to deal with specific situations. A student may be placed on academic probation. The administration will send out final grades. Of course, it is always appropriate to give updates to students and parents as often as the teacher desires or to do so at the student's or parent's request.

Berea Academy Saint Louis is using a 10 point grading system:

A 100-90 B 89-80 C 79-70, D 69-60 F 59-0

## **Academic Probation Process**

### **Academic Probation Guidelines**

#### **1. Academic Achievement**

- a. Any student at or below 69% cumulative grade within a class period will be placed on academic probation for a period of 6 weeks or until the end of the semester, whichever is soonest
- b. Any student with a cumulative GPA of 1.7 or below within a semester will be placed on academic probation for a period of 6 weeks or until the end of the semester, whichever is soonest
- c. At the end of the probationary period, Berea Academy administrators will reevaluate a student's probationary status and:
  - i. If a student has demonstrated reasonable improvement within a particular class subject the student may be reinstated in Good Standing
  - ii. If a student has demonstrated reasonable improvement within a particular class subject but is still carrying a grade at or below 69% or a cumulative GPA of 1.7 or below, the probationary period will be extended without penalty for a length of time decided on by Berea Academy directors
  - iii. If a student has not demonstrated reasonable improvement within a particular class subject or GPA improvement the student may be removed from class

enrollment for the upcoming semester or denied enrollment in classes as outlined by the class prerequisites, the student may be summarily dismissed from class(es) at Berea Academy and removed from the active student roster with no refunds provided

- d. Teachers are not responsible for the eventual grade earning of individual students. If a student does not feel the teacher is providing adequate instruction, fair grading, or otherwise is inadequate the student/student parents may appeal to the Executive and Deputy Directors for grade oversight

## 2. Ethical Violations

- a. Ethical violations include but are not limited to: policy violations, such as improper use of the building spaces, inability to adhere properly to schedules, behavior inappropriate to an academic setting, chronic unexcused absences/tardiness, violation of stated 'Academic Integrity' code as written in the student handbook, cheating in any form, plagiarism
- b. If a student commits an ethical violation, the student may be summarily dismissed from all classes at Berea Academy and removed from the active student roster with no refunds provided
- c. If a student commits an ethical violation, the student may be placed on academic probation or dismissed from Berea Academy
  - i. In case of probation for ethical violations, the probationary period will last for a period of 6 weeks or until the end of the semester, whichever is soonest
  - ii. At the end of the probationary period or in accordance to a schedule decided upon by the student, parent/guardian, and Berea Academy directors, Berea Academy directors will reevaluate a student's probationary status and:
    - 1. If a student has successfully adhered to the Berea Academy code of conduct the student may be reinstated in Good Standing
    - 2. If a student has a limited number of additional minor offenses, the probationary period may be extended without penalty, with a schedule to be created by Berea Academy directors
    - 3. If a student has committed additional ethical violations the student may be summarily dismissed from all classes at Berea Academy and removed from the active student roster with no refunds provided

3. A student will be provided with a Recovery Plan when placed on academic probation outlining specific goals for returning to a status of 'Good Standing' and a timeline for achieving goals

4. A student in need of probation may, under special circumstances, may be moved to an 'Audit Status.' In this case, a specific plan will be created with the parent, student, teacher, and administrators to set the criteria of an Audit. Auditing a course is not an option during enrollment but is directly linked to academic achievement.

- a. If a student is at or below 69% cumulative grade within a class period or has a cumulative GPA of 1.7 or below within a semester and the student has special circumstances, an Audit plan may be created
- b. A student cannot regain 'Good Standing' once placed on an Audit plan
- c. A student must meet the guidelines of the Audit plan or the student may be removed from class enrollment for the upcoming semester or denied enrollment in classes as outlined by the class prerequisites. The student may be summarily dismissed from class(es) at Berea Academy and removed from the active student roster with no refunds provided
- d. Successfully completing an Audit plan for a class does not guarantee enrollment in subsequent classes; any classes requiring a prerequisite that was completed under an Audit plan must have special dispensation for enrollment

5. A parent/guardian and the student must be informed of the student's probationary status with the specific causes outlined by Berea Academy directors

### **Student Handbook**

A digital copy of the student handbook will be made available to teachers. Teachers will need be familiar with the policies in the handbook. If a teacher needs a physical copy of the student handbook, one may be purchased from Berea administration. A physical copy of the student handbook will be available at the campus liaison desk during school hours for reference.

### **Application and Admission Policy**

Objective: To establish and to communicate a clear plan for student admission and registration into Berea Academy; to adhere to Board guidelines and to establish objective protocol for admission of potential students and families.

1. Based upon Board Approval, the Admissions process will be based on individual references, recommendations, interviews, prayers, wisdom and discernment.
2. Based on Board Approval, an application form will be evaluated and submitted for changes.
3. The application form will be linked to the Berea Academy website for ease of access to interested parties along with a simplified explanation on a webpage of the application and admissions process.
4. An application, along with a one-time application fee will be submitted per student requesting admission.
5. Once the Application form is received, a member of the Admissions team will acknowledge the receipt of the application within two business days, when possible, of participant submission according to the following protocols:

- For previously admitted students there will be no waiting process prior to registration unless there is a hold based on financial, academic, or behavioral concerns from the previous year
  - For student application based on a member current teacher, administrative staff, or board member referral and approval, the waiting period will be waived and registration may proceed
  - For student application without referral, the application will enter into the interview process (see detailed outline below) before acceptance and registration approval
6. Once application is accepted, an email of acceptance will be forwarded to the applicant's family and the membership for registration will be granted in appropriate order.
  7. Admission and membership for future approval will be evaluated by teachers, administrative staff, and student success based on current (or past) year and according to additional policies of academic and behavioral nature outside the scope of this policy.
  8. Any family that submits an application who does not participate within a year of application submission will need to re-apply following this policy with no refund or waiver of application fee based on payment from previous application.

#### BEREA Academy – Application and Admission Policy

Non-Referral Applicant Interview Process Objective – To assess non-referred student application for admission based on the desire to maintain BERE Academy's mission and vision for all members' physical, spiritual, and academic well-being.

1. For any new applicant not referred by teaching, administrative, or board level member of BERE Academy the following protocol will be followed:
  - Application of admission will be acknowledged within two business days of submission, when possible, with email that explains BERE Academy policy and an invitation to set up a personal interview
  - Referral calls will be made to referrals listed with requirement of at least one verbal conversation between an admission team member and the referral
  - Answers to questions, details, and comments from this referral conversation will be written and kept in the registration binder along with submitted application form
  - Personal interview will be set up with applicant, applicant's parent or both depending on applicant choice with a member of the Admissions Review Team
  - Upon reflection of referral conversation and personal interview, if no cause for denial of acceptance is identified, applicant will be submitted for admittance according to previously stated policy for acceptance of referred students.
  - Effort will be made to accomplish these steps within 7 business days from initial application submission, but explanation is given that if referrals do not respond or interview

cannot be set up in this time frame, BERE Academy holds no responsibility for delay in registration that could cause unavailability of desired courses upon registration

## 2. Potential Cause for Denial of Application

- Inability to agree with BERE Academy statement of teaching with Christ-Centered Focus (this does not mean applicants have to believe the same, but applicants must agree to understanding BERE positions and teaching philosophy and willingly agree to participate)
- Inability to agree with policies of BERE Code of Conduct and Standards of Discipline
- Failing Academic Suspension and or repeated GPA of 2.50 or below
- Previous failure of any financial obligation to BERE Academy
- Previous and/or ongoing conflict with any member of BERE that cannot be resolved
- Inability of BERE to meet the needs identified for the student

Conflict of interest academically, physically, spiritually or emotionally in regards to students, parents, staff (not necessarily with tangible facts, but inclusive of spiritual discernment of respected members that can present facts of disciplinary action).

### **Waitlist Policy**

Berea Academy is committed to high quality education for the homeschool student. To help foster a class experience all our students can thrive in, Berea is limiting class size to 14 students unless noted by Executive Director, Judy Musick. Class size change requests will be decided based on class topic, age of students, size of classroom assigned, and teacher experience.

Appeals to class size decisions made by the Executive Director should be submitted to the Berea Academy Board of Directors via Board Secretary Julie Daubendiek.

### **Notice of Nondiscriminatory Policy as to Students**

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

### **Financial Issues**

For the 2018/19 academic year, all teachers at Berea Academy will be contracted. As an independent contractor, teachers will need to complete a W-9 form (posted on the Berea Website), complete a teacher application form, read and agree to the Berea Teacher philosophy statement, and be approved by the Board of Directors. Teacher contracts are renewable each semester, and the payment made to teachers will be altered semester by semester according to student enrollment. At the end of the year the teachers will receive a 1099 from Berea Academy. As independent contractors teachers are responsible to report their income to the IRS. Many of the expenses related to teaching are tax deductible, and it will be the teacher's responsibility to

learn about these deductions, keep the necessary paperwork, and make those adjustments on their individual tax returns. Our legal ability to keep teachers as independent contractors is limited in time and scope; eventually we will be establishing employees and payroll for teachers who have a long standing position at Berea Academy and who do not own businesses offering the same services as the teacher provides at Berea. Berea Academy will do our best to inform the teaching staff about their contract situation and the pros and cons of being an independent contractor; in the end, however, the teacher is responsible to know and act on all necessary information.

Berea Academy reserves the right to not renew a contract for any teacher if the Board of Directors determines renewing the contract is not in the best interest of of the Academy. For the 2018/19 academic year, all teachers at Berea Academy will be contracted.

Teachers will be paid half their agreed upon compensation the week of September 13, 2018, and the remainder the week of November 15, 2018, for the Fall Semester; the week of January 31, 2019, and the week of April 18, 2019, for the Spring Semester.

### **Fee Transparency Statement 2018-2019**

Berea Academy values honesty and integrity, and we desire to be absolutely transparent about how and where we are using your money. We strive to be a quality resource for your home education program while also keeping costs as low as possible. For our 2018-2019 school year, our fees fall into two categories: tuition and application.

Tuition fees are based on class content and teacher experience. As a result, class cost varies. For exact cost of each class, please review our Academy schedule. You can locate this information under the CLASS INFO button on the menu bar.

Operations fees pay for renting classroom space and providing those classrooms with the necessary upgrades for quality lessons. For the 2018-2019 school year, Operations Fees are included in the cost of tuition. This decision was made by the board of directors based on feedback from our families.

Berea Academy's vision to create a safe and productive learning community requires a second fee: Application. Though this may seem an unusual fee for a home education resource, it allows us to get know our students before they walk in for the first day of class and ensures that we are a good fit for their educational needs. The application fee is a one time fee. For more information on our review method, please read our Application Process. You can locate this under the ADMISSIONS button on the menu bar.

For the 2018-2019 school year, Berea Academy is not charging a Registration Fee.

If you have any questions about our fees or require more information, please contact us at:  
BereaAcademyStL@gmail.com

### **Dress Code and Identification Policies**

Teachers are expected to dress in such a way that demonstrates excellence and professionalism, setting an example for Berea students. Due to the range of classes provided by Berea Academy, appropriate clothing will vary.

Teachers are required to wear identification while on campus and it should be visible at all times. Identification will be provided at the beginning of the school year. Replacements can be acquired for a \$1 charge. Temporary identification tags will be available from campus liaisons in the event that you forget your issued identification.

### **Care of the Facility**

Please keep the facility neat and clean. If you notice that repairs are needed to the facility, please inform the campus liaison immediately. Please also note the following:

- You are responsible to return the room you use to its original condition
- At the end of the school day, gather trash from your room and deliver to a designated location
- Turn off all interior lights before leaving
- Turn off all fans or devices before leaving
- When needed, wash down desks and other surfaces with disinfectant cleaner. This becomes particularly important during cold and flu season.
- If you notice maintenance items required, e.g. no toilet paper in the ladies' room, do not assume someone else is taking care of the issue. If the fix is simple, i.e. put more toilet paper on the roll, please do it yourself. If the fix is beyond your skill set, please notify the liaison.

### **Renewing a Teaching Contract**

All teachers are retained for the 2018-2019 school year with no employment guarantee past the completion of the 2019 Spring semester. Teachers wishing to continue working with Berea Academy must submit a Renewal of Contract Application. Renewal applications will be reviewed by Berea Administration and the board of directors for Berea Academy Saint Louis. Final decisions on renewal applications will be made by the board of directors. Factors may include evaluations, personal interviews, previous syllabi and lesson plans, and feedback from fellow teachers.

### **Closing/Class Cancellation Policy**

It will sometimes be necessary to cancel classes due to inclement weather, other building usage considerations, or for other potential situations. When the entire Academy is closed, the closing will be listed on a local news channel, Fox2News. Berea administration will email teachers and students on the morning of the closing. We will post the cancellation of classes on our Facebook page, our website, and we will attempt to send out a group email and / or text. Please be sure to check after 7:30 a.m. because Berea Academy usually makes their decision later than most school systems.

If it becomes necessary for a teacher to cancel class for personal reasons, please do so only in consultation with the administrator. All effort should be made to secure a substitute teacher. Under no circumstance should a class be cancelled in advance.

### **Safety and Security**

We must do what we can to ensure the safety and security of our students while they are in our care. To that end, please adhere to the following:

- In case of emergency, contact campus liaison immediately
- Teachers are to keep their cell phones available to make emergency calls
- Students are to be accompanied by parents/guardians or in Homework Helps; unaccompanied students need to be escorted to the campus liaison
- Students under the age of 12 must be picked up by a parent/guardian at the classroom door unless arrangements are made in advance
- Students under the age of 12 cannot go to the bathroom unattended.
- Teachers are to remain in the classroom during the class hour, except in exceptionally emergent situations
- Teachers should not be alone in a closed classroom with a student; if a conference is needed, leave the door open or ask another teacher or administrator to be present
- Teachers should familiarize themselves with severe weather policy for their classroom and be prepared to lead students to a sheltered location
- In the event the building needs to be evacuated, teachers should instruct their students to abandon all personal belongings, escort the students to a designated evacuation area, and be ready to report class attendance to administrator, campus liaison, or emergency personnel
- In an emergency that involves the threat of violence, keep the children in the room; barricade the door, and wait for instructions from an administrator, campus liaison, or emergency personnel

- As teachers, we are legally and morally bound to report any information we may learn which suggests that a student has been harassed or abused, is planning to commit self-harm, or can be considered a threat to themselves or others. Immediately report suspicions to Berea administration; if you suspect child abuse, you must also call 1-800-392-3738; to read more about mandatory reporting, see [http://dss.mo.gov/cd/pdf/guidelines\\_can\\_reports.pdf](http://dss.mo.gov/cd/pdf/guidelines_can_reports.pdf)
- Weapons are not allowed on the premises, even if used for classroom presentations, without the expressed consent of the directors. When potentially dangerous objects (e.g. bow and arrow, knives, etc.) are needed for classroom work, the student should store the items in the classroom and not have them in their possession in the common areas.
- Students are not allowed to congregate outside unless there is a designated parent monitor present.

Teachers must take responsibility to know the nearest set of stairs in case of fire, tornado shelter, and building specific policies related to door usage.

### **Substitute Teaching Policies**

Due to the limit of a scheduled school year, student and family schedules, and the structure of the Berea school day, it is untenable for teachers to cancel individual classes. As a result, Berea administration will work with teachers to provide substitute teaching in the case of a teacher's emergency or illness. If no substitute can be secured within a reasonable time, students will be reassigned to the Homework Helps area. The assigned teacher will need to provide compensation to the substitute/Homework Helps monitor at the rate of \$25 a class.

Teachers should prepare a general purpose lesson plan, within reason, that a substitute can manage with little notice or preparation. These lessons will be filed with the campus liaison.

**This handbook has been proposed by the leadership team of Berea Academy Saint Louis. Any proposed policies will be reviewed and approved by Berea Academy's Board of Directors. The Board of Directors retains the right and upholds the responsibility to revise this handbook as needed.**