

Student  
Handbook

2023-2024



**Bass**

Memorial Academy

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# Introduction

Bass Memorial Academy is a Seventh-day Adventist boarding high school owned and operated by the Gulf States Conference. We are dedicated to teaching young people according to the principals found in the Bible and the Spirit of Prophecy. It is our primary objective to encourage young people to develop a love for Jesus Christ and dedicate themselves to live for Him.

## Mission, Motto & Core Values

### **Mission Statement**

To intentionally provide an environment for students to develop a personal relationship with Jesus Christ while providing an excellent and unique Seventh-day Adventist secondary education.

### **Motto**

**Seek Christ**  
**Strive** for Excellence  
**Serve** Others

### **Core Values**

#### **Spiritual Values:**

- Lead each student to accept Jesus as their personal Savior and become active members of the Seventh-day Adventist church.
- Nurture a desire in each student to serve God and others.

#### **Academic Values:**

- Lead each student to reach his or her potential to master knowledge and develop the skills and attitudes essential for a life of service.
- Create a learning environment which encourages creativity, innovation and critical thinking.

#### **Physical Values:**

- Provide a wide variety of physical activities that will help each student achieve personal physical fitness.
- Develop a strong work ethic that includes diligence, initiative, honesty and the desire to do his or her best on every task.

#### **Social Values:**

- Provide a safe learning environment for each student that embraces cultural diversity and develops a respect for oneself and others.
- Develop personal responsibility and integrity of character.

## Accreditation

Bass Memorial Academy is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities, Inc. We also hold accreditation through the Middle States Association of Colleges and Schools. The academy is one of many affiliated secondary schools operated by the Southern Union Conference of Seventh-day Adventists.

## Non-Discrimination Statement

Bass Memorial Academy admits students to all the rights, privileges, programs, and activities generally accorded or made available to students, and makes no discrimination on the basis of race, color, ethnic background, country of origin or gender in administration of education policies, application for admission, scholarship programs, and extracurricular programs.

## Location

Bass Memorial Academy sits on more than 300 acres of land located in the heart of the Mississippi Pine Belt between Purvis and Lumberton, Mississippi.

### **Our Contact Information:**

6433 US Highway 11  
Lumberton, Mississippi 39455

Phone: (601) 794-8561

Fax: (888) 557-1815

**[www.bassmemorialacademy.org](http://www.bassmemorialacademy.org)**

## History

Bass Memorial Academy is owned and operated by the Gulf States Conference of Seventh-day Adventists. BMA opened in 1961 on more than 300 acres of land donated by I. H. Bass, founder of the Bass Pecan Company. The main campus is situated in the middle of an old pecan orchard where the friendly southern students grow in their relationship with Jesus Christ.

# Admissions

Bass Memorial Academy welcomes applications from students regardless of race, sex, religion, or national origin, whose principles and interests are in harmony with the ideals and standards of the academy as expressed in its objectives and policies. Although religious affiliation is not a requirement for admission, all students are expected to abide by the policies and standards of the academy as a Seventh-day Adventist institution. Students must be able to graduate before turning 21 years of age in order to be accepted.

Students applying for admission to the academy willingly pledge to observe all of its regulations, to maintain a positive attitude, and to uphold the Christian principles upon which the school is founded. Truthfulness and accuracy are imperative when completing application documents. Failure to comply with this requirement may result in withdrawal from BMA.

Because Bass Memorial Academy is a Gulf States Conference institution, preference may be given to its constituent members if, due to high enrollment levels, the limitation of facilities, class space, or work opportunities might make such a choice necessary.

**Bass Memorial Academy is not equipped to meet the needs of young people who have major behavioral or scholastic problems.**

## Admission Requirements

Applicants must meet one of the following eligibility requirements:

- Graduate from an accredited elementary school with passing grades in English and math
- Transfer from an accredited secondary school with a minimum grade point average (GPA) of at least 2.0 in core subjects
- Home-schooled students enrolled in an accredited curriculum program with a composite score of 35 percentile or above on a national standardized test.

**Note:** Students who have completed 8<sup>th</sup> grade or any high school courses from an unaccredited program will be given the Wide Range Achievement Test (WRAT) or similar standardized test to help determine academic preparedness for high school and grade level. Bass will administer this exam at no cost to the applicant. Please contact us for additional information.

## Application Procedure

- Read the BMA Handbook
- Fill out the online application. Go to [www.bmasda.org](http://www.bmasda.org) (under the Admissions tab).

Before the application is taken to the Admission Committee, the Recruitment office must receive:

- High School Transcript (if currently in Grade 9-11) or Final Report Card (if currently in Grade 8)
- Recommendation Form (completed by Principal or Vice-Principal)
- Applicant's standardized test scores
- Applicant's discipline and attendance records from previous school(s)

At this point, Bass Memorial Academy will make our admissions decision and if accepted, you will receive an official letter of acceptance. Once this is done, the student will be moved to the online enrollment phase (must be completed on or before registration day) where a signed financial plan and the following documents will be required:

- An up-to-date immunization certificate (see immunization section below)
- A report of a recent (within one year) physical examination
- I-9 form – Employment Eligibility Verification
- W-4 form – Employee's Withholding Certificate
- Copy of applicant's medical insurance
- Copy of applicant's social security card
- Copy of applicant's birth certificate

The final step in the process is to meet with our Registrar to choose classes for the upcoming school year.

### **International Student Application Procedure**

- Read the BMA Handbook
- Fill out the online application. Go to [www.bmasda.org](http://www.bmasda.org) (under the Admissions tab).

Before the application is taken to the Admission Committee, the Recruitment office must receive:

- High School Transcript (if currently in Grade 9-11) or Final Report Card (if currently in Grade 8)
- Recommendation Form (completed by Principal or Vice-Principal)
- Passport (a color photocopy is fine)
- Applicant's standardized test scores
- Applicant's discipline and attendance records from previous school(s)

A brief interview is required with our Recruiter before a student's application goes to our Admissions Committee.

At this point, Bass Memorial Academy will make our admissions decision and if accepted, you will receive an official letter of acceptance. Once accepted, the following steps must be completed:

- Meet with our Treasurer to complete a financial plan
- Pay the \$200 International Student Application fee (this is used for processing and mailing administrative/immigration paperwork)

Once this is done, Bass Memorial Academy will issue an I-20 to the student. The student can then obtain a student visa (F-1) by presenting the I-20 in their home country. The student will be required to pay the \$200 SEVIS fee online in order to obtain the student visa (F-1).

The student will now begin the online enrollment phase (must be completed on or before registration day) the following documents will be required:

- An up-to-date immunization certificate (see immunization section below)
- A report of a recent (within one year) physical examination
- I-9 form – Employment Eligibility Verification
- W-4 form – Employee’s Withholding Certificate
- Copy of applicant’s medical insurance
- Copy of applicant’s birth certificate
- English Proficiency Test Scores (International students who wish to graduate with a US diploma will be placed in courses based on their results from the Duolingo English Test or the TOEFL iBT test). Contact our Recruitment Office for more details.

The final step in the process is to meet with our Registrar to choose classes for the upcoming school year.

### **Home-School & Non-Accredited Schools**

Students who are coming from a home-school or a non-accredited school and wish to enter 9<sup>th</sup> grade must provide data showing that they have completed the 8<sup>th</sup> grade level. This data must include a report card and standardized achievement test scores.

Current secondary students who are coming from a home-school or a non-accredited school and wish to transfer to Bass Memorial Academy must complete a Secondary Course Verification Form (which can be obtained from our Registrar). Once received, we will review the completed form to determine which courses will be granted credit. If there is a concern in granting credit for any subjects listed on the form, BMA may choose to administer one or more of the following test(s) to measure student proficiency in that subject area:

- National standardized achievement test
- Published subject area competency tests
- Teacher made subject area competency tests

Courses approved for transfer credit from home schools or unaccredited schools will be recorded on the local school’s official transcript on a pass/fail basis. The Secondary Course Verification Form will remain in the student’s cumulative record.

### **Immunizations**

In order to enroll in any secondary school in Mississippi, a student must have all the following immunizations up-to-date:

- Diphtheria, Tetanus, Pertussis (DTaP) – 5 doses (if the 4<sup>th</sup> dose is received on or after the 4<sup>th</sup> birthday, a 5<sup>th</sup> dose is not required)
- Polio (IPV) – 4 doses (the final dose should be administered at 4 years of age)
- Hepatitis B – 3 doses

- Measles, Mumps, Rubella (MMR) – 2 doses (may be waived if there is a documented physician’s diagnosis of previous infection with measles, mumps and rubella disease)
- Varicella (Chicken Pox) – 2 doses (may be waived for evidence of past infection)
- Tdap – 1 dose

## **Acceptance Policy**

Applicants will be assigned one of the statuses below:

### **Acceptance - Regular**

Students who meet the regular criteria for admissions are accepted with no reservations or restrictions.

### **Acceptance - Academic Probation**

Applicants who do not meet the admissions criteria or are deemed at risk in any area may be accepted on academic probation, including those enrolling directly from unaccredited home schools. In this case, credits earned will be determined by the Academic Standards Committee. Students accepted on academic probation may be limited in their class load and restricted on the number of electives they may take. They will also be placed in a restricted study hall in the evenings. Students on academic probation are expected to achieve regular status by the end of the first nine weeks grading period. Students who struggle academically and need ongoing remedial help may be moved to a certificate of attendance program. Parents will be consulted and required to sign an agreement if this action is necessary. The student may be reinstated when their academic performance reaches an acceptable level; however, the years needed to complete high school may be affected. Bass Memorial Academy reserves the right to ask non-performing students to withdraw.

### **Late Registration**

Students are expected to register on the day indicated in the school calendar and to begin regular classes/work at the opening of the school year. Students who register more than two weeks late and have not transferred from another school are expected to complete make-up work and pay full tuition. Services may be limited to those who enroll late.

### **Contractual Agreement**

Parents who enroll their students in Bass Memorial Academy have entered into a contractual agreement with the school and are expected to live up to their commitment. School records will not be released until all obligations have been met. Semester test permits will not be issued to students whose financial obligations are not current.



# Academic Information

## Diploma Requirements

A diploma will be granted to a student who has met the academic requirements as listed in the school handbook, maintains satisfactory attendance and citizenship, completes financial obligations, and attends Bass Memorial Academy for at least the final semester of their senior year.

BMA offers two diplomas, Standard and College Preparatory, as well as a Certificate of Attendance. A Standard diploma is designed to provide the student with the foundation necessary to enter a four-year college or university program of study and requires a minimum of 24 credits. A College Preparatory diploma is designed to provide the student with every possible academic advantage we can offer in preparing them for a four-year college or university and requires a minimum of 26 credits. The Certificate of Attendance is not a diploma and is intended for students who perform at a remedial level.

A **full academic load** consists of six core classes per year. Gymnastics, fine arts, life skills electives and general electives are in addition to the six classes. **Freshmen, Sophomores & Juniors must take a minimum of three core classes plus a life skills elective per semester. Seniors must either take a minimum of two core classes plus a life skills elective per semester or three core classes.**

**Diploma Analysis Chart**

<b>Courses</b>	<b>Standard</b>	<b>College</b>
Religion*	4	4
English	4	4
Math	4	4
Science	3	4
Social Science	3	3
Foreign Language	---	2
Computers	1	1
Health	0.5	0.5
PE	1	1
Fine Arts	1	1
Electives	2.5	1.5
<b>Minimum Required</b>	<b>24</b>	<b>26</b>

\* Religion is required every year the student is enrolled at Bass Memorial Academy

A cumulative GPA of 2.75 or higher is required for a College Preparatory diploma. Mathematics courses must be Algebra I and higher.

## **BMA Scholars**

BMA Scholars are seniors who are specially recognized at graduation with a medallion for completing the College Preparatory Diploma and who have fulfilled the following requirements:

- 3.5 or above cumulative GPA
- Must take a music or art credit in both their junior and senior year.
- Must take Pre-Calculus, A&P or Physics, and a college/university course from an accredited college/university in their senior year.

Students wishing to take online courses during their junior/senior year must have a minimum cumulative GPA of 3.0, consent from BMA's Academic Standards Committee, and meet the various college's requirements.

## **Change of Program**

Student program changes must begin in the registrar's office. A student entering a class without a properly signed form will receive no credit.

Classes may not be added after the second week of each semester. Students must make up the missed class work when adding classes after registration. Classes may be dropped without penalty up to five weeks after the semester begins. Classes may be dropped up to two weeks after the first nine-weeks grading period of each semester with a WP (Withdrew Passing) or WF (Withdrew Failing) recorded on their transcript. However, a WP or WF does not affect GPA. Classes may not be dropped for any reason after that point.

Stipulations for performing groups may differ from these policies.

**Students are expected to meet all their appointments until they have been notified that program changes were accepted. Changes in schedule are subject to Academic Standards Committee approval.**

## **Changing a Letter Grade**

The teacher of a course may change a letter grade within one semester after the course was taken. After that time, the grade will be final and assumed accurate.

## **Cheating Policy**

Students are required to do their own academic work in all aspects including homework, reports, projects, quizzes and tests. Students may ask for and receive help on some assignments, but should never copy another's work. This is a form of dishonesty, considered cheating, and is unacceptable behavior at Bass Memorial Academy.

Examples of cheating include, but are not limited to:

- Copying homework
- Using notes of any kind during quizzes, tests, or exams, including electronic devices, except by permission of the teacher
- Communicating with another individual through any means during quizzes, tests, or exams

- Copying from another test paper
- Claiming papers from another student as one's own
- Plagiarizing any published material (using published material without proper documentation)

When it is determined that a student has engaged in cheating or plagiarism, the teacher will follow these steps:

**First Offence:**

- Teacher-student consultation
- Teachers will not evaluate the work and may assign a grade of zero and/or may assign a substitute assignment
- Conference with Principal
- Reported to the student's parent(s)/guardian(s)

**Second Offence:**

- Teacher-student consultation
- Teachers will not evaluate the work and will assign a grade of zero
- Reported to the student's parent(s)/guardian(s)
- Review of conduct by Ad Council to determine next steps

**Class Standing**

Class standings will be determined at the beginning of each school year. To be eligible to join any class organization and to participate in its functions, a student must have earned enough credits to qualify for class standing.

Transcripts must be received and evaluated before class standing can be officially determined. Official standing must be ascertained before a student is eligible for class office. A student may participate unofficially in class activities until official class standing can be determined.

To be eligible for promotion, students must have successfully completed all preceding required courses necessary for graduation with his/her class:

- Promotion to sophomore status – minimum 5 credits
- Promotion to junior status – minimum 12 credits
- Promotion to senior status – minimum 18 credits

**Seniors**

Seniors who have not completed 19 credits at the end of the first semester of their senior year will not be permitted to participate in any senior class activity.

Seniors who have a “D” or “F” in a required class on their third quarter report, they are still working on an independent study course and/or are not current with financial and work contracts will have to appeal to the Academic Standards Committee and administration for permission to be included on the Senior Trip. Seniors not going on the class trip are required to remain at

BMA to meet class and work schedules. This time should be used to bring their grades to passing.

A “4-year Senior” is defined as a student who has attended BMA for all 8 semesters.

### **Credit by Examination**

A student may take a proficiency examination in selected subjects. Academic credit will be given if the student scores an 80% or greater on the examination. If the student scores between a 75% - 79%, they may appeal to the Academic Standards committee for consideration. This credit will not affect GPA. A \$100 examination fee will be charged. If the exam is passed, there will be a full refund of the examination fee.

### **Evaluation of Student Progress**

Percentages, grades and points are as follows:

<b>Percent</b>	<b>Grade</b>	<b>GPA Points</b>	<b>College Points</b>		<b>Percent</b>	<b>Grade</b>	<b>GPA Points</b>	<b>College Points</b>
92-100	A	4.00	5.00		72-77	C	2.00	2.00
90-91	A-	3.70	4.70		70-71	C-	1.70	1.70
88-89	B+	3.30	4.30		68-69	D+	1.30	1.30
82-87	B	3.00	4.00		62-67	D	1.00	1.00
80-81	B-	2.70	3.70		60-61	D-	0.70	0.70
78-79	C+	2.30	3.30		0-59	F	0.00	0.00
					Incomplete	I	0.00	0.00

### **Grading Periods and Reports**

The academic year is divided into two semesters. Each semester is divided into two nine-week quarters.

Parents and students can access assignments and grades via FACTS (accessible from the BMA website). Grade results are posted periodically by teachers. Logging in will allow parents and students to check daily progress. Parents may also email teachers with questions or concerns. Grades will be sent home every quarter.

Once the 3 week mark of a semester is reached, parents and students will receive weekly emails with progress reports attached that will help them keep track of student progress in each class.

### **Grade Reports**

Teachers evaluate student academic progress every nine weeks. These grades are not recorded in the permanent record nor do they affect the cumulative grade point average. Rather, they indicate the current level of academic performance and may guide the student in completing the course requirements. Semester grades are a cumulative record of the semester and are recorded on the student’s permanent transcript. Cumulative grade point averages (GPA) are calculated from semester grades.

## **Graduation**

Graduation activities are planned and conducted by the administration in cooperation with the seniors and sponsors. Student participation in the graduation activities is a privilege and not a right. The administration of the school reserves the right to deny participation to any student who does not meet the established criteria for academic and citizenship standards.

Administration also reserves the right to deny the privilege of continued participation in graduation activities for any student who refuses to abide by the specific instructions/guidelines given by school officials.

## **Honors and High Honors**

Students who have a cumulative grade point average of 3.5 – 3.74 through the first semester of their senior year will graduate with honors. Those who have a cumulative grade point average of 3.75 – 4.0 will graduate with high honors. Valedictorian and Salutatorian will be chosen from among high honors students receiving a College Preparatory diploma and/or BMA Scholar students.

## **Incomplete**

An “Incomplete” will be given for legitimate reasons, such as illness, work, or other emergencies which keep a student from satisfactorily completing the requirements of a course. Students who receive an incomplete grade will meet with Academic Standards and must make up incomplete work within the time frame given by Academic Standards, or the incomplete work will receive a zero.

## **Requests for Transcripts**

Requests for transcripts should be requested online at least ten days before they are needed. Transcripts are not issued for students with unpaid accounts. See “Contractual Agreement” (under the Admission section of this handbook).

## **Scholastic Probation**

Academic Standards committee meets weekly to look over student grades. Students who are struggling academically will be placed on academic probation using the criteria below. All students will remain on academic probation for a minimum of 1 week (until Academic Standards meets again).

Students who have an F and/or more than one D, or have 3 or more missing assignments (for more than 1 week) in their classes will be placed on **General Academic Probation** and must:

- Comply with the attendance policy
- Make progress in bringing grades up
- Be in the library during free periods
- Meet with the teacher consistently to evaluate progress
- Participate in a supervised study-hall in the evenings (dorm students only)
- Turn their cell phone into the deans. Cell phone privileges will be lost until a student is removed from general academic probation.

If the above requirements are not met, or if a student has 10 or more missing assignments, students will be placed on **Critical Academic Probation** and will have all the previous restrictions as well as:

- No participation in intramural sports or all-star teams
- No town trips (unless school-sponsored)
- Will lose student leadership positions
- Must meet with an advisor weekly to evaluate progress
- Other restrictions deemed necessary by the Academic Standards Committee

If no acceptable improvement occurs while on critical academic probation, the student may be asked to withdraw.

### **Credit Recovery Options**

- Credit Recovery is an option for students who have a failing grade during their high school career. This option is distinctly different from retaking the class: Credit Recovery teaches mastery of the basics of the course.
- Must be from a school that is pre-approved through your school's Academic Standards Committee. Summer school public school credit recovery programs will not be approved.
- Because the course is not a complete course, the highest grade that will be applied to the student's transcript is a C (even if they earn an A or a B).
- Affect on student's transcript:  
The original class and F grade and GPA effect stays on the student's transcript.  
The new course is listed as a Credit Recovery Course.

### **Retaking A Class - Teaches the class in its entirety**

- Must be from Bass or from a school that is pre-approved through your school's Academic Standards Committee.  
Summer school public school is not approved.
- Because the course taken is a complete course, whatever grade the student earns will be applied to their transcript.
- Affect on student's transcript:  
The original class name and F grade stays on the transcript, however, the GPA effect is removed.

### **Summer School, Resident, and/or Non-Resident Courses**

BMA will not accept correspondence, summer school, or other non-resident credits taken by any enrolled student unless the Academic Standards Committee has pre-approved the course. Correspondence courses, summer school, etc., may not be taken in lieu of regular courses offered by BMA unless there is an unavoidable conflict in a student's program. The correspondence course or an independent study course will count as a part of the regular class load. The last two credits needed for graduation must be taken from BMA. No more than six correspondence credits will count towards graduation (per Southern Union policy).

## **Testing**

National testing is required each school year. The ACT Aspire is given to Freshmen and Sophomores. Juniors take the PSAT. Juniors and Seniors write the ACT in April. The ACT exam is also offered in October and February at the student's expense and is required for college entrance.

# **Course Descriptions**

## **Computer Technology**

### **Computer Literacy (1 credit)**

This course is designed to introduce the student to basic computing skills and applications. Upon successful completion of this course, the student should be capable of producing professional looking documents using standard computer applications such as Microsoft Word, Excel, PowerPoint as well as iPad applications such as Pages, Numbers and Keynote. Additional concepts include basic maintenance and care of computers, and use of computers to access the Internet for information gathering. Students will also learn the proper keyboarding techniques necessary for successful word processing.

### **Robotics (1 credit)**

This course will introduce students to robotic technologies and their impact on modern industries. Students will develop STEM skills and practice engineering principles, while realizing the value of hard work, innovation, and sharing ideas. Students will also learn marketing, time-management, communication skills, and creative problem solving skills. In this course, students will be challenged to design, build, program and operate robots.

## **English**

*Students must have a minimum of 4 credits (4 levels) to graduate.*

### **English I (1 credit)**

English I is a course that is designed to develop the oral communication, reading, writing, and media literacy skills that students need for success in their secondary school academic programs and in their daily lives. Students will analyze literary texts from contemporary and historical periods, interpret informational and graphic texts, and create oral, written, and media texts in a variety of forms. Students will also focus on grammar, vocabulary development, and mastery of spelling and punctuation.

### **English II – World Literature (1 credit)**

English II is a course that is designed to extend the range of oral communication, reading, writing, and media literacy skills that students need for success in their secondary school academic programs and in their daily lives. Students will analyze literary texts using literature from around the world (short stories, poetry, and novels), interpret and evaluate informational and graphic texts, and create oral, written, and media texts in a variety of forms. An important focus will be on the selective use of strategies that contribute to effective communication.

### **English III – American Literature (1 credit)**

English III is a course that emphasizes the development of literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Using American writers, students will analyze challenging literary texts (short stories, poetry, and novels), as well as a range of informational and graphic texts, and create oral, written, and media texts in a variety of forms. An important focus will be on using language with precision and clarity and incorporating stylistic devices appropriately and effectively.

### **English IV – British Literature (1 credit)**

English IV is a course that emphasizes the consolidation of the literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Using British writers, students will analyze a range of challenging literary texts (short stories, poetry, and novels); interpret and evaluate informational and graphic texts; and create oral, written, and media texts in a variety of forms. An important focus will be on using academic language coherently and confidently, selecting the reading strategies best suited to particular texts and particular purposes for reading, and developing greater control in writing. This course is intended to prepare students for university or college.

### **English As A Second Language (1 credit)**

This course extends students' skills in listening, speaking, reading, and writing in English for a variety of everyday and academic purposes. As well, students will expand their academic vocabulary and their study skills to facilitate their success in their other classes.

## **Enrichment Courses**

### **Learning Strategies (0.5 credits)**

Offered mostly to the freshmen, this course will introduce you to a variety of high school survival skills (note-taking, test-taking, etc.) as well as personal survival skills (goal setting, time management, organization, etc.). The goal of this class is to increase the probability of your success both during your high school career and after graduation.

### **Home Economics (1 credit)**

This course will provide skills in cooking and sewing as well as exploring concepts in nutrition.

### **Industrial Arts (1 credit)**

This course will provide skills in some of the following areas: home maintenance, auto mechanics, wood-working, and welding.



### **Careers (0.5 credits)**

This course will guide students through the steps they need to be ready for life after high school. Students will learn about critical topics related to self-discovery, developing success skills, building a network, exploring career options, and planning for college – academically, socially, emotionally, and financially.

### **ACT Prep (0.5 credits)**

This course will assist students in preparing for the ACT test. This course will help students understand the format of the ACT as well as the types of questions found on the test. Students will develop strategies for answering questions correctly as well as build confidence towards success.

### **Gymnastics Team (0.5 credits)**

The gymnastics team is a public relations organization which tours each year. Membership is based upon spiritual commitment, qualifying skills and citizenship. Gymnastic team members will be required to purchase a uniform and must meet all scheduled performances.

### **Introduction to Flying (0.25 credits) – subject to interest & instructor availability**

This course is meant to introduce the student to flying and start them on the way to earning their private pilot's license. The course includes ground school. Students may choose to continue with the instructor at their own pace. Additional fees for this class may not be placed on the student's account.

## **Fine Arts**

*Students are required to earn a minimum of 1 fine arts credit. Art or music credits will satisfy this requirement.*

### **Art I: Drawing/Watercolor Painting (1 credit) – offered 2021-22**

**Drawing:** Students will develop basic skills in one, two and three-perspective drawing while creating 2-D artwork based on observation and the elements of design. Various media such as graphite, charcoal, pen and ink, pastels, and colored pencil will be explored.

**Watercolors:** Students will learn the basic rules of design and composition, and many basic techniques in watercolor painting including wet-on-wet, wet-on-dry, glazing, blooms, lifting, layering, splattering, dry brush technique, and water control.

### **Art II: Acrylic Painting/Crafts I (1 credit) – offered 2022-23**

**Acrylics:** Students will be introduced to several brush types and palette knives and well as various acrylic painting techniques such as washing, underlaying, blocking, dry brushing, stippling, sponging, and misting. Students will create a variety of 2-D artwork in a variety of genres such as realism, abstract expression, paint pouring, and pop art.

**Crafts I:** Students will explore various types of artwork, some of which may include multi-media, paper mache, recycled art, wire sculpture, abstract art, and stencil art.

### **Art III: Ceramics/Crafts II (1 credit) – offered 2023-24**

**Ceramics:** Students will create 3-D artwork in clay using basic hand-building techniques, and the potter's wheel. Students will also learn to apply surface decoration and glazes to 3-D forms and explore the process of firing a kiln.

**Crafts II:** Students will explore various types of artwork, some of which may include stained glass, fusing & slumping, design, origami, and decoupage.

### **Celeste (Choir)\* (0.5 credits)**

Bass Memorial Academy's choir provides an opportunity for students to develop vocal technique and skills in ensemble singing, sight reading, basic music theory, and music appreciation.

Multiple voice and acapella arrangements in a variety of musical genres will be performed. An audition is required to participate in Celeste.

### **Concert Band\* (0.5 credits)**

Concert Band is open to all students possessing basic playing ability on a brass, woodwind or percussion instrument. Students will learn and practice skills in instrumental technique, ensemble playing, sight-reading, music theory and music appreciation.

### **Handbell Choir\* (0.5 credits)**

Bass Memorial Academy's handbell choir provides an opportunity for students to develop skills in ringing technique, ensemble playing, sight-reading, music theory and music appreciation. A variety of musical genres will be performed. Students must have previous handbell experience or an understanding of basic music theory to participate in this group.

### **Private Music Lessons (0.5 credits)**

Private instruction is available for students wishing to take lessons in piano, voice, strings, music theory, brass, woodwinds, and percussion. Students are required to practice regularly and to participate in recitals. **All lessons must be taken for credit.**

### **String Ensemble\* (0.5 credits)**

The Bass Memorial Academy String Ensemble is available to students who possess intermediate to advanced skills in violin, viola, cello or string bass. Students will develop skills in string technique, ensemble playing, sight-reading, music theory and music appreciation. A variety of musical genres will be performed. An audition is required to participate in the string ensemble.

**\* Students are required to participate in all performances.**

## Foreign Languages

*Students pursuing a College Preparatory diploma must complete two years of the same foreign language. Proficiency tests are available for these courses to receive credit without attendance.*

### **Spanish I (1 credit)**

This course is a beginning-level course designed to provide students with both lingual and cultural aspects of the Spanish language. Students will learn to speak, read, and write greetings, expressions, numbers, vocabulary, and simple sentence structures.

### **Spanish II (1 credit)**

This course is an intermediate-level course designed to expand the student's knowledge of both lingual and cultural aspects of the Spanish language. Students will learn to speak, read, and write vocabulary and complex sentence structures.

## Mathematics

*Students must complete four math classes regardless of the diploma they are pursuing. Algebra I is required for all diplomas. Algebra I and higher courses are required for the College Preparatory diploma.*

### **Pre-Algebra (1 credit)**

This course prepares students for Algebra I by focusing on mathematical mechanics. Topics include order of operations, working with fractions, basic graphing, equation manipulation, and more. **This course does not apply toward a College Preparatory diploma.**

### **Algebra I (1 credit)**

This course covers all topics in a first-year algebra course, from proofs, statistics and probability to algebra-based real-world problems. Students begin developing the more complex understanding required for mathematics.

### **Algebra II (1 credit)**

This course extends the topics covered in the first-year Algebra course, and introduces several new topics. Included are functions, linear equations and inequalities, matrices, polynomials and quadratics, rational expressions, irrational and complex numbers, exponential and logarithmic functions, and trigonometry. *Prerequisite: C- or above in Algebra I or special permission from the teacher.*

### **Geometry (1 credit)**

Geometry introduces the study of points, segments, triangles, polygons, circles, solid figures, and their associated relationships as a mathematical system. Emphasis is placed on the description and use of inductive, deductive, and intuitive reasoning skills. Powers of abstract reasoning, spatial visualization and logical reasoning patterns are improved through this course.

*Prerequisite: C – or above in Algebra I or special permission from the teacher.*

### **Pre-Calculus (1 credit)**

This course integrates and extends topics from Algebra II and Geometry and introduces new topics. Included are various fundamental functions including polynomial, exponential and logarithmic functions, systems of equations and inequalities, conic sections, sequences and probability. There is extensive work with trigonometry. Graphing and problem solving are emphasized. Introductory calculus is explored. This course will help prepare students for college entrance exams such as the ACT and SAT. Upon successful completion of this course, the student will be prepared to take calculus. *Prerequisite: B- or above in Algebra II or special permission from the teacher.*

### **Survey of Math (1 credit)**

This is a survey of math course that covers a wide variety of topics. Students will focus on their areas of weakness so they will be prepared for college math. **This course does not apply toward a College Preparatory diploma.**

## **Physical Education**

*Physical Education and Health are required to graduate.*

### **Physical Education (1 credit)**

The objective of this course is to introduce students to different aspects of personal fitness while giving an introduction to the rules and fundamental skills involved in team sports. Skills will be taught that will benefit the student if they choose to participate in the intramural program.

### **Health (0.5 credits)**

This course familiarizes students with various aspects of healthy living following the Creation Health model. Topics covered are choice, rest, environment, activity, trust, interpersonal relationships, outlook, and nutrition.

### **Physical Education II (1 credit)**

The objective of this course is to introduce students to different aspects of personal fitness while giving an introduction to individual sports such as badminton, golf, pickleball, tennis, disc golf, table tennis, aerobics and weight training.

## Religion

*Students are required to successfully complete one religion course for each year at BMA.*

### **Religion I (1 credit)**

This course takes students on a journey to explore evidence supporting God's intelligent design of the Universe and our world. Students will also explore challenging concepts such as who God is, and what their identities are with God.

### **Religion II (1 credit)**

In this course, students will survey the Old Testament. They will examine the lives of David and Hosea. They will also study the Gospels. Students will examine evidence supporting scripture and the ramifications for their faith.

### **Religion III (1 credit)**

Students will explore fundamental Christian beliefs, a survey of the New Testament, and a brief look at the Protestant Reformation that influenced the formation of the Church today.

### **Religion IV (1 credit)**

In this course, students will be challenged with ethical and moral challenges. Students will also explore relationships, world religions, and how to be a healthy, functioning member in the body of Christ.

## Science

*General Education diploma students are required to complete three sciences, one of which must be Biology. College Preparatory diploma students must complete four sciences, two of which must be lab courses, including Biology.*

### **Earth Science (1 credit) – offered 2021-22 & 2022-23**

This course is an introduction to the amazing world God created. Topics include geologic time table, plate tectonics, rocks & minerals, hydrologic cycle, and weather.

### **Physical Science (1 credit) – offered 2023-24 & 2024-25**

This course is an introduction and overview of the scientific disciplines of chemistry and physics.

### **Biology with lab (1 credit)**

This course is an introduction to the study of living organisms. Topics include cellular components and processes, genetics, systematics (especially animal phyla), ecology, and an overview of human anatomy and physiology. Where appropriate, origins are considered and a Biblical view affirmed.

### **Chemistry with lab (1 credit)**

This course covers the nature of matter in its physical states, atomic structure, chemical formulas, compounds and chemical equations. *Prerequisites: Physical/Earth Science and Algebra I with a minimum grade of "C". Pre/Corequisite: Algebra II.*

### **Anatomy & Physiology with lab (1 credit)**

This course is a study of the structure and function of the human body. Emphasis is placed on the integration of various systems as they compose the incredible human machine. *Prerequisite: Biology with a minimum grade of "C".*

### **Physics with lab (1 credit)**

This course emphasizes learning the fundamental principles of nature using mathematical derivatives. Topics include mechanics, dynamics, magnetism, wave motion and others. *Pre/Corequisite: Algebra II.*

## **Social Studies**

*Students are required to complete World and U.S. History plus U.S. Government.*

### **U.S. Government/Personal Economics (1 credit)**

In this course, the operation of all branches of the United States federal government, free enterprise, and the economic systems are studied. Special emphasis is given to the Constitution. It also acquaints the student with personal finance and budgeting skills.

### **World History (1 credit)**

This course is designed to give students an overview of the essential people, events, and ideas which have shaped the world in which we live. Special emphasis is placed on our unique Christian understanding of how God has influenced the course of this world's history.

### **U.S. History (1 credit)**

This course is designed to enable students to appreciate the heritage of our country. The social, economic and political events that have shaped the United States are explored.

## **College Online Courses**

*College online dual enrollment courses are available through Southern Adventist University and Andrews University. These are strictly online courses, so there will be no on-campus instruction from BMA staff. Some of these courses may be substituted for BMA courses. All online courses will satisfy as electives. For more information, please visit the following websites, or speak with our Registrar.*

**Southern Adventist University:** <https://www.southern.edu/academics/academic-sites/online-campus/dual-enrollment.html>

**Andrews University:** <https://www.andrews.edu/services/precollege/courses/online.html>

# Spiritual Development

Bass Memorial Academy believes that every student should have the opportunity to develop and strengthen their relationship with Christ. We provide students with a number of opportunities to do this through various outreach/community service activities and active participation in religious services.

## **Sabbath Services**

In harmony with the biblical beliefs of the Seventh-day Adventist Church, Bass Memorial Academy recognizes and observes the seventh-day Sabbath. From sundown on Friday until sundown on Saturday, music, literature, and other activities should be spiritually uplifting.

All residence hall students are expected to attend the religious services planned by the school. These services include Friday evening vespers, Sabbath School and Church services Sabbath morning, and sundown worship Saturday evening. Village students are encouraged to attend campus religious services.

## **Worships**

Every school day starts with morning worship for the entire school in the chapel. Evening worships are held in the residence halls and attendance is required of all resident students. On Wednesday evening, small group bible studies are held in place of the evening worship.

## **Chapel/Assembly**

Chapel/assembly is held on Fridays as scheduled. **Attendance is compulsory for all students.**

## **Weeks of Prayer**

Three times each year, a week is set aside to focus on spiritual growth. **Attendance at the meetings during the school day is compulsory for all students.** Village students are invited to join the residence hall students for the evening meetings. Guest speakers are invited to lead out in two of the Weeks of Prayer. Our students lead out in the third Week of Prayer.

## **Baptismal/Discipleship Classes**

Baptismal and Discipleship classes are available at Bass Memorial Academy. If you are interested in attending one of these programs, please see the school chaplain for details.

## **Campus Ministries Team**

The campus ministries team plans the various spiritual programs and outreach activities. The team is made up of a representative sample of male and female, dorm and village students. The goal of the team is to provide opportunities for spiritual growth among the students.

## **Seating in Church**

Students are expected to sit in the left main section of pews in front of the back pillars.

# Social Development

Bass Memorial Academy encourages student involvement in extracurricular organizations and activities. Organizations include the Student Association, Boys' Club, Girls' Club, gymnastics team, band, choir, handbell choir, string ensemble, National Honor Society, and other specialty clubs formed under faculty sponsorship. Activities in addition to those sponsored by these organizations include mission trips, Weeks of Prayer, yearbook, and intramurals.

## **National Honor Society**

Bass Memorial Academy has an organized chapter of the National Honor Society. The society is a national organization promoting excellence in high school students. It is an organization with a long tradition, dating back to 1921.

Students are selected for inclusion in the society based on a set of guidelines stated in the National Honor Society Constitution and adhered to by all Honor Society chapters. Membership is open to any student in grades 10, 11, and 12 who meets the requirements. The purpose of the society, as founded in the National Constitution, are:

- To create enthusiasm for scholarship
- To stimulate a desire to render service
- To promote leadership
- To develop character

## **Senior Class Trip**

Seniors who have a "D" or "F" in a required class on their third quarter report and/or are not current with financial and work contracts will have to appeal to the Academic Standards Committee and Administration for permission to be included on the Senior Trip. Seniors not going on the class trip are required to remain at BMA to meet class and work schedules. This time should be used to bring their grades to passing.

Should a student not be eligible to graduate or to go on a class trip, funds allocated for these activities stay with the class, not the individual. Only donations to the individual student may be reassigned to the school bill or returned to the donor.



## **Student Association**

The Student Association (SA) represents all the students of BMA. The Student Association plans monthly social activities. Some of the major functions include Mega Marathon, Lay It On The Barrel, Fall Festival, Fall Banquet, Valentine's Banquet, Talent Show, and Class Challenge. The officers are the president, social vice-president, religious vice-president, secretary, treasurer, girls' and boys' sports coordinator, parliamentarian, and class SA representatives.

## **Student Leadership**

BMA believes in strong student leadership. In order to keep some students from being overloaded with responsibility, and to give an opportunity for more students to share in the development of character and leadership ability, the following guidelines have been established:

- Any student elected to a student leadership position must uphold the ideals of Christian education, and support BMA's rules and regulations with a supportive positive attitude towards school and staff.
- Holding office is an honor granted to a few students. Hard work, fair representation and working together should be the aim of every officer. Those who do not fulfill their responsibilities may be replaced.
- Any student elected to a major office must have either a cumulative or most recent semester GPA of 3.00. Students elected to any other office must have a GPA of at least 2.25.
- All students holding offices should maintain satisfactory attendance, citizenship and GPA in order to remain in office.
- Students on critical probation may not hold or run for offices.

The Administrative Council gives final approval of candidates for student offices based on the above criteria. Each major office is counted at three points, secondary office as two points, and minor office as one point. Students may not hold concurrent offices totaling more than five points.

**Major Offices:** SA President, SA Social VP, SA Religious VP, Sr. Class President, Jr. Class President.

**Secondary Offices:** Yearbook Editor, Newspaper Editor, Sophomore Class President, Freshman Class President, NHS President, Boys' and Girls' Club Presidents.

**Minor Offices:** SA – other than those listed above, Other Class Officers, Girls' and Boys' Club Officers – other than those listed above, gym team captains, all other NHS Officers.

## **Boys' Club and Girls' Club**

These clubs sponsor a variety of activities and functions. The offices are president, secretary, treasurer, pastor, parliamentarian, and village-representative. These individuals work with the deans to plan dorm activities throughout the year.

## **Student Senate**

The Student Senate serves as a moderating voice between the students and the administration of Bass Memorial Academy. Its purpose is to address the concerns of individual students and to represent the student body's collective will for the school through recommendations to the Administrative Council. The Student Senate shall be composed of the following:

- Student Association Social VP (chairperson)
- The Vice-President of each class
- Boys' Club President
- Girls' Club President
- The Parliamentarian from each class (if they are the opposite gender as that of the class Vice-President). If the Parliamentarian is the same gender as the class Vice-President, then the class will elect someone of the opposite gender to serve on Student Senate.
- One village student representative

## **Touring Organizations**

Bass Memorial Academy has multiple touring organizations for students to choose from. These include: AmBASSadors, Band, Choir, Gymnastics, Handbells, and the String Orchestra. All policies of Bass Memorial Academy apply during all school-sponsored trips, tours and activities, including, but not limited to, mall trips, class trips or all organizational tours.

# Physical Development

## **Cafeteria**

The BMA cafeteria serves a lacto-ovo-vegetarian diet using the freshest and finest supplies. Vegan options are also provided at every meal. Three meals are served each day, with the exception of Sunday, when we serve brunch and supper only.

Students are required to remove their trays from the table and return them to the cleanup area. They also need to wipe down their tables when they are finished eating.

Due to the fact that food is sold at a flat rate, food cannot be taken from the cafeteria unless authorized by the nurse or deans.

Village students have their lunch meal on school days included in their tuition that they pay. If they wish to eat any other meal in the cafeteria, they must sign in at the cafeteria and their meal will be charged to their account.

When families come to visit, they can sign in under their student's account and then eat in the cafeteria. We encourage families to let us know in advance if they are coming to visit so that we can ensure there will be enough food to accommodate everyone.

## **Gym Policies**

- Tennis shoes are to be worn for any activity on the gym floor.
- The gymnastics equipment should not be used unless there is a gymnastics coach present. Please do not sit on the gymnastics mats!
- No basketballs or volleyballs should be kicked like a soccer ball.
- No one should be in the equipment room except gym workers and staff members. If you need equipment, ask the gym worker or a staff member to get it for you.

## **Health Services**

### *Accident and Emergencies*

BMA does everything possible to prevent accidents, but with a large group of students, some may occur. It is the student's responsibility to report all accidents as soon as they happen to his/her work supervisor (for work related accidents), the staff member on duty (for activities), or the deans (after hours). Accident reports must be filled out in the business office immediately if a student wishes to obtain coverage benefits.

### *Doctor's Appointments*

Students should not make their own medical appointments. The nurse, dean on duty or designated staff member will make all arrangements for off-campus medical care. Financial arrangements will need to be made before making an office visit or before obtaining prescribed medications.

### **Illness**

Residence hall students requiring medical attention should report to the residence hall lobby no later than 7:30 am (earlier if your work appointment begins before 7:30 am).

If the nurse or dean excuses a student's classes and work, the student is expected to go to bed and remain there until 6:30 am the next morning. Failure to follow these instructions will mean those classes and/or work missed will not be excused. Students who violate curfew may be denied being placed on sick list the following day.

If the student should become ill after 7:30 am, the student must personally report to the dean on duty.

In the case of village students, a parent or guardian must call the attendance officer to report illness by 7:45 am. Village students who are placed on sick list may not attend any classes for the rest of the day, or evening activities on the day they are placed on sick list.

A list of those students who are excused from classes and work due to illness will be emailed to teachers, work supervisors, and the Attendance Officer daily.

## **Medications**

The following policy is designed to protect the health and safety of the students. No bottles or packages of medications (prescription or “over-the-counter” non-prescription) will be allowed to be brought on the campus without following the procedures outlined below:

### *Dormitory Students*

If dorm students are required to take medication at school, the following guidelines must be followed:

- All medications (prescription or “over-the-counter” non-prescription) and vitamins that are brought on the campus must be checked into the dean’s office. The medication must be properly labeled. This must include the student’s name, medication, dosage, and if it is a prescription medication, the prescribing physician’s name. All medications will be stored in a locked cabinet.
- Students are not allowed to keep bottles or packages of medications in their rooms.
- Students are not allowed to share or borrow any medication from other students. This includes prescription and non-prescription medications.
- Medications that are prescribed for emergency conditions such as: insulin, asthma inhalers, and Epipen (epinephrine for allergic reactions) may be kept in rooms. The provided physician’s form must be on file.

### *Village Students*

- Village students should take all routine medications at home if possible.
- Students will be allowed to bring one day’s supply from home in the original labeled container. This label should include the student’s name, medication and dosage. All medications must be given to an office manager upon arrival to campus.
- The administration must receive a note from the parent or guardian giving permission for the medication to be taken at school. This permission must be sent to the school if the medication is for one day or for an extended period of time.
- Students will not be allowed to share or borrow any medication from other students. This include prescription and non-prescription medications.
- Medications that are prescribed for emergency conditions such as: insulin, asthma inhalers, and Epipen (epinephrine for allergic reactions) may be brought to school and kept in the front office. The provided physician’s form must be on file.

## **Intramurals**

All students are encouraged to participate in the intramural program which occurs on Monday, Tuesday, Thursday and some Sunday evenings. Some of the sports play include, but are not limited to: volleyball, softball, flag football, floor hockey, basketball, and soccer.

# Attendance Policy

A good attendance record is very important for student success. Therefore, regular attendance is expected for classes, chapels, and required tutoring appointments.

At the beginning of each quarter, each student has a credit of ten (10) points. Points are deducted as follows:

- Minus one point for each unexcused tardy (class and assembly)
- Minus five points for each unexcused absence
- Minus three points for each unexcused assembly absence

## Discipline Levels:

**Level 1:** If a student loses all 10 points in a quarter, he/she will:

- Lose Rec for 1 week
- Receive five additional points

**Level 2:** If a student loses the five additional points received at level 1, he/she will:

- Will serve a 3-day in-school (attend classes/work/religious services, all free time will be spent in their dorm room (village will spend free time in the office or at home)).
- Receive five additional points

**Level 3:** If a student loses the five points received at level 2, he/she will:

- Be referred to Administrative Council for discipline, which can involve a longer suspension or withdrawal from BMA.

A student who receives an unexcused absence for class will be given until noon two days following the absence to present an acceptable excuse to the attendance officer (excuses may be presented via email by the staff member that marked the absence or tardy).

## Excused Absences

Excused absences include:

- Sickness (dorm students must be placed on sick list by the Dean)
- Medical Appointments (should get prior approval from Ad Council if possible)
- Death in the family

All other absence requests must be submitted to Ad Council for approval (before the absence occurs). Students who miss class due to discipline or field trips will have their absences excused. Parents may not place a dorm student on sick list.

Parents of village students should telephone the school if the student is absent. The village student should not attend recreation if classes were missed because of sickness.

Bass Memorial Academy understands that sometimes events happen that don't fall directly under the above listed Excused Absent categories. For example: getting your driver's license, or a visit from Grandma. Parents may request through the Ad Council, excused absences for up to four days per school year for family related activities. These excused absences will only be granted to students in good standing who are not on the DFI list. Failure to comply with the stated policies on attendance may result in a student receiving an Unexcused Absence and not being allowed to make up their missing work.

### **Online Education**

Bass Memorial Academy is not an online school. However, because of the COVID-19 pandemic Bass Memorial Academy has developed the capabilities to offer most of our classes online when necessary. This ability is not intended to take the place of in-class education, nor is it intended to replace in-class education during excused absences of one or two days duration. It is only to be used for extended excused medical absences in excess of two days. If a student is going to be absent for longer than two days because of a serious illness or Covid quarantine parents can submit a request to the Ad Council for Online Education for the duration of the illness or quarantine.

### **Tardies**

A student is considered tardy if not seated in the classroom or at the workstation when the class or appointment begins. Tardies in excess of 10 minutes may be recorded as an absence.

### **15% Absence Limit**

Students must not miss more than 15% of a given class per semester for any reason (excused or unexcused). Violation of this state requirement may result in a loss of credit for the class. School approved field trips do not count towards the 15% absence limit.

### **Make-up Work**

As often as possible, students should make arrangements for missed work before the absence occurs. When this is not possible, students must check with classroom teachers on the first day upon returning to classes to make arrangements for missed work. Typically, the number of days absent will be the same number of days the student has to make up missed work.

### **Absence During Finals**

Students must be present during final exams. In extreme circumstances, students can request permission to write exams early from the Academic Standards committee. If approved, students will be charged \$50 per exam.

### **Cancellation of Class**

If a teacher does not arrive for class within the first 10 minutes, a student should be sent to the office to locate the teacher. If the teacher is unable to make the class, a faculty member may dismiss the class only after all students have signed a piece of paper noting their presence. **Class is never cancelled automatically after 10 minutes.**

# Financial Information

Adventist education at Bass Memorial Academy is an investment in your child's future! Enrolling your child at BMA is a significant financial commitment made by a family. However, Bass Memorial Academy wishes to partner with families to help them enroll their children at BMA. Financial assistance is available from many sources: other family members, students' contributions from work, local churches, and scholarships from many different sources. Assistance is also available from our Worthy Student Fund, made possible by generous alumni and other Bass supporters. When everyone works together, finances can be manageable!

## Tuition & Fees

BMA makes a flat-rate charge to allow more accurate planning. These totals do not include registration fees.

<b>Village (non-dormitory)</b>	<b>Yearly</b>	<b>Monthly</b>
Tuition (includes a noon meal on school days)	\$11,900	\$1,190
<b>TOTAL</b>	\$11,900	\$1,190

<b>Dormitory</b>	<b>Yearly</b>	<b>Monthly</b>
Tuition	\$11,150	\$1,115
Room & Board	\$7,100	\$710
<b>Sub-Total</b>	\$18,250	\$1,825
Room & Key Deposit (returnable at end of year)	\$100	-----
<b>TOTAL</b>	\$18,350	\$1,825

The full charge is broken down into ten (10) payments. The first monthly payment is due at registration. The following nine (9) payments will be billed on statements dated the 25<sup>th</sup> of each month through April, and due the following month. (For example, the September charge will be billed on the August 25 statement.)

## Due at Registration

	<b>Dormitory</b>	<b>Village</b>
Flat Rate #1	\$1,825	\$1,190
Entrance Fee*	\$660	\$660
Textbooks	\$190	\$190
Technology Fee	\$165	\$165
Room & Key Deposit	\$100	-----
<b>TOTAL</b>	\$2,940	\$2,205

\*Entrance Fee charges include items such as computer lab use, student accident insurance, laundry, student association and special events, yearbook, class dues, library, boys/girls club activities, etc. (*Note: International students must provide their own sickness and accident insurance.*)

### **How Can I Afford It?**

1. Review the flat rate charges. Then, study the scholarships, discounts, financial assistance plans, work opportunities, and financial aid.
2. We estimate that a family saves \$300 to \$350 per month on household costs per student while living in the dorm. Additionally, regular nightly recreation and weekend entertainment events are provided for both dorm and village students, which could result in further savings to the family.
3. Contact our Treasurer to begin your personal budget/payment plan session. We will work with you to find scholarships, work, etc. to reduce the cost to your family.

### **Scholarships**

#### **Academic Scholarships**

Scholarships for new or returning students will be awarded based on the previous year's cumulative GPA calculated from an accredited academic program. Amounts will be determined as follows:

- \$1000 for a GPA of 3.75 – 4.00
- \$750 for a GPA of 3.50 – 3.74
- \$500 for a GPA of 3.25 – 3.49
- \$250 for a GPA of 3.00 – 3.24

Incoming Freshmen may receive scholarships based on 8<sup>th</sup> grade national achievement scores at the following levels:

- \$1000 for a composite score of 95-100%
- \$750 for a composite score of 90-94%
- \$500 for a composite score of 85-89%
- \$250 for a composite score of 80-84%

Test scores must be provided as early as possible in the summer. Scholarships are distributed in 10 equal monthly payments, and may be lost if appropriate GPA is not maintained. Scholarship amounts will be recalculated at the beginning of each school year.

#### **New Student Scholarships**

First-time dorm students will receive a \$250 discount on the August statement (\$125 for village students). Only one new student scholarship per student will be honored.

#### **Academy Days Scholarships**

Scholarships ranging from \$50-\$500 are awarded at Academy Days. The entire amount is applied to the registration fee. Only one scholarship in each academic area will be honored. If a student leaves school before the end of the year, the unused prorated portion will be charged back to the student's account



## **Discounts**

### **Early Registration Discount**

Families who complete all registration & enrollment paperwork by May 31 will receive a \$100 early registration discount. This includes a financial plan being made and signed by May 31.

### **Family Discounts**

Families with more than one student enrolled at Bass will receive a 25% discount on tuition for the second student. The third student will receive a 50% discount on tuition. This discount will be applied monthly on a prorated basis.

### **Pre-Payment Discount**

A 5% discount is given if the entire year's charges and entrance fee is paid at registration with cash or check. Credit or debit card advance payments will receive a 3% discount.

Payment of one semester's charges and entrance fee in advance (by registration for first semester, prior to Christmas break for second semester) will qualify for a discount of 2.5% if paid with cash or check. Credit or debit card advance payments will receive a 1% discount.

## **Financial Assistance Plans**

### **Three-Way Assistance Plan\***

Parents or guardians that are members of the Gulf States Conference may apply for a three-way assistance plan through their local church. Funds up to a maximum of \$750 contributed toward the student's account are matched equally by the Conference and Bass, up to a maximum of \$2250 ( $\$750 \times 3$ ) for dormitory students and \$1125 ( $\$375 \times 3$ ) for village students. The total contribution is credited to the student's account equally over the ten billing periods. *If a student leaves school for any reason, the unused portion of the three-way plan will be returned to the sponsoring church.*

### **Two-Way Assistance Plan\***

The two-way assistance plan is for parents or guardians that are not members of the Gulf States Conference. They may apply for a two-way assistance plan through their local church. Funds up to a maximum of \$1125 contributed toward the student's account are matched equally by Bass, up to a maximum of \$2250 ( $\$1125 \times 2$ ). The total contribution is credited to the student's account equally over the ten billing periods. *If a student leaves school for any reason, the unused portion of the church's contribution will be returned to the sponsoring church.*

### **Church Family Scholarship\***

This scholarship allows church “families” to join together to each receive discounted tuition at Bass. A minimum of four families from the same church or church district must participate. The discount increases for each additional student.

Example:                   4 families participate = 25% discount for each student  
                                  5 families participate = 30% discount for each student  
                                  6 families participate = 35% discount for each student  
                                  7 families participate = 40% discount for each student

#### Criteria

**Students** must work and receive a satisfactory performance evaluation to remain eligible

**Parents** must make on-time payments via automatic payment plans (credit card or ACH)

**Churches** must provide full 3-way matching funds (\$750) for each student receiving the Church Family Scholarship.

#### **Other Details:**

- This scholarship is available for dorm students only
- Families are eligible for either the Church Family Scholarship **OR** the Family Discount (whichever is more beneficial to the family), not both. If the Family Discount is more beneficial, the family can still count towards the number of eligible families from a church or small district
- Employees of the Gulf States Conference receiving educational subsidy are not eligible to receive the Church Family Scholarship. However, their family still counts toward the eligible number of families from a church or small district.

### **Pastoral Scholarship\***

This scholarship can be given to a prospective student by a Pastor employed by the Gulf States Conference.

#### Scholarship Information

The Pastoral Scholarship is a \$1,000 non-renewable scholarship. It is only applicable to a student’s first year of study at Bass Memorial Academy.

#### Criteria

- Prospective students cannot be currently enrolled in an Adventist school
- No siblings of the prospective student have attended Bass Memorial Academy
- Prospective students have never personally attended Bass Memorial Academy

*\* Seventh-day Adventist employees who receive educational subsidy are not eligible to receive any of the above financial assistance plans or additional financial aid from BMA.*

### **Work Program**

Students must be at least fourteen years old to work at Bass and 16 years old to work more than three hours per school day. All students must work a minimum of two hours per day, but depending on a student’s age and their job assignment, it is typical to work 2.5 - 3 hours per day.

Students working on-campus who faithfully attend work on a daily basis, can typically earn between \$250-\$275 per month. If a family chooses to have 10% taken out of a student's pay for tithe, and an additional 10% taken out for student bank, then students typically earn between \$200-\$225 per month towards their school bill. If a student chooses to pick up additional shifts on the weekend, these amounts can increase.

### **Student Wages, Paychecks and Voluntary Wage Assignment**

The academy does not promise or guarantee the amount of work hours that will be provided through the work program. Students receive paychecks for their hours worked after deduction of applicable taxes. As part of the registration process (called Online Enrollment), students and parents determine how they wish to allocate the student's earnings for tuition expenses, tithe, and to their Student Bank on campus. Students can withdraw these funds at any time. Details and instructions are provided on the Online Enrollment form prior to registration each year. Students who receive financial aid may not allocate more than 10% of their earnings to student bank.

### **Summer Jobs**

There are a limited number of campus jobs during the summer. Preference is given to current students who have a balance on their accounts. The blueberry packing house on campus employs students who are at least 16 years old. Other available campus jobs may be available in the maintenance or grounds departments, or in the administration offices.

Students may also find work at Camp Alamisco and other SDA summer campus. Check with each Conference on their minimum age requirement for summer workers.

Mega Books program (literature sales in Gulf States and other Conferences) recruits students.

All summer jobs listed above are eligible for a 25% matching scholarship from Bass if the following requirements are met:

1. Students must work the full period of time that they commit to work at the beginning of the summer. Quitting early will forfeit the matching scholarship.
2. All paychecks must be delivered to the BMA business office, signed and applied to the students' tuition account. 10% may be applied to tithe and 10% may go to the student bank. At least 80% must go to the tuition account. If only some of the paychecks are applied to the account, no matching scholarship will be granted.

### **Financial Aid**

Additional financial assistance for families with extenuating circumstances may be available. Parents must follow these steps:

- Meet with the BMA Treasurer (in person or via telephone)
- Complete a confidential request for financial assistance form
- Return the form with your latest income tax return
- The BMA Financial Aid Committee will review the application
- Scholarships will be awarded according to a formula based upon a person's need and the amount of funds that the academy has available
- Students must work during the school year and have a positive work performance review to remain eligible

- Funds are limited, and awarded on a *first-come, first-serve basis*
- Parents will be informed of the award granted by the Financial Aid Committee
- **Failure to keep an account current may result in the loss of future scholarship disbursement.**

## **Other Fees/Expenses**

The following charges are not included in the flat rate charge or entrance fees:

### **Cafeteria**

Everyone who is not a dorm student must purchase their meals from the cafeteria. Meals cost \$5 for adults, and \$3.50 for children ages 4-12 (children under 4 eat for free). Meal tickets may be purchased at the business office. A 10% discount is given if 10 meals are purchased. Village students are not charged for their noon meal on school days. Breakfast and supper are charged at the regular rates.

### **Class/Organization T-shirts**

Classes and organizations (choir, band, etc) typically purchase t-shirts for their members. These costs are not included in the tuition and fees.

### **Consumable Class Books**

Occasionally, students will need to purchase workbooks (that they write in), or literature books that they will keep at the end of the class. There is a nominal fee for these books.

### **Early Withdrawal**

If a student withdraws from BMA within the first 30 days, \$150 (\$200 for international students) will be retained to cover registration and administrative costs. No entrance fees will be refunded after 30 days.

### **Graduation Fee**

The graduation fee of \$150 covers the cap and gown rental, diploma, and one transcript. This will be billed on the January statement.

### **Gymnastics Uniforms**

There is a fee to cover the cost of the gymnastics uniforms and other expenses.

### **Home Leave Transportation Fees**

Bus routes will be determined by student demographics and posted on the BMA website. Fees will be based on current fuel prices. Shuttle service to airports that do not coordinate with the scheduled bus routes will be assessed additional fees.

### **International Student Application Fee**

International students must pay an application fee of \$200 when they are accepted for admission. This is used for processing and mailing administrative/immigration paperwork.

### **Late Registration**

Students who register more than one week late for either semester are charged a prorated amount for room and board. No discount for tuition is given.

### **Medical Fees**

Parents/guardians are responsible for payment of medical expenses such as prescriptions, medical transportation and doctor's fees. Medical transportation will be charged at the following rates: Purvis - \$5.00, Lumberton - \$10.00, and Hattiesburg - \$18.00.

### **Mission Trips**

Every year, Bass Memorial Academy plans a Mission Trip during spring break. We rotate trips between outside of the USA and within the USA. All costs for the Mission Trip can be fundraised, but these costs are not part of the tuition fees to attend BMA.

### **Music and Other Supplies**

Music students will need to purchase incidentals such as reeds, books, etc.

### **Music Uniforms**

There is a \$60 fee per year for music uniforms.

### **Private Music Lessons/Instrument Rental**

Thirteen private lessons per semester cost \$250 with an additional \$50 charge for piano use or instrument rental. Fees will be charged at the beginning of the semester.

### **Room and Key Deposit**

A \$100 room and key deposit will be charged to each dormitory student. This will be returned at the time the room is vacated and properly checked out by the dean and the key returned. A room check sheet will be completed at the time of entering or vacating any room. If a room key is lost or damaged, there is a \$30 replacement fee.

### **Rooming Alone**

All students are expected to have a roommate. Those who do not receive additional financial aid may room alone for \$85 extra per month if space allows. This pays for the increased energy usage. Priority will be based on number of years at BMA.

### **Senior Class Trip**

Every year, the senior class plans a senior class trip. This trip is usually scheduled in April. The senior class tries to fundraise the full amount of this trip, but some years, there is a fee needed in order for them to be able to participate in this trip. This fee is typically less than \$200.

### **US History Trip**

Every year, the US History class (Juniors) takes a trip to Boston to learn more about US History. This trip is usually scheduled in October and the approximate cost of the trip is \$500.

## **Financial Policies/Services**

## **Cash Withdrawals**

Cash withdrawals are limited to funds deposited in the student bank accounts. Students are not permitted to withdraw cash and charge it to their tuition account.

## **Collection**

At the beginning of every year, every family will meet with the Treasurer of Bass Memorial Academy to create a financial plan for the upcoming school year. A monthly fee will be determined based on our tuition, room and board fees, minus any scholarships, discounts, financial assistance plans, work, and financial aid. Bass Memorial Academy must collect these monthly fees in order to operate. By enrolling your student at Bass Memorial Academy, you as the parent(s) and/or guardian(s) agree to the following:

1. All account balances owed to Bass Memorial Academy or any other Adventist school must be paid in full with a zero balance or acceptable arrangements must be made with the BMA Treasurer before your student may begin classes at Bass Memorial Academy.
2. Any delinquent accounts remaining from brothers or sisters who attended Bass Memorial Academy must be settled before another member of the family is admitted as a student.
3. The services that Bass Memorial Academy provides is charged on a flat-rate basis through the tuition, dormitory and cafeteria costs. This provides a more consistent monthly charge and prevents money from being a factor in the decisions regarding classes enrolled in, eating in the cafeteria and other school program choices. There are additional fees (see other fee/expenses section of the handbook for details), but these are generally for services outside the core program.
4. A financial contract will be developed with the Treasurer of BMA that will result in a family's account having a zero balance by the end of the current school year with the understanding that there may be incidental charges as a result of your student being involved in extra-curricular activities, clubs, etc. that are charged to your account that were not accounted for in your financial contract. You are responsible to pay for these extra charges.
5. Every student at Bass Memorial Academy is provided a job. An estimate of what a student could earn from this job was included in the financial contract that was created. If a student fails to earn the estimated amount, it is the parent or guardian's responsibility to pay the difference.
6. Failure to make monthly payments will result in being contacted by a member of the Finance Committee or one of its designated representatives.
7. If your account becomes 30 days past due, the Finance Committee or its designated representative(s) will contact you by phone requesting that you bring your account to current standing.
8. If your account becomes 60 days past due, the Finance Committee or its designated representative(s) will contact you by phone to setup an appointment with the BMA Treasurer to discuss bringing your account to current standing. If a mutually agreed payment plan cannot be agreed upon, school services may be suspended to your student(s). If this occurs, you will be responsible to pick-up your student or arrange transportation for your student to travel home.

9. Accounts that are delinquent 3 months after the end of the school year, or after a withdrawal date, with no arrangements made for payment, are subjected to our collection process.
10. Before graduating students may receive their diploma or transcripts, their account must be paid in full without any balance owed to Bass Memorial Academy.

### **Credit Balances**

When a credit balance occurs at the end of a school year, there will be a total refund issued unless the student received financial aid. If a student has received financial aid, the proportionate amount of financial aid received during their last year will be refunded to the financial aid fund and the remainder refunded to the financial sponsor.

### **Diplomas/Transcripts**

Diplomas will not be released or issued until after a final statement is prepared and the account has been paid in full. One transcript will be issued upon request at no charge upon transfer to another education institution. Transcripts will not be issued until the student's account is paid in full. All transcript requests **MUST** be submitted in writing via the school's transcript request link on our website.

### **Insurance**

Accident Insurance covers enrolled students. It is the student's responsibility to file a claim within 24 hours of any accident. Coverage and benefits are outlined in information given to each parent/guardian. Failure to report the accident to the business office within 24 hours may jeopardize this coverage. This particular insurance coverage is secondary to any health/accident coverage provided by parents/guardians. If a student has an accident while at work at an off-campus industry, that industry's insurance will apply.

### **Student Bank**

Students are discouraged from keeping large amounts of cash in their dorm rooms or around campus. BMA does not assume responsibility for lost money in dorm rooms or around the campus. To help with this, the business office operates a student bank where students are encouraged to keep any cash while on campus. This service is free and students or family members can deposit money into their student bank account. Withdrawals can be made during business office hours. The student bank is closed during the summer.

### **Tithe**

Students are encouraged to pay tithe on all of their earnings. Students may request that the business office take tithe out of their earnings each month.

### **Withdrawal from BMA**

The flat rate charge will be pro-rated as of the date of withdrawal from BMA. Any financial aid, scholarships, summer incentive, and discounts will be pro-rated as of the date of withdrawal.

The unused portion of any matching funds contributed by a sponsoring church will be returned to that church within 30 days of the student's withdrawal.

# Work Program

Teaching students the value of a good work ethic is one of the goals of the Seventh-day Adventist educational system. Learning to work responsibly is a vital aspect of the educational experience at Bass Memorial Academy. Work experience develops self-confidence and trains students for future contributions to society.

Work opportunities are available on campus and in the school industries. Job assignments will be based on ability, financial need, and class schedule. Each student must accept the job assigned by the work coordinator. Students will not be allowed to miss work except for illness or school-approved trips and leaves.

Student work will be evaluated on attendance and performance. The following conditions must be met in order to receive a satisfactory work evaluation:

1. Signing in and reporting to the work supervisor on time and dressed appropriately.
2. Remaining at the work assignment for the entire work period.
3. Taking breaks only at the direction of the supervisor.
4. Fulfilling the work assignment in a productive and cooperative manner.
5. Finding meaningful tasks while waiting for additional instructions.

The following steps will be taken when a student fails to comply with the conditions listed above:

Level 1: The work supervisor talks with the student. This is considered a verbal warning and notification will be sent to the work coordinator and to the parent/guardian.

Level 2: A conference is held with the student, work supervisor and work coordinator. This includes a telephone call to the parent/guardian and documentation of expectations for the student.

Level 3: The student will meet with the Principal to determine solutions to the issue and discuss possible future consequences.

Level 4: A written notification of possible termination is given to the student, with a copy sent to the parents.

Level 5: Termination of employment. The student will be subject to disciplinary action by the Administrative Council.

Students who are terminated from their jobs due to their own poor work habits or disciplinary problems, may not be given other employment through BMA.

A student can be fired immediately in the event of gross negligence and/or insubordination. Any student fired from a job may be subject to disciplinary action by the Administrative Council and may not be given any other Academy-sponsored employment.

In special circumstances, such as personality/atmosphere clashes, extended illness, or academic difficulties, where it is determined that a different job position would be beneficial, the work coordinator may approve a change of jobs. The coordinator will consider this change only if



students have an existing positive work ethic report from their supervisors. No change of job position will be considered for poor workers.

## Behavioral Guidelines

### Standards For Student Conduct

The basic standards for student conduct and behavior at Bass Memorial Academy are based on its philosophy as a Seventh-day Adventist academy. Students enrolled at Bass Memorial Academy, along with their parents, voluntarily agree to abide by the policies of the school.

Students who violate school rules, criminal or civil laws will have the discipline policy applied according to the violation. School Administration reserves the right to take disciplinary action – whether a violation occurs on or off campus.

### School Rights

In order for the school to obtain needed information and maintain the balance between the student's right to privacy and the school's obligation for safety, administration reserves the right to:

- Question a student about their behavior at any time without parental consent.
- Search phones, iPads, computing devices, school-issued email, lockers, and/or rooms in residence halls without the student present.
- Inspect a car's interior (with the student present).
- Require drug testing when substance abuse is suspected.
- Require crisis-intervention, counseling, education, or treatment programs.
- Suspend, expel, or ask a student to withdraw from school if at any time the student's conduct, influence, or attitude is no longer in harmony with the philosophy and objectives of Bass Memorial Academy.
- As mandated by law, staff members who have reasonable cause to suspect neglect, child, and/or sexual abuse, will make an oral report to Child Protective Services.

### Student's Rights

All students have the right to:

- Be treated fairly, consistently and with respect by other students and staff.
- Be safe from verbal and physical abuse, or any other actions and behaviors which are detrimental to a positive learning environment.
- Expect that their property will be respected.
- Expect that their feelings and opinions will be respected.
- Expect that others will exercise self-control.

**Bass Memorial Academy adopts four basic rules of behavior for all its members.**

1. Respect for God: Students who respect God will:
  - Not use God's name in vain.
  - Be reverent and respectful in God's house which includes the Chapel and Church.
  - Actively seek ways to be of service to others.
  - Be considerate of individuals speaking/performing during programs.
  - Respect the nature that He has given us to enjoy.
  - Respect those who have a relationship with God and are not afraid to speak about it.
  
2. Respect for Self: Students who respect themselves will:
  - Maintain healthful living physically, mentally, socially, and spiritually.
  - Not use or have illegal drugs, narcotics, alcohol, tobacco, or vaping pens, or supply them to others. All medication must be under the care and supervision of the Dean.
  - Stay far away from the occult and occult paraphernalia.
  
3. Respect for Others: Students who respect others and their property will:
  - Avoid swearing, indecent language, and obscene conduct and literature.
  - Refrain from going to the residence hall room of a student of the opposite sex.
  - Be honest in class work and life, refusing to participate in theft, plagiarism, cheating, or willful deception.
  - Avoid sexual conduct.
  - Not be present in unoccupied buildings.
  - Not participate in harassing or initiations or any other act that injures or degrades a fellow student, faculty member, or the school.
  - Avoid the possession or use of weapons (including look-a-likes) such as guns, knives, explosives, or firecrackers.
  - Not be insubordinate to any faculty member or tamper with his/her personal property.
  - Refuse to cover for or help any student involved in breaking rules.
  
4. Respect for the School: Students who respect the school and school property will:
  - Refuse to promote ideas or display attitudes that undermine the philosophy, ideals, and objectives of the school.
  - Avoid wearing or the display of anything or anyone that promotes violence or a philosophy contrary to Christian principles.
  - Not use BMA in any public manner (i.e. social media, VLOGS, etc.) without permission of the administration
  - Not damage or destroy school property.
  - Not tamper with thermostats
  - Refuse to tamper with building wiring, fire alarms, or fire-fighting equipment.
  - Not possess, sell, use, or duplicate unauthorized keys.
  - Enter and leave buildings only through doors and not through windows or in any other manner.

## Discipline Policy

It is the aim of Bass Memorial Academy to provide all its students with a safe Christian environment in which to worship, study, socialize, and play.

Bass Memorial Academy's discipline policy is based on five elements:

1. Simplicity: The plan is easily understood by all concerned and the consequences are clearly defined.
2. Consistency: A standardized program provides a consistent enforcement policy as well as fairness for all students.
3. Communication: Each time a student is disciplined for a violation, parents are notified. Students and their parents are made aware of the disciplinary action to be expected if the student chooses to repeat the same violation.
4. Parental Involvement: The staff and the family form a partnership to encourage the student to modify his or her behavior and make future steps clear should the student continue to make poor choices.
5. Progressive Disciplinary Action: With each successive violation, the student advances to another level. We work to address the infractions at the earliest stage to prevent any further problems. If all interventions fail, the student will be asked to withdraw.

At Bass Memorial Academy, our student's safety and well-being is important to us. We are committed to providing safe and healthy environments that support learning and working for all. To help students achieve to the best of their ability, we all work together to ensure that students feel safe, nurtured, welcomed, respected and included.

For learning to be successful, schools must be free of negative factors such as bullying, discrimination, intimidation, hateful words and actions, substance abuse, and physical violence in any form. Bass Memorial Academy supports the teaching and promotion of positive behavior through the application of preventative programs and measures as well as several progressive discipline strategies, including suspension and expulsion where necessary, as consequences for inappropriate behavior.

All major disciplinary procedures are under the direction of Ad Council chaired by the principal. The appropriate residence hall dean and/or principal or vice-principal will interview the student(s) and guardian(s) regarding the infraction. Once a student's name has been brought before Ad Council, the following due process procedures occur:

- Before any school discipline occurs, students will have the opportunity to explain their perspective of what took place to the appropriate dean or administrator.
- Students or their guardians may address the Ad Council only when invited. They may always address the Ad Council in writing.
- Students and their parent(s)/guardian(s) will receive oral and/or written notification of the discipline, the reasons, and the details of the disciplinary action taken.
- A student subject to discipline has the option to voluntarily withdraw from school **prior** to the disciplinary hearing.
- If the consequence involves a suspension from school, students may choose to submit a written appeal to the chairman of Ad Council.
- Suspension is immediate.

- Students 18 or older must give their consent for details of any discipline situation to be shared with their parents.

There are several categories of discipline at BMA which include:

*In-School*

A student attends all class/work appointments and all religious services, but will spend all free time in their dorm room.

*In-Dorm Suspension*

A student must remain in their dorm room except to go to religious services accompanied by the Dean.

*Suspension*

A student may be required to leave campus due to disciplinary reasons for a specified period. At the end of the suspension, the student must submit in writing to Ad Council, their desire to continue as a student at BMA.

*Expulsion/Withdrawal*

An expulsion will be for the remainder of the semester plus one full semester. Once this time period is past, the student may reapply to Bass Memorial Academy and the admissions committee will determine whether to allow the student to come back to Bass Memorial Academy.

*Withdrawal/Expulsion*

Students who have been expelled or who have withdrawn from BMA to avoid discipline are required to obtain permission from Ad Council before visiting the campus.

**Fundamental Regulations**

Regulations adopted and publicly announced by the school administration will have the same force as if printed in the student handbook.

The following practices are not permitted at Bass Memorial Academy and depending on the severity of the infraction, may result in suspension or expulsion.

- Spreading a spirit of discontent
- Vandalism of property
- Insubordination or disrespect to faculty and staff
- Undermining the philosophy and policies of the school by demonstration or continuous criticism
- Using profane language
- Participating in obscene conduct or possessing or displaying obscene literature or pictures
- Disseminating atheistic ideas or undermining the religious ideals of the school
- Disseminating Satanic or occult materials or participating in activities and/or games of this nature

- Attending places of questionable amusement such as night clubs, dances, etc.
- Entering or leaving any building in any manner other than through the unlocked doors
- Unauthorized entry into any building, trailer, or vehicle on campus
- Being on the roof of any building
- Tampering with school lights, bells, telephone lines, computers, cable wires, surveillance systems, thermostats, clocks, fire alarms or fire extinguishers
- The use of the pool without permission or without adult/lifeguard supervision
- Use of the campus outside the circle without faculty permission
- Collision sports such as tackle football
- Physical and/or verbal assault
- Any threats that would lead to bodily harm
- Any form of bullying, including verbal, physical, relational and cyberbullying
- Conspiracy or participation in hazing, initiations, or committing any act that injures, degrades, or disgraces a fellow student or staff either in person or through social media
- Participation in acts of dishonesty, deception, or theft
- Shoplifting
- Unauthorized possession, use, sale, or duplication of keys belonging to BMA (includes a \$100 fine)
- Violation of the weapons policy
- The use or possession of alcohol, tobacco, narcotics, vaping materials, or illicit drugs, and related paraphernalia
- Violation of any aspect of the Campus Leave policy, including leaving campus or a school function without proper permission or following residence hall procedure, riding in an unauthorized vehicle, or the falsification of a leave request
- Unauthorized presence in a residence hall other than the one in which a student resides
- Any type of sexual conduct
- Any form of harassment including physical, verbal or sexual
- Marriage or engagement during the school year
- Tattoos are not allowed
- Gambling of any kind
- Transmitting or receiving inappropriate pictures, video, or text messages

**Any practice or attitude which undermines the standards of the school is not permitted. Whenever, in the judgement of the faculty, a student's connection with the school is no longer beneficial, or their influence becomes detrimental to others, he/she may be dismissed whether or not they have broken specific rules.**

## **Zero Tolerance Regulations**

**The following practices will be treated with a zero tolerance and can result in dismissal from school on the first offence:**

- Distribution of illicit drugs, narcotics, alcohol, tobacco, and corresponding paraphernalia including vapor pens or devices (use may result in dismissal)
- Unauthorized presence in a non-public area of the dormitory of the opposite sex
- Sexual intercourse and/or other sexual activities with the same or opposite gender
- Wielding a deadly weapon with the intent to harm

## **Appeal Process**

BMA believes there should be a working relationship between parents/guardians and school. The basis of this relationship is support and cooperation. Therefore, parents are encouraged to familiarize themselves with school policies so that conflicts are minimal. In the event that conflicts do arise between parental opinion and school policy, school policy must prevail.

Students have the right to appeal the decisions of teachers, administrators, or school committees. In the case of a decision made by a teacher or dean, appeals may be made in **writing** to the principal. In the case of judgements made by Ad Council, an appeal may only be made in **writing** to the principal, who will take the appeal to the Discipline Appeals committee. If an appeal is denied, the decision is final.

## **Bullying/Cyberbullying Policy**

Bullying and cyberbullying in any form are not tolerated at Bass Memorial Academy.

Bullying is any act that causes another person physical or mental harm, fear, intimidation or a sense of exclusion. It may include unwelcome verbal, written, or physical conduct directed at a student that has the effect of:

- Physically, emotionally or mentally harming a student.
- Damaging, extorting or taking a student's personal property.
- Placing a student in reasonable fear or physical, emotional, or mental harm.
- Placing a student in reasonable fear of damage to or loss of personal property.
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing someone by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of bullying as listed above.

Students who violate this policy will be subject to disciplinary action, which may include suspension, expulsion, and/or notification to the appropriate authorities

## **Sexual Harassment**

**Definition:** Sexual harassment constitutes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, regardless of where it occurs. Such conduct has the purpose or effect of interfering with an individual's academic performance or social life; or creating an intimidating, hostile, offensive work/study environment. When dealing with others, **NO** means **NO**.

Bass Memorial Academy values the right of an environment free of sexual harassment. Such behavior demeans human dignity, erodes morals, and runs counter to the Christian mission and principles on which this school operates. In addition to being in violation of Bass Memorial Academy's policy, sexual harassment constitutes illegal educational discrimination under federal and state statutes.

Bass Memorial Academy will not tolerate acts of sexual harassment nor will it tolerate retaliatory behavior in response to a student's complaint of harassment. In like manner, false claims of sexual harassment will not be tolerated. Such actions will result in disciplinary action.

In the event that a student feels inappropriate verbal or physical conduct has occurred, he or she should report it immediately to a faculty or staff member. Prompt action will be taken to ensure everyone's safety. A thorough investigation of the situation will be conducted.

## **Substance Abuse Policy**

The possession, use, manufacture, or distribution of alcohol, tobacco, and illicit drugs, or the possession of drug paraphernalia including imitation drugs, vaping pens or devices, or drug paraphernalia by a student is strictly prohibited. Students enrolled must agree to a chemical screening analysis provided there is reasonable suspicion of use.

**Students and parents are hereby served notice that,** pursuant to this policy, the principal or designee reserves the right to search, or authorize police to search, a suspected student's person, room, car, locker, or any area or thing under their immediate control and seize and retain possession of any banned substance or paraphernalia still in possession or subject to the immediate control of the student. Students found in possession are subject to applicable federal, state and local laws related to this matter and may be liable for arrest and subsequent prosecution.

## **Threat to Life**

As part of the school's ongoing efforts to guard the health and welfare of its students, the school staff will be alert for changes in a student's mental health status including suicidal tendencies, anorexia, bulimia, self-mutilation, or other life threatening activities/indicators. In such cases, the observing staff member will notify an administrator. Once notified, the administrator will discuss the student's recent history with immediately available staff for corroborating data. The parents will be notified (by the student if possible) and the student may be placed on an open-ended medical leave of absences. A school-designated counselor will be used to assist the school in determining the appropriate level of intervention. Readmission will occur only after the student has completed treatment and the school receives documentation that the appropriate

releases have been signed and the ability of the school to meet the student's needs is verified by the school and the counselor.

## **Weapons Policy**

Students are not allowed to possess or use a dangerous instrument or weapon on school property, en route to or from school, or at any school function or activity. **\*\*\* State law prescribes a maximum penalty of three (3) years imprisonment and a fine not to exceed five thousand dollars (\$5,000) for carrying weapons on school property\*\*\***

Violations may result in:

- Confiscation of the instrument or weapon
- A hearing
- Notification of authorities
- Notification of parents
- Suspension from school
- Possible expulsion

Examples of weapons not allowed include, but are not limited to, guns, rifles (including air and CO<sub>2</sub>), crossbows, slingshots, throwing weaponry, fighting weaponry, fireworks, and knives. Squirt guns, water balloon launchers, and any other item that could injure students or deface property are not permitted.

# Campus Life

## **Bicycles/Skateboards/Skates**

Bicycles should be used only in designated areas; they are not to be ridden in the mall area. BMA does not assume any liability for loss or damage to bicycles on the campus.

In-line skates and skateboards are permitted on the campus circle and basketball court (not on the tennis courts). They are prohibited in the mall area. Students must wear a helmet while skateboarding, skating, or biking.

## **Bus & Other Transportation Seating**

Students traveling on buses and vans are expected to abide by the following policies at all times. This includes all touring groups, club sponsored events, and class trips.

- Ladies and gentlemen will be separated front-back on the bus. When multiple faculty are present and sitting throughout the bus, sponsors may allow students to sit side-to-side. After sunset, students will always be separated front-back on the bus. When buses are used for home leave transportation, students will always be separated front-back on the bus.
- All groups must pick up any litter in the vehicle upon returning to campus.
- Aisles must always remain clear.
- Students are asked to be properly seated and quiet while the vehicle is in operation



## Care of Property

Students are expected to respect school property and the property of others. At no time should a student take property belonging to others without permission. Accidents do happen and occasionally something may be broken. When this occurs, students are to report the damage. Should students choose not to make this report and their involvement is discovered, the student will be liable for reimbursement of the loss plus an additional fee and be subject to disciplinary action.

## Chewing Gum/Food

Food/drink other than water is not allowed in the church, chapel, or bus. Gum is permitted in the classrooms (except the computer lab and gymnasium) at the discretion of the classroom teacher. Gum is not allowed in the cafeteria.

## Distribution of Information

Anyone wishing to distribute or provide information via pamphlets, newsletters, newspapers, voice, internet, or any other form of communication must first receive permission from the Principal of Bass Memorial Academy. Failure to secure this permission may result in the person being asked to leave the Bass Memorial Academy campus until permission to return is granted.

## Dress Guidelines

As part of its overall educational effort, Bass Memorial Academy has established a specific dress code. Since BMA is a Christian institution, the clothing worn should always be neat, clean, modest and appropriate for the occasion. All clothing must be loose for guys and girls (yoga pants, jeggings, and similar are not allowed). The clean-cut look will be expected. **Students must meet all written and stated dress guidelines when on campus, employed by the school, or attending any school-sponsored activity.**

As a general rule, clothing with writing, pictures, or designs that are not of a high moral standard should not be worn. Clothing or accessories should not advertise music groups, movies/tv shows, alcoholic beverages, display skull and crossbones, super hero symbols, or have slogans/symbols with double meanings and/or meanings which are not in accord with SDA standards.

## Class and General Campus Attire (School Dress)

School Dress is the dress code regulations that should be followed throughout each class period, work hours, lunch time in the cafeteria, in the administration building, and on center campus between the hours of the first class period and supper time.

- **Shirts, hoodies, etc.:** T-shirts, polo shirts, button down shirts, sweaters and hoodies are acceptable classroom attire. Ladies: Tops may be sleeveless but MAY NOT be cut in a fashion that allows undergarments to be visible. There must be material over the shoulder which is at least three fingers wide. All tops must be long enough to cover the midriff while arms are raised. Low cut front, back or sides are never permitted. Sheer, lace or other see-through shirts should have an appropriate undershirt meeting all other dress code regulations. Undergarments/bra straps must not be visible.

- **Skirts and dresses (for ladies):** All skirts and dresses are to be long enough to at least touch the top of the knee while standing. Dresses may be sleeveless but MAY NOT be cut in a fashion that allows undergarments to be visible. There must be material over the shoulder which is at least three fingers wide. Dresses cannot be low cut in the sides, back, or front (cleavage should never be visible). Form fitting dresses/skirts are not allowed.
- **Pants:** They must be clean, well-kept pants or jeans. Pants may not contain holes, rips, or tears, whether intentional or not. No scrubs, pajama pants, sweatpants, or any other form of athletic pants may be worn. Pants may not have any writing on the backside. All pants should be appropriately fitted at the waist and throughout, and not be too tight or sloppy. Ladies capris should be mid-calf in length. Note: sweatpants are allowed for Sunday School.
- **Shorts:** Shorts must be dress shorts, jeans or khakis. Shorts must be long enough to touch the top of the knee and they must be hemmed or cuffed. Athletic shorts and athletic pants are NOT appropriate classroom attire. They may be worn to work upon the permission of the supervisor (when the job requires it).
- **Shoes:** Casual shoes, boots, tennis shoes, or sandals must be worn at all times. Slippers should not be worn outside of the dormitory.
- **Accessories:** Hats, beanies, sunglasses, bandanas, blankets, etc. are not permitted during the school day inside the classrooms, administration building, chapel, or church. Temporary exceptions to this policy may be granted with permission from the deans or administration.

### **Recreation Attire (Rec Dress)**

A “dress down” attire to be followed when no other attire is specified.

- **Shirts:** As above with the addition of tank tops whose straps are at least three fingers wide and don’t have large arm openings. Shirts are to be worn at all times when out of the dorm.
- **Pants:** As above with the addition of athletic pants, sweat pants and athletic shorts. Shorts are to be no shorter than mid-thigh. Spandex (without loose fitting, appropriate length shorts over them) or tight fitting pants are not permitted. No boxers are allowed.
- **Hats:** Hats are permitted in the gymnasium.
- **Shoes:** Shoes must be worn at all times. They must also be appropriate for the specific activity as to minimize injury. Cleats are not allowed inside buildings. Metal cleats are never allowed.

### **Vespers Attire (Vespers Dress)**

All general and school attire regulations apply in addition to the following:

- **Shirts:** Must wear button down dress shirts, dress sweaters, polos (for guys), or a dress blouse or top (for ladies). Men’s shirts must be tucked in.
- **Skirts and Dresses (for ladies):** All skirts and dresses are to be long enough to at least touch the top of the knee while standing. Dresses may be sleeveless but MAY NOT be cut in a fashion that allows undergarments to be visible. There must be material over the shoulder which is at least three fingers wide. Dresses cannot be low cut in the sides, back, or front (cleavage should never be visible). Form fitting dresses/skirts are not allowed.
- **Pants:** Dress pants are required (for guys), dress pants are permitted (for ladies). Cargo pants are not permitted
- **Shoes:** Dress socks (guys) & dress shoes (or dress sandals for the ladies).
- **Accessories:** No hats, bandanas, etc.

- **Note:** Casual jackets/hoodies must be removed inside the chapel/church.

### **Church Attire (Church Dress)**

Vespers attire with the following additional requirements:

- **Gentlemen:** must wear ties and a button down dress shirt.
- **Ladies:** same as Vespers attire.
- **Note:** Casual jackets/hoodies must be removed inside the chapel/church.

Note: For Wednesday night prayer meeting, students must wear school dress at a minimum. For sundown worship on Sabbath, students may dress for the activity following sundown worship.

### **Cafeteria**

School clothes are always acceptable throughout the week. Recreational clothes may be worn at supper and Sunday brunch. Students are required to wear Sabbath clothes for Sabbath lunch. The boys may remove their ties.

### **Formal Occasions**

All girls, including non-dorm students, must have their dresses approved by the dean and designated female sponsors and must meet all dress codes.

### **Swimming**

Modest one-piece swim suits are to be worn and must be approved by the dean. Two piece tankini style suits may be worn only if the top is of sufficient length to cover the midriff area and meet the top edge of the swim suit bottom when arms are raised. Bikini or bare midriff style suits are not allowed, even if covered by a T-shirt. Girls must wear swim/board shorts with all swimwear. No cut-off shorts or speedo-like shorts are allowed.

### **General Policies**

- **Jewelry:** All jewelry such as rings, necklaces, earrings, studs, bands, and/or cloth jewelry (i.e. friendship bands of any type) and/or pocket chains for wallets are not to be worn for any occasion.
- **Cosmetics:** An unnatural appearance resulting from the use of cosmetics is not acceptable. Nail polish should be natural, pastel light-colored pink, nude, French tip, or clear.
- **Tattoos:** Tattoos and fake tattoos are not allowed, nor are excessive writing or drawing.
- **Hair:** Hair must be kept neat, clean, and styled out of the face and eyes. Only natural colors are allowed. Extreme hair styles are not permitted (Mohawks, bright colors, etc). Administration should be consulted before a student obtains a style that they are unsure will meet the requirements.

### **Emergency Drills**

Bass Memorial Academy is required to conduct emergency exit drills from campus buildings on a periodic basis. During these drills, students must exit the building in an orderly manner and proceed to the designated areas.

## **Mail**

Letters should be taken to the Ad Building to be mailed.

Your address is:       Name of Resident  
                              6433 US Highway 11  
                              Lumberton, MS 39455

## **Media and Technology**

Today we live in a world where media and technology play an ever-increasing role in our day-to-day lives. This media and technology can be incredibly useful, but it can also be used by Satan to effectively sway the mind from the peace that only Christ can provide. BMA wants students to grow into strong well-balanced Seventh-day Adventist Christian men and women, and thus feel that the types of media available must be carefully monitored, as well as the ways it is accessed through technology.

### **Computer Policy**

Computers have become an indispensable part of modern life. In addition to the individual laptops provided to each student, BMA offers more than 30 computers with internet access for students to use. BMA provides access to computers and the Internet for our students as a tool that enhances our academic program. With the knowledge that the internet contains many sites that are inappropriate for our Christian youth, BMA strives to help students learn to manage the use of technology through the following means:

**Education:** Through Computer Literacy class, computer usage in many other classes, and topics discussed in our school-wide assembly program, students will learn to use computers properly and responsibly.

**Computer Privileges:** The use of school computers and access to the Internet on our system is a privilege. Access to computers and the internet on our campus is for the purpose of enhancing our academic program and not for entertainment purposes. School computers and laptops are not to be used for watching movies or TV shows or playing games. Software piracy is a crime and will not be condoned at BMA. Computers are not to be used for secular purposes during the Sabbath hours. The privilege of computer/Internet access will be taken away if improperly used.

**Personal Tablets:** All personal tablets will be stored with the dean and will be available for use in the lobby only. Tablets must be returned to the dean when the student is finished. All passcodes must be registered with the dean. Failure to register a passcode with the dean or to return a tablet when asked will result in loss of privileges. BMA reserves the right to search tablets for inappropriate material without notice. Since all students are provided with a BMA laptop, personal laptops will not be allowed at BMA without prior permission.

**Network Security:** Security of the BMA network and data is extremely important and measures will be taken to protect these. Students should not attempt to download or stream any program, music, movie, games, etc. not associated with academic purposes or assignments. Web filtering is in place for academic purposes as well as blocking access to web sites which are deemed to be of possible threat to the network or our students. Even though web filters are in place, it is

impossible to guarantee that students will never be able to access sites that would not be acceptable at BMA. In order to be granted Internet access, students must have permission from their parents and sign an acceptable use policy. If a student is found deliberately accessing or attempting to access inappropriate material in violation of the signed agreement, that student will lose Internet access (except for limited, “whitelist” access), and may additionally be disciplined by Ad Council.

### **Laptop Policy**

The laptops remain the property of the school. They must be returned to the school at the conclusion of the school year or when the student withdraws from enrollment. Any activity contrary to this policy may be interpreted as vandalism against school property.

AT NO TIME WHILE THE STUDENT IS ENROLLED SHOULD ANY OF THE DEVICE MANAGEMENT PROFILES BE REMOVED. Removal of a profile, or syncing a computer with another computer, will result in a \$100 fine and additional discipline as determined by Ad Council. This policy applies during home leaves as well as while at school.

A BMA laptop leased to the student is under his/her care and supervision. The student is responsible to return the laptop back to the school in the same condition that it was received along with the included charger/power cable. Failure to do so will result in the student paying the cost of repair or replacement of the laptops. Lost accessories will be charged at replacement cost.

The following guidelines should be followed regarding the use of the laptop:

- The laptop should never be left unattended.
- The laptop should be carried in a bag or backpack to avoid dropping it on a hard surface.
- Laptops should never be loaned to another student.
- The student is responsible for any and all activity done on or with his/her laptop.
- When taken off-campus, laptops remain the sole responsibility of the student.
- Laptop passcodes must be registered with both the appropriate dean and the laptop manager. Failure to do so will result in discipline.
- The lock screen on the computer must not be changed from the school-issued image. Unauthorized changes to any of the computer settings such as the lock screen or wallpaper will result in discipline.
- The student must not attempt to log into or use online music and video streaming services other than those approved by BMA staff. Attempts to do so will result in discipline.
- Attempts to circumvent the internet filter may result in suspension or dismissal from school.

### **Cell Phone Policy**

All student cell phones will be registered on the BMA network. When students are using BMA Wi-Fi, they will be protected by our web filtering. However, if students turn off Wi-Fi and use their data package, they will be working outside of our network. **Parents are urged to either provide their children with phones that do not have a data plan, or phones that have filters in place and operating that will protect against accessing inappropriate material.** Cell phones found accessing inappropriate material will be confiscated and the student will lose their

cell phone privileges for 3 months. The student will also be subject to further disciplinary action by the Administrative Council.

Cell phones are a privilege that must be used responsibly. Dorm students are allowed only one cell phone and it must be registered with the Deans at the beginning of the school year. All cell phones must be turned into the Dean at study hall (except students on AB list can turn them in at lights out) and at lights out on weekends. They will be available again at breakfast time the next day. Cell phones cannot be used to create a hotspot for any reason.

**Usage Guidelines:**

Device content (music, text messages, images, etc.) is expected to be in keeping with our standards at BMA. Cell phones should not be used to play content from Netflix, Hulu, or any other streaming service whether streamed or stored locally. This includes downloaded movies and TV shows. If games are played, they must be rated E. Games are not allowed during the Sabbath hours. Here are usage guidelines for the various locations on campus:

**Administration Building** – cell phones should only be used in the student center. Devices must be muted.

**Assembly & Religious Functions** – cell phones should not be used (not seen or heard) except to video a friend who is speaking or performing.

**Cafeteria** – cell phones may be used but must be muted.

**Classrooms** – cell phones must not be used (not seen or heard) unless given permission by the teacher.

**Dorms** – cell phones may be used but must be muted in the lobby. Cell phones may be used in the rooms to stream music (see music policy for guidelines).

**Recreation** – cell phones may be used but must be muted.

**Restrooms/Showers** – cell phones must not be used and must be out of sight with the camera off.

**Transportation** – cell phones may be used but must be muted.

**Work Areas** – cell phones are not allowed unless given permission by the work supervisor.

Students in violation of BMA’s cell phone policy will lose their cell phone privileges (have their cell phone confiscated) for the following length of time:

- 1<sup>st</sup> offense: One day
- 2<sup>nd</sup> offense: One week
- 3<sup>rd</sup> offense: Two weeks
- 4<sup>th</sup> offense: One month
- 5<sup>th</sup> offense: Remainder of the school year

Students found to have/be using a “decoy” or second phone to avoid surrendering their cell phone will have the decoy phone confiscated for the remainder of the school year and will lose their cell phone privileges for 3 months.

### **Media Policy**

TVs, VCRs, DVD players, Gaming Systems/Consoles, Cell Phones used for media purposes or any other similar devices are not allowed on campus. These items are not to be brought on school trips or any other school-related activities. Possession of any of the above items will result in confiscation for the remainder of the school year.

### **Music Policy**

Music plays an important role in most lives and has immeasurable potential for good or for evil. Acceptable music is that which is based on Christian values and standards (according to the Biblical principles of Philippians 4:8). Any recordings with lyrics containing reference to hating God, authority, or the Bible, anything anti-Christian or against Biblical morals is prohibited. Students must supply lyrics upon request.

Personal listening devices (cell phones, iPods) which are self-contained (with head phones) are only allowed in dormitory rooms, on the circle (while exercising), in the weight rooms, in vehicles transporting students for home leave, and in vehicles during organizational trips at the discretion of the sponsor. Listening devices are not to be taken or listened to anywhere else on campus (students are allowed to use listening devices on campus during the summer). Speakers of any kind (including computer speakers) will not be allowed and others should not be able to hear the music from the headphones. Bass Memorial Academy will not be responsible for the destruction or theft of any listening devices.

### **Motor Vehicles**

Students who drive on campus must register their vehicles at the business office. The following items are required:

- A completed vehicle registration form.
- A copy of a valid driver’s license.
- A certificate of liability insurance showing the student is insured.

Students who drive on campus at any time are expected to:

- Observe the campus speed limit of 15 mph.
- Drive in a responsible manner so as not to endanger lives or draw undue attention to themselves or their vehicles by noise or reckless driving.
- Park in the assigned area and keys turned into the dean (dorm students). Village student vehicles must be parked in the Church parking lots during the day. Cars may be parked at the field during rec or while the student is gone on a trip. Be sure the vehicle is locked, as Bass Memorial Academy does not assume responsibility for damage or loss.
- Not sit in or on vehicles, or loiter in the parking lot during school hours (including lunch).
- Keep the music volume down so that the music is not heard outside the vehicle.
- Never borrow another person’s vehicle, with or without permission. Permission will not be given for a student to leave campus in a borrowed vehicle.

- Never permit residence hall students to occupy a village student vehicle at any time.
- Refrain from leaving campus during school hours or transporting any other students during or outside of school hours (to or from school or school-sponsored events) without receiving the necessary approval from all involved students' parents and from school Administration.
- Use their vehicles only for trips to and from home (dormitory students) unless granted special permission by Ad Council. Requests should be in writing with written permission from parents included.
- Never carry any passengers on a motorcycle while driving on the school campus.
- School insurance does not cover students who ride on or drive personal motorcycles or other 2- 3- or 4- wheeled off-road vehicles.

All students must sign an acknowledgement form agreeing to the expectations listed above. Parents of students requesting permission to drive on campus must also acknowledge by their signature the receipt and acceptance of the conditions listed here.

***BMA does not accept responsibility for liability to vehicles while on campus or traveling to or from the campus. School insurance does not cover students who ride on or drive personal motorcycles or other 2- 3- or 4-wheeled off-road vehicles. Careless driving or disregarding policies concerning student vehicles may result in fines or withdrawal of driving privileges.***

Students who violate any of the driving regulations will be subject to the following consequences:

- First Offense: Warning to student and notification to parent
- Second Offense: Loss of on-campus driving privileges for a minimum of two weeks and a meeting/phone conference with parents, student, and school Administration prior to reinstatement of privileges.
- Third Offense: Loss of on-campus driving privileges for 90 days or until the end of the current semester, whichever is longer, with a review prior to reinstatement of driving privileges.
- Fourth Offense: Loss of on-campus driving privileges for the remainder of the year.

### **Open and Closed Campus Policy**

The mall area is the official informal visiting place on campus and includes the areas between the administration building and the residence halls between the music building and the classroom buildings. It is closed during all mixed recreation times, when students are required to be in the residence hall or at the supervised activity. This area is open during daylight class hours and other announced times in the weekend schedule.

Center campus is closed during and after regularly scheduled recreation times. Village students and guests are expected to remain off center campus when it is closed. Resident students are to be in their residence halls, at the scheduled activity, or in class. Village students may participate in dorm study hall with permission from the dean.

### **Social Conduct**

BMA is committed to a concept of positive social development and encourages broadening of the academy experience by participating in a varied program of cultural and recreational



activities which will provide opportunities for wholesome association. We believe that social relationships are very important and that there is no better place than a Christian campus for developing positive, lasting friendships.

Our policy for association between young men and women is “hands off.” Therefore, handholding, back rubs, piggyback rides, poking, tickling, etc. are not appropriate. When saying goodnight/goodbye, side hugs are appropriate. When in the company of the opposite sex, students should always be in a supervised area.

If students are unable to cooperate with the above policies, they will be placed on Social Restriction (Social) for a specified time. While on social, students will refrain from being together, communicating with each other, or being in close proximity to each other, so as not to appear that they may be trying to socialize.

Students returning from any school activity are not to loiter, but are to return directly to their respective residence halls or homes. The residence halls, including porches, are always off limits to the opposite sex (vacations included), unless the deans grant specific permission.

### **Village Students**

Students living with their parents, grandparents, aunts, uncles, or parent-approved custodians within reasonable driving distance may register to attend as nonresident (village) students and are invited and encouraged to participate in all extracurricular activities. All school policies apply to non-resident students. Non-resident students wishing to stay in the dorm must make arrangements with the dean.

Village students who stay for evening recreation are expected to leave campus promptly after recreation is over at 7:40 pm. Students who aren't picked up by 7:40 pm are expected to wait for their ride in the respective dorm lobby. Students still here at 7:45 pm will be expected to attend dorm worship. At no time should village students be in a dorm student's room after dorm worship so that students will not be distracted during study hall.

### **Visitors**

Parents are always welcome on campus. Those who wish to take a student off campus must make arrangements beforehand with the dean-on-duty. Visiting parents are to avoid taking their child off campus at times which cause the student to miss class or work unless prior arrangements are made with the administration, teacher, and work supervisor. Parents who wish to take a student off campus overnight should make prior arrangements with the administration and the dean-on-duty.

Students who wish to have a visitor attend classes must make arrangements in advance with an administrator. All visitors to campus must obtain a visitor's pass from the administration or deans upon arrival. Visitors to the campus are expected to follow all campus rules and regulations.

# Residence Hall Life

## Philosophy

It is our desire through direct leadership and support to make every attempt to foster Christian growth in the lives of the young people who stay here. We believe that residence hall life is very special. It is made so because you have chosen to attend Bass Memorial Academy and live in the dorm. It is also special because it is one of the few places where so much diversity can be found under one roof. This creates a residence hall where every walk of life is brought together and all aspects of life's experiences – physical, mental, social and spiritual – are captured and treasured. Through these experiences, we are able to build lasting relationships with our friends and our Savior while learning how to survive both in this world and the world to come. Our goal is that together, we can prepare ourselves for today while keeping our focus on tomorrow.

**The Residence Hall Staff**

## Suggested Items to Bring from Home:

Bible	School, Sabbath, and Work Clothes
Trash Can	Sports Equipment
Laundry Soap	Toiletries
School Supplies	Bedding (twin long)

## Optional Items to Bring from Home:

Bicycle with helmet	Microwave
Computer	Refrigerator

## Items to Leave at Home:

Pets	TV/VCR/DVDs/DVD players/iPods
Fireworks	Cooking appliances
Jewelry	Gaming systems
Water pistols	Items not promoting Christian values
Weapons/knives	Standard playing cards
Metal cleats	Headphones

## Residence Life Services

### Laundry Rooms

Washers and dryers are provided for residence hall use. Although there is no monetary cost, we do ask that you do your part in keeping them in good working order and that you pick up after yourself when using the laundry room. To avoid theft, please do not leave your laundry unattended. Also, please remove your laundry from the machines promptly so that the machines can be used by others. Unclaimed laundry will be removed from the laundry room every Friday afternoon.

Each Sabbath, the laundry room will be closed. It will be locked from 30 minutes before sundown on Friday until Saturday after sundown. The deans reserve the right to close it at any other time they deem necessary.

### **Lobbies**

It is our desire that your residence hall will become your home away from home; however, we do need your help in keeping our lobbies looking as nice as possible. Therefore we ask that you treat the furniture with care and do not take furniture. Please do not leave your belongings in the lobby. Items left in the lobby will be picked up on a daily basis and put in lost & found. Village students should never leave their belongings in the dorm lobby unattended.

### **Lost and Found**

All lost and found items will be discarded after announced pick-up before home leaves.

## **General Residence Life Guidelines**

### **Campus Leaves/Leaving Campus**

On closed weekends, overnight leaves will not be approved for students living in the residence halls. Exceptions must be approved by Ad Council. On open weekends, resident hall students may be permitted to leave campus overnight. Requests must meet the following conditions:

- Deans must be notified and students must sign out any time that a student leaves campus.
- Written permission from parents of students involved in a campus leave must be obtained by the dean before a leave request will be granted.
- Overnight visits to homes of opposite-gender students will not be permitted, except to homes of immediate family members.
- Written and/or verbal parental permission is required for students to leave campus with students or with adults other than parents.
- All drivers must be at least 23 years of age or immediate family.
- While checked out on weekend leaves, students returning to campus must abide by all school policies.

*Students may leave campus under the following conditions:*

- School-sponsored trips
- Weekend leaves with parents, friends, or relatives
- They are currently not on the critical DFI list.
- Must return for dorm worship.

*Students must take the following actions before each campus leave:*

- Obtain verbal permission from the dean on duty.
- Sign out in the dorm.
- Driver must make contact with the dean.
- Ensure that parental permission is on file or delivered by phone.
- Return to the dorm and sign in with the dean on duty at the appropriate time. Students leaving campus for school-sponsored trips must sign out. Failure to comply with these conditions will result in temporary loss of off-campus privileges.

*The following additional conditions apply to leaving campus:*

- Weekend leaves and class/work absences must be submitted to the appropriate dean or to the administration in the case of village students. Ad Council is the only committee with the authority to grant leaves during required functions.
- Students leaving campus for the weekend must remain off campus until they return to stay.
- All weekend leaves must end at 7:30 pm Sunday. Exceptions require permission from the dean.
- Student vehicles must remain parked in the church parking lot and may be used only for home leave transportation. Exceptions require permission from administration.
- Once a student signs into campus from an approved leave, his/her leave is terminated.

### **Check-In/Out and Moving Procedure**

When you are assigned a room for the first time, or you move into a new room, you must first pick up a check-in form from the dean. This card should be completed, for it protects both the residence hall and the student. Any damages that are already in the room prior to moving in should be listed on the card. Failure to list damages may result in fines upon your moving out of the room. After you have completed the check-in card, it should be returned to the dean. Students are expected to check in upon registration. Freshmen and sophomores are expected to check out when their second semester exams are completed. Juniors and seniors are expected to check out Sunday after graduation.

### **Dorm Room, Furnishings & Decoration**

Each student is held accountable for the condition of the room. Students will be responsible for paying the costs to restore the room to original condition. Students are not allowed to paint the room or make any other changes.

Residence hall furniture is not to be removed from your room. Please make every attempt to keep your furniture in good condition. Remember, you will be charged for any damages at the end of the year. This includes writing, gum, carving and any other act that damages the furniture.

All decorations that promote values and ideas that are contrary to SDA beliefs and standards are not allowed. Posters and pictures of men/women unclothed or partially clothed are not allowed. Also, movie posters, posters with beer or cigarette ads, posters of music industry stars/groups, or posters of celebrities are not allowed. Students will be asked to remove the decorations. If the deans see them again, they will be disposed of.

Strobes, disco balls, and black lights are not permitted in the dorm.

### **Electrical Appliances**

Acceptable items for your room are as follows: small refrigerators, microwave, irons, and hair dryers. Items that are not allowed are coffee makers, hot plates, toasters, popcorn poppers, candle warmers and space heaters. **Use irons in the laundry room only.**

### **Exits**

Students are required to use the main lobby doors at all times. The main doors will be unlocked at 6:30 am and locked at 10:00 pm. The doors will be unlocked on weekends 15 minutes prior to

breakfast. The fire exits are for emergencies only. If you need to leave the dorm before the doors open, please make prior arrangements with the dean on duty.

### **Fines**

The following is a list of fines established either by the school or the residence hall. Fines as disciplinary action are not limited to those listed here. Students may have the opportunity to do community service in place of the fine.

- Illegal Entry \$100
- Leaving campus illegally \$100
- Exiting and entering dorm illegally \$100
- Tampering with fire equipment & alarms \$100
- Tampering with surveillance system \$100
- Tampering with or removing screens \$100
- Setting of fire exit & door exit alarms \$100
- Lost key \$30
- A/C heating until temp. fine \$50
- Willful property damage \$50 plus repair

### **Fire Drills**

Fire drills will take place on a regular basis. There is a fire plan on the back of your door in your room. Please become familiar with it so that you will know what to do in case of a fire.

### **Guests**

Opposite sex guests (parents excluded) are not allowed in the residence or the residents' rooms at any time. Offenders are subject to suspension. Opposite sex guests may only visit in the main lobby as approved by both deans on given occasions. Parents need to check in with the dean on duty.

### **Hazing and Other Irregular Activities**

Any resident who takes part in, or conspires to engage in hazing will be subject to dismissal. Also, anyone who knowingly commits any act that injures, degrades, or intends to injure a fellow student will be subject to dismissal. Being involved with or promoting a "gang" mentality such as symbols, clothing, etc. is not permissible.

### **Keys**

There is a \$100 room/key deposit paid through the business office. Your deposit will be returned to you when the year is over and your key has been returned. (Note: no copies are to be made and only originals will be accepted.) If you lose your key, there will be a \$30 re-keying fee, which the student must pay prior to receiving the new key.

### **Pets**

NO PETS are allowed to live or stay temporarily in the residence halls. Fish are the only exception. A \$25 fine is assessed for any violation of this policy.

### **Roommate**

It is our expectation that each dorm student will have a roommate, but if your child ends up rooming alone at the deans discretion because of personality or general hygiene reasons, they

will be charged the monthly fee of \$85.00 for rooming alone. To avoid this, please encourage your student to be a great and responsible roommate.

### **Room Temperature Controls**

The dorm A/C heating units must be set between 68° and 80°. If the A/C unit is tampered with in your room, there will be a \$50.00 fine.

### **Surveillance Systems**

Both dorms are equipped with surveillance systems inside and outside the dorm. If the cameras/surveillance system is tampered with, there will be a \$100 fine plus repair costs. Additional school discipline will be considered.

### **Take Out of Food Delivery**

Food delivery may not occur during worship time or during the Sabbath hours. Orders are to be placed by 7:00 pm. Food deliveries need to be delivered by 7:30 pm. Exceptions must go through the dean. If they are late and not cleared by a dean, they may be confiscated. Also keep in mind that meat and caffeine are not allowed to be brought onto or used on campus.

### **Worship Attendance**

- Dorm worship is required, and attendance will be taken. It is your responsibility to be in attendance.
- You will need to be respectful and quiet during worship and announcement time.
- Parents, please do not call during worship time (7:45-8:05 pm).
- Being on the phone, sleeping, studying or other excuses are not acceptable.

