



# SCHOOL HANDBOOK

# GENERAL INFORMATION

Blue Mountain Academy (BMA) is a coeducational secondary boarding school that is nestled at the foot of the scenic Blue Mountain range and is surrounded by rolling farmland. The school offers a quality Christian education to meet the needs of today's students. The commitment to uphold the traditional values of the Seventh-day Adventist church enables BMA to provide both the environment and opportunity to meet those needs. This is done through excellence in academics, vocation education, a variety of spiritual programming, service opportunities, and a wide range of recreational activities.

## CORE VALUES

We believe in a holistic approach to educating our students. We infuse the following core values into our students daily experience:

- **Relationship with Christ** — Seek a relationship with Christ through prayer, Bible study, service and evangelism
- **Mission Focus** — Join Jesus and His mission to reach our friends, community, and world
- **Academic Excellence** — Prepare students for success through an exceptional instructional program
- **Family Atmosphere** — Respect and care for each other in a safe, nurturing community

## PHILOSOPHY

“They shall be all taught of God” (John 6:45) is the motto chosen by our founders. We believe the best way to discover what God teaches is to seek a daily relationship with Him. Our aim is, “Higher than the highest human thought can reach is God’s ideal for His children.” (Education 18)

## HISTORY

Ground breaking for the first building was held on April 14, 1954. The first students arrived September 1955. The original buildings included the cafeteria, a single wing of the girls’ residence (Ellis Hall), and a double wing of the boys’ residence (Unruh Hall). Additional land was purchased in 1958, for a total of 725 acres. By 1971, the campus facilities had expanded to include the administration building (Edison Hall), gymnasium (M.W. Schultz Gymnasium), second wing of Ellis Hall, tennis courts, the airfield, and the dairy complex. In 1983, the chapel in Edison Hall was renovated and turned into a church sanctuary. The Industrial Arts building with auto body, auto mechanics, and graphic arts sections were constructed and occupied in the late 70’s. Other building additions were the opening of the Adventist Book Center in 1983 and the campus industry in 1992. The picnic pavilion was built in 1999 and Sabbath school rooms were added in 2006. A center campus Gazebo was built in 2013 and the D. F. Ferguson Sanctuary was renovated in 2016. The BMA Health Food Store opened in February 2017 and relocated to its new facility in 2021.

## ELECTRONIC COMMUNICATION

BMA relies heavily on electronic communication to distribute information to parents and students. **Email is the official method of communication at BMA.** Our website, [www.bma.us](http://www.bma.us), is updated frequently with news and announcements. Each student is provided an e-mail account @bma.us that they are responsible to check on a daily basis. FACTS allows parents and students to monitor all academic and financial information on a regular basis. Parents are provided with announcements and emergency updates by phone, email, and/or text messaging through FACTS.

## OUR MISSION

To provide a Christ-centered  
Seventh-day Adventist education  
that leads students into  
lives of service for God




## OUR VISION

To be a center of true education for students around the  
world

## CONTACT US

Blue Mountain Academy  
2363 Mountain Road, Hamburg, PA 19526  
Ph: 484.662.7000 • Fax: 484.662.7001  
[www.bma.us](http://www.bma.us)

Join us on Social Media:

-  [facebook.com/bluemountainacademy](https://facebook.com/bluemountainacademy)
-  [instagram.com/blue\\_mountain\\_academy](https://instagram.com/blue_mountain_academy)
-  [youtube.com/bluemountainacademy](https://youtube.com/bluemountainacademy)

We strive to maintain the consistency of this handbook and the policies within. We also recognize that there may be times when policies will need to be changed during the school year. The school reserves the right to change any policies within this handbook as deemed necessary during the school year. Any policy changes carry the same weight as published policy. Proper notification will be given to all concerned parties in a timely manner. Revised April 22, 2024.

# ADMISSIONS

Seventh-day Adventist schools serve to educate and train youth in Seventh-day Adventist principles. Christian and non-Christian students who are willing to live by these principles are welcome. Students should be 14 years of age or older to live in our dormitories and must graduate before turning 20 years old. Every parent and student is required to sign a commitment on the student application pledging to uphold our philosophy and policies. All students not residing with their parents/guardians are expected to live in our dormitories, Ellis or Unruh Hall. Exceptions may be granted if a student lives with a close relative or staff member.

**Nondiscrimination Policy** — BMA admits single students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities made available to the student body. In respect to policies, scholarships, or other school-administered programs, BMA does not discriminate on the basis of race, color, gender or social standing. BMA is not equipped to handle children with severe education/emotional needs; hence, these children may be asked to seek admission where their needs may be more effectively met.

**Special Education Policy** — BMA offers limited support for students with learning, behavior, or language challenges. BMA does not have the necessary equipment or staff to meet ALL potential needs of students who exhibit serious academic, physical, social, or language learning acquisition needs. Therefore, students who have serious academic, physical, social, or language needs may not be accepted at BMA. Should these problems be indicated after the student is enrolled, the school administration will assist the parent(s) in accessing services through the local/state intermediate unit such as multidisciplinary evaluation, implementation of an IEP or ISP, or intervention by the intermediate unit. If the student's discovered needs are unable to be met, BMA reserves the right to request or require the student to be transferred to a school or program where adequate assistance is available.

## ADMISSIONS PROCESS

### Step 1

A prospective student must apply using our Online Application at [www.bma.us/admissions](http://www.bma.us/admissions). The following information must be supplied **BEFORE ACCEPTANCE** will be considered:

- **Application** — complete all the sections of the online application.
- **Photo** — upload a head and shoulder photo of the student using a white background.
- **Recommendations** — provide three names and their email addresses for two school officials (principal, teacher, and/or guidance counselor), and one church official (pastor, elder, SS teacher, and/or Pathfinder leader) to complete a confidential recommendation.
- **School Report** — provide the name and email address of a school official to complete the School Report.
- **Transcripts** — provide the name and email address of the Registrar/Guidance Counselor of your current high school to send your official transcript directly to BMA's Registrar. A cumulative GPA of 2.0 is required to enroll.
- **Electronic Signatures** — include electronic signatures of a parent and student.
- **Application Fee** — pay the nonrefundable application fee of \$40 (domestic) or \$100 (international).

### Step 2

Once you have submitted the Online Application, the referral emails will be sent automatically to those you chose to give Recommendations, the School Report, and Transcript Request. When all reports are completed, the student file is submitted to the Admissions Committee. In some cases, an interview may be requested before a decision is made. Acceptance may be granted on a regular or probationary status, and an email notification will be sent to both the student and parent with an invitation to complete the Online Enrollment.

## ENROLLMENT PROCESS

### Step 3

When you receive the acceptance email, you need to complete and upload the following documents online:

- **Passport/Birth Certificate/Social Security Card** — upload a copy of one of these documents. You **MUST** bring the original document to the Finance Office upon arrival to complete the required I-9 form.
- **Medical Insurance Card** — a copy of the front and back (domestic only).
- **Immunization Records** — records must be up-to-date and meet PA state requirements.
- **Physical Exam** — the form must be completed by a physician within twelve months prior to the student's first day of school. This requirement is for all new students and 11th graders.
- **Dental exam** — the form must be completed by a dentist.
- **Registration Fee** — make a payment of \$985.

When the items above have properly submitted online, a confirmation email will be sent to give notification that the enrollment process is complete. The next step is to wait for an email from the registrar's offices in July directing you to purchase textbooks, uniforms, and school supplies.

## HOME-SCHOOL STUDENTS

### Students wishing to enter the 9th grade

- Must provide data showing that they have completed the 8th grade level (such data may include standardized achievement test scores, report cards, evidence of teacher lesson plans, portfolios, list of textbooks used, etc.)

### Current secondary home-school students

- Must submit an official transcript from an accredited school or have parents submit a list of courses completed, the textbooks used, a description of the course, and the amount of time spent on each course (i.e., one semester - 45 minutes/day)
- Must submit standardized achievement test scores
- Must submit courses to the Registrar's Office for approval of credits on a Pass/Fail basis

## INTERNATIONAL STUDENTS

International students are expected to have an intermediate level of English knowledge, follow the Online Admissions and Online Enrollment processes, and upload these additional items:

- **Official Transcript** — translated into English from previous schools. An equivalent cumulative GPA of 2.0 is required to enroll. All courses will be accepted on a Pass/Fail basis, and only those courses deemed necessary for graduation will be accepted. Prior academic credits cannot be transferred in for students enrolling in the 9th grade.
- **Contact Information** — for a parent/guardian/relative residing in the United States.
- **Student Visa & I-94** — **required** to enter the United States.
- **Passport** — upload photo of picture page.

International students should apply early for admission in order to meet Visa, Passport, and customs processing deadlines. Parents should be prepared to show proof of financial capabilities at the VISA interview. Official acceptance, passport, visa, and I-94 to the Registrar's Office. Copies will be made and placed in their file. grade placement, and continuation of international students will be at the discretion of administration. Once an international student has been accepted, the academy will issue an acceptance letter and an I-20 form.

When an International student arrives at BMA, they **MUST** bring their signed and stamped I-20, passport, visa, and I-94 to the Registrars' office. Copies will be made and placed in their file.

# STUDENT HANDBOOK

Students are expected to display respect for duty, order, morality, personal honor, and the rights of others. Any practice or attitude that nullifies the Christian atmosphere or undermines the purpose of the school will not be permitted. Whenever, in the judgment of the administration, a student's connection with the school is no longer profitable to the student, or should a student's influence become detrimental to others, that student may be asked to withdraw from school, even if no overt act has been committed.

## ACADEMICS

BMA offers quality instruction and excellence in scholastic standards. BMA will schedule students in a program that suits their interests and ability level. Every student is expected to maintain positive academic growth each semester in order to retain attendance privileges.

### ACADEMIC LOAD

The minimum load consists of five (5) core classes each semester. Core classes are those classes that receive a half credit per semester or full credit per year, excluding vocation education. Seventy semester hours, excluding choir, concert band, drama, music lessons, orchestra, strings, and vocation education, are the maximum credit load for one school year. Exceptions to this policy must be approved by the Academic Standards Committee (ASC). **Note:** Online courses can count as a solid, IF the student is assigned to a teacher/classroom.

### ACCELERATED STUDY

Students desiring to complete their high school work in three years will be permitted to graduate and obtain a diploma, providing they meet the following criteria outlined by the Columbia Union Conference of Seventh-day Adventists:

1. Have written parental permission.
2. Obtain approval from ASC before second semester of the student's sophomore year.
3. Have a qualifying 3.50 cumulative GPA.
4. Meet all BMA and Pennsylvania high school four-year graduation requirements (including four years of Religion).
5. Take a complete year of academics at BMA immediately preceding the year of graduation.
6. Achieve a composite score at the 85th percentile or above on a standard achievement test.

### ADD/SWITCH OR DROP CLASSES

Students wishing to make a change in their class schedule must make their request to the Registrar anytime on or before the add/switch or drop dates listed in the calendar. To drop a music lesson requires written permission from a parent, completion of a drop slip, and submitting the completed form to the Registrar. Note the following:

- Entrance into any class is contingent upon completion of specified prerequisites.
- Students may not add a class after the second week of a semester.
- Students may not drop a class, including music lessons, after the drop date.
- Students enrolled in performance groups have made a commitment to that group for the entire academic school year.

- ASC may consider exceptions to these policies for unusual circumstances.
  - If ASC approves a request to drop a class after the drop date, a grade or partial credit will not be issued.

### Music Lessons

- Students will be billed by the semester (\$335).
- The music teacher will keep track of the number of lessons received.
- If a student drops lessons between Lesson 1 and the last day to drop a class:
  - Parents will be charged \$168 for the quarter (no refund).
  - There will be no academic penalty.
- If ASC approves a student to drop a lesson after the drop date, no refund will be granted for the semester.

### ADVANCED/HONORS COURSES

Students must have a minimum cumulative GPA of 3.0 to enter an advanced/dual enrollment or honors course and must maintain a grade of B- (80%) or better at the end of first semester in order to remain in the course or permission from Academic Standards Committee.

**Advanced/Dual Enrollment** – BMA provides the opportunity for diligent students to earn both high school and college credits (dual enrollment) simultaneously while attending BMA. The dual enrollment credits offered at BMA are General Education courses required by most colleges and universities. College credits are granted through at Kettering Collete, Reading Area Community College (RACC), and Washington Adventist University (WAU), and are transferable to most colleges and universities.

**KETTERING**– The cost is \$100/credit. Students must apply using the Kettering application form located in the Registrar's Office. The cost may be charged to the student's BMA account, but payment should be made to BMA no later than the add/switch date each semester. Contact Kettering directly when requesting an official transcript

**WAU** – The cost is \$90/credit plus a \$25 registration fee per semester. Students must apply using the WAU application form located in the Registrar's Office. The cost may be charged to the student's BMA account, but payment should be made to BMA no later than the add/switch date each semester. Contact WAU directly when requesting an official transcript.

**RACC** – The cost is \$99/credit. Students must apply using the RACC application form located in the Registrar's Office **and** apply online. Parents will be billed directly from RACC, and payment is due November 1 for first semester and April 1 for second semester. Contact RACC directly when requesting an official transcript.

In addition, a student may submit a written request to ASC, through the BMA Registrar, to sign up for an online dual enrollment course at any accredited college or university of their choice. The family is responsible for tuition (no reimbursements from BMA), and a student may not sign up for a class that is being offered at BMA.

**Honors** – Honors classes are courses taught at an advanced high school level, providing students an academic challenge and/or preparing them for advanced and AP courses.

## 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.

|                                |             |
|--------------------------------|-------------|
| Promotion to Sophomore status: | 60 credits  |
| Promotion to Junior status:    | 120 credits |
| Promotion to Senior status:    | 180 credits |

**Note:** All seniors must have official transcripts, including home-study and prior schools, on record in the Registrar's Office at the beginning of their senior year. Without a complete transcript, a student will not march or participate in graduation weekend.

## ONLINE COURSES/SUMMER SCHOOL

Prior approval from ASC must be granted BEFORE signing up for any online course or summer school. Permission will not be granted for courses that are offered in the school curriculum, except in extenuating circumstances. Upon successful completion of a course, and when an official transcript is on file at BMA, the course and GPA will be included on the BMA transcript. All courses required for a graduating senior must be completed with a transcript on file by May 15. Once you have been granted permission, you may choose from any of the following pre-approved options:

- American School - <https://www.americanschoolofcorr.com>
- Griggs University - <https://www.griggs.edu>
- Keystone School- <http://keystoneschoolonline.com>
- Accredited summer school of your choice (see the Registrar for more information)

## Advanced Studies Courses

In the fall, if BMA does not offer a required course for those pursuing the ASD, BMA will reimburse up to 100% tuition for online courses depending on the percentage/grade received.

|                     |   |
|---------------------|---|
| 90-100 (A's)        | 100% reimbursement up to \$300/full credit of tuition only<br>(books & fees not included) |
| 80-89 (B's)         | 50% reimbursement up to \$300/full credit of tuition only<br>(books & fees not included)  |
| 0-79 (C's or below) | 0% reimbursement of tuition (60% is considered a passing grade)                           |

In order to be reimbursed for tuition, prior permission from ASC is required. A financial statement, receipt of payment, and a final transcript from the approved school must be submitted to the BMA Finance Office. The reimbursement will be placed on your child's BMA account as a credit. A senior must have a complete transcript in order to march or participate in graduation.

## Failed Courses

A student who fails one or more semesters of a core class will be required to take the failed semester course(s) and pass with a grade of C (75%) or better from one of BMA's pre-approved accredited online schools, and complete it by August 1. This criteria MUST be met in order to be re-admitted for the upcoming school year. A student must sign up for the regular high school course, unless they were accepted to BMA with Accommodations/IEP, failed the course with a grade between 50%-59%, and received permission from ASC to take the course as Credit Recovery. A

student passing a Credit Recovery course, no matter the grade, will receive the lowest passing grade of D- (60%) on their BMA transcript upon receipt of their online transcript.

## GPA REQUIREMENTS

All new students entering BMA and current students returning to BMA will need a 2.0 cumulative GPA in order to enroll.

## INCOMPLETE ONLINE MATH CLASSES

1. Students who have not completed Algebra 1 online may enroll in Geometry.
2. Students who have not completed Algebra 1 online may NOT enroll in Algebra 2.

## MATH EQUIVALENTS FOR MEXICAN SEVENTH-DAY ADVENTIST UNIONS

1. All transcripts from the Mexican Seventh-day Adventist Union, with descriptive math titles, such as, Algebra, Geometry, Trigonometry, Calculus, Prob & Stats, etc., will be equivalent to Algebra 1, Geometry, and Algebra 2 on a BMA transcript.
2. All transcripts with math titles such as, Math 1, Math 2 and Math 3, will be equivalent to Algebra 1, Geometry, and Algebra 2 on a BMA transcript, IF the school is in the same state as the Mexican Seventh-day Adventist Union with descriptive math titles.
3. All transcripts with math titles such as, Math 1, Math 2 and Math 3, will have the choice of joining Pre-Calc or taking an Algebra 2 Challenge Exam, IF the school is in a different state as the Mexican Seventh-day Adventist Union with descriptive math titles.

## SEMESTER EXAMS

To take semester exams, a student's account must be current. Any exceptions must be cleared through the Executive Finance Committee by contacting the treasurer at [gmorales@bma.us](mailto:gmorales@bma.us)

## ASBESTOS

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHER), the school buildings are periodically inspected. The current inspection findings and asbestos management plans are on file in the Principal's Office. An accredited management planner monitors re-inspections and recommends actions that should be taken to safely manage asbestos materials in our buildings (original floor tiles that are now encapsulated). Asbestos materials in this school are in good condition and will continue to be managed in place, as recommended by the accredited management planner.

## ATTENDANCE POLICY

The Pennsylvania Conference education system and its schools are classified by the Pennsylvania Department of Education as nonpublic schools. Each nonpublic school must adopt a written attendance policy that applies to both day schools and boarding schools. This policy may differ from the policy of the school district in which the child resides but must comply with compulsory attendance laws. The following policy will apply for all the schools within the Pennsylvania Conference education system. [Read entire policy, view absence forms, and pre-planned absence forms.](#)

The attendance policy of BMA is designed to encourage students to develop habits of punctuality. A continued pattern of poor attendance may result in major discipline and possible dismissal. Attendance is recorded as an official grade and is kept on the student's transcripts. However, it does not affect GPA.

Every student is expected to attend classes, meetings, and VE. Students are required to participate in activities and field trips. Every student may not be capable of an A in every subject; but every student is capable of an A in attendance.

### ATTENDANCE POINTS

Students begin each quarter with 100 points. Points are deducted for an unexcused tardy, late or absence as follows:

| Tardy/Late/Absence | Unexcused From                | Point Deduction |
|--------------------|-------------------------------|-----------------|
| Tardy (T)          | Class/FOCUS/Study Hall/VE Lab | 2 points        |
| Late (L)           | Class/FOCUS/Study Hall/VE Lab | 3 points        |
| Absence (A)        | Class/FOCUS/Study Hall/VE Lab | 4 points        |
| Tardy (R)          | Assembly/Lessons              | 1 point         |
| Absence (B)        | Assembly/Lessons              | 2 points        |
| Dress (D)          | Dress Code Violation          | 3 points        |

Tardy - after bell rings up to 10 minutes

Late - more than 10 minutes late, but attended more than half the class

Absence - more than half of the class/VOED Lab missed

### ATTENDANCE GRADES

Attendance grades are issued each quarter as follows:

|                   |  |
|-------------------|--|
| A (90-100 points) | A student is maintaining an A in attendance.   |
| B (80-89 points)  | A student is placed on CLR (see Campus Leave Restriction)  |
| C (70-79 points)  | In addition to CLR, the student will receive a one-day in school suspension (home for Village Students) and may not join classes online. A student may be required to meet with Ad Council.  |
| D (60-69 points)  | In addition to CLR, the student may receive a one-week suspension, and will be required to meet with Ad Council.   |
| F (0-59 points)   | When a student's attendance grade falls below 60 points, he/she is considered withdrawn from school. The student will need to fill out a re-application form and submit it along with a \$25 fee to Ad Council, which will process the re-application and notify the parents/guardians of their decision. If the student is re-accepted, their grade will be reset to 79 points in order to continue calculating attendance. However, the incurred F remains a permanent grade on the report card. |

**If at any time a second F is incurred, the student will be asked to withdraw from school immediately and will not be considered for re-acceptance during that school year.**

### CAMPUS LEAVE RESTRICTION (CLR)

If a student's attendance grade drops below 90 points, the student is placed on CLR for nine weeks from the date the grade was incurred. However, three points are added to the attendance grade for each week of perfect attendance (5 consecutive school days), which makes it possible for a student to work his/her way off CLR.

Students are NOT allowed to have their phone during study hall, leave campus for off-campus

club parties or extra-curricular activities (including Walmart or any other shopping trip), go on recruiting trips, visit any staff member or friend's home, and/or attend the senior class trip. However, students ARE required to attend tours, field trips, WAU college days, SOLD (Senior Outdoor Leadership Discovery), or any required school event. Students on CLR MAY go home on weekends, homeleaves, and for medical appointments.

### COLLEGE VISITS

BMA provides a required college visit to WAU for all seniors in the fall. If a senior wishes to visit additional colleges, up to two days of classes will be excused during their senior year for this purpose. Students are encouraged to visit as many colleges as they need to during homeleaves or longer breaks.

### ILLNESS

If a student is ill, the Dean, or parents of Village Students, should notify the Principal's Office. **A note is required upon return to school.** Students residing in Ellis and Unruh Hall are placed on sick list and will remain in their dorm rooms for the **entire day**.

### INCLEMENT WEATHER

In the case of poor road conditions due to inclement weather, parents are encouraged to use their discretion as to when/if their student is able to safely attend school/VE that day. Parents should notify the Principal's Office. **A note is required upon return to school.** When weather causes unsafe travel conditions, Village Students are allowed to stay in the dorm at no cost. Arrangements for the stay should be made with the appropriate Dean.

### LOSS OF CREDIT

A maximum of seven absences per semester for all core classes (excused and unexcused) are allowed; a maximum of six absences for choir, drama, music lessons, orchestra, and VE (excused or unexcused) are allowed. At this point, ASC will determine whether the student loses credit and must repeat the course or not.

### PASS TO CLASS

Students held after class/VE must obtain a BLUE SLIP to pass to the next class. **This should not happen on a regular basis.** Students should use their free time to go to the offices to talk to staff.

### PROCEDURE TO EXCUSE CLASS/VE

Parents and students are notified of all absences through FACTS. Students must do the following:

1. Obtain a GREEN SLIP from the Principal's Office.
2. Fill out the GREEN SLIP, and obtain a signature from the staff member who can verify the information is correct.
3. Turn in the completed GREEN SLIP to the Principal's Office within **five days** of when the tardy/late/absence was incurred. The Attendance Officer/Ad Council determines if it will be excused.

Vacations, medical appointments, etc., should be scheduled during regular breaks (homeleaves) whenever possible. Any request to miss school must be submitted to Ad Council through reyer@bma.us at least one week in advance of the date(s) requested. Parents will be notified of the decision.

### REQUIRED NON-CLASS/SUNDAY SCHOOL DAYS

Fall Picnic, Sunday classes, FOCUS meetings, College Fair/Campus Beautification Day, field trips, P.E.

Day, and Career Day are required school activities/meetings for all students and attendance is taken. An unexcused absence from one of these non-class school days will incur a 10-point deduction in attendance, and an unexcused absence from a regular school day will incur a 12-point deduction.

**NOTE: Absences cannot be excused without a written note of explanation from a parent.**

## CAMPUS CONDUCT

Students are expected to follow general rules of conduct on our campus. Students who do not comply may be subject to discipline or be asked to withdraw from school. These rules of conduct include, but are not limited to, the following:

1. Ellis Hall and Unruh Hall are off limits to members of the opposite sex.
2. Students must request approval from their Dean in order to have a bicycle, skateboard, skates, scooters, or roller blades on campus. These items must be used in approved areas and all participants must **wear a fastened helmet** and appropriate safety gear.
3. School attire (DDC) must be worn when a student is in Edison Hall during school hours.
4. Students are not to bring food or drink into Edison Hall, except for water bottles.
5. Students are not to run in Edison Hall.
6. Students must wear shoes at all times.
7. NO massages are approved anywhere anytime.
8. When classes are in session, students may sit in the student lobby during their free time. Students are not to loiter in hallways or stairwells.
9. Areas of the campus other than Ellis Hall, Unruh Hall, Edison Hall, Cafeteria, are off limits to students unless required to be there for classes/VE, or have secured permission from a Dean, Administrator, or a Supervisor on duty.
10. Students are expected to treat school property and the property of others with respect, and will be charged for damage. In the case of willful damage, discipline **will** be administered.
11. Students may not use or possess weapons, firearms, or explosives of any kind. This includes BB guns, pellet guns, fireworks, knives, etc.
12. Students may not possess or display obscene literature, pornographic pictures or articles, or occult materials and games.
13. Students may not tamper with fire equipment or the fire alarm system.
14. Students may not leave campus without permission.

### BREAKING AND ENTERING

The following activities are considered to be a serious offense and may be subject to discipline or withdrawal from school:

1. Tampering with locks on any dorm room, school building, or school property
2. Possessing a key to any school lock without authorization
3. Unauthorized access into any building, room, mailbox, or computer system

### BULLYING/HARASSMENT/HAZING

Students may not participate in or allow bullying/harassment/hazing (degrading, injuring, or disgracing) of any student/staff member. This includes jokes, intimidation, physical or verbal attack or threat directed at a person's race, religion, national origin, age, gender, or physical challenges.

Sexual harassment includes sexual advances, requests for sexual favors, or other verbal or physical conduct that by design or innuendo is sexual in nature. Participation in sexual harassment will jeopardize a student's stay at BMA.

A student who experiences such inappropriate conduct, whether physical or verbal, should report it to a staff member or make a report using our online Anonymous Alert system at [www.anonymousalerts.com/bluemountainacademy/](http://www.anonymousalerts.com/bluemountainacademy/) (More information can be found on our website.)

### DRUGS

Use, possession, distribution, sale, or being under the influence or in the presence of alcohol, tobacco, controlled substances, illegal drugs, "look-alike" drugs, narcotics, steroids or possessing drug paraphernalia on or off campus is prohibited. Penalty for violation of this policy will be subject to major discipline, or the student may be asked to withdraw from school. In addition, the student may be subject to any state or federal laws.

### 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, the administration reserves the right to:

1. Question a student about his/her behavior or program at any time without parental consent.
2. Search a student's room, locker, car, and possessions without his/her consent. Items identified as contraband will be confiscated.
3. Require drug testing at the student's expense. If a student refuses to take the test, it will be probable cause to ask the student to withdraw from school.

### SEXUAL MISCONDUCT

As a Christ-centered learning community, BMA welcomes all those whose behavior and lifestyle are consistent with the beliefs of the Seventh-day Adventist Church. Regarding human sexuality, students can remain in good standing providing they conduct their lives in a manner that is consistent with the teachings of the Church on sexual orientation and behavior. BMA does not admit or retain students who engage in sexual misconduct, which includes but is not necessarily limited to, non-marital sexual conduct or homosexual conduct, or those students who practice or appear to advocate for any form of sexual behavior or orientation that in the judgment of the school's administration is inconsistent with the Christian identity, teachings, beliefs, or faith mission of BMA and the Seventh-day Adventist Church.

### SOCIAL MISCONDUCT

All students are expected to conduct themselves with the dignity befitting a Christian. BMA encourages appropriate mixed association, but expects students to follow a "hands-off" policy. A "couple" that spends excessive time together and/or becomes involved in public display of affection, may be placed on social restriction (social). Social is intended to provide time and space apart for students to reevaluate their relationship and to learn how to better manage themselves. Being placed on social restricts students from communicating verbally, physically, and electronically. This is a "cool-off" period when all contact is restricted. This process can be initiated by any staff member and continues until removed by Ad Council. Students must be careful to avoid situations that can be misinterpreted. Secretive or unsupervised associations are not acceptable.

### SUICIDE STATEMENT

BMA believes in protecting every student that is on our campus. A student who attempts suicide or shows warning signs can be taken to the emergency room or psychiatric hospital at the parents



expense. The parents/guardians will be contacted. Child Protective Services (CPS) will also be contacted if we are unable to make successful contact with at least one parent/guardian by the end of the school day.

After BMA notifies a parent of their child's risk of suicide and provides referral information, the responsibility falls upon the parent to seek mental health assistance for their child. We will take all threats seriously. If a parent/guardian is contacted and the school personnel/health professional discovers that although the adult acknowledges the suicidal risk, yet does not appear determined to take immediate action for the safety of the student, this could also be considered abuse or neglect. CPS shall be contacted and appropriate steps taken. The school personnel/health professional will document the referral to CPS.

If a student is found to be at risk for suicide and the student suggests that a reason for this risk may be associated with parental/guardian abuse or neglect, the qualified school professional will NOT contact the parent/guardian, but CPS will be contacted.

As mandated reporters, BMA staff are expected to report (without parental permission) any attempts made to harm oneself or others. We do our best to keep each student safe and may make recommendations or decide what will be the best outcome to create a safe atmosphere for our students. The school can also assist in providing transportation for the child to the referral agency at the parent's expense. After such an intervention, the school will also try to provide follow-up support. Parental communication will be crucial to ensuring that the school is the safest, most comfortable place for your child.

Before the student returns to school, a letter or the documented treatment plan from a mental health facility or licensed mental health provider stating that the student is not at imminent risk for harming him/herself or others shall be provided to the school.

## CERTIFICATE PROGRAMS

BMA awards certificates at graduation to those who show exceptional work in the following designated areas:

### MUSIC CERTIFICATE

The Music Achievement Certificate is available to students who have proved a high level of musical progress on their instrument or with their voice. This certificate may be earned by fulfilling the following requirements:

- Pass a piano proficiency exam before the senior year or take a minimum of one year of piano.\*
- Maintain an average of 3.50 GPA for private lessons in main performance area each year while attending BMA .
- Be a member of one of the musical touring groups during the junior and senior years.
- Be a member of band, choir or string orchestra each year of attendance at BMA.
- Take the Dimensions of Music and Elements of Music classes maintaining a grade of C (73%) or better.\*
- Perform frequently in religious services.
- Perform a one hour senior recital. (see Department Chair for requirements)

### STEM CERTIFICATE

The STEM Certificate is for students with an interest in Science, Technology, Engineering & Mathematics. There are three different emphases available. All certificates require a student to:

- Pick up an application from the Registrar's Office, fill it out, have it signed by the sponsor, and submit it to the Registrar for approval to begin the certificate program.
- Earn a minimum of a B+ in each required course.
- Complete 50 hours of a documented internship related to life sciences within your junior and senior years OR complete an approved senior project before May 1.
- Defend your internship or senior project before a faculty panel.

#### 1. Life Science Emphasis — Complete the following required courses:

- ◇ Anatomy and Physiology
- ◇ Chemistry
- ◇ Algebra 2

#### 2. Physical Science Emphasis — Complete the following required courses:

- ◇ Physics
- ◇ Robotics Engineering or equivalent
- ◇ Chemistry
- ◇ Pre-calculus

#### 3. Technology Emphasis — Complete the following required courses:

- ◇ Robotics Engineering or equivalent
- ◇ Algebra 2
- ◇ Pass **three** certification tests in areas such as:
  - A+ (Computer Maintenance)
  - Network+
  - Windows Client Implementation
  - Windows Server Implementation (various)

## CHEATING POLICY

Cheating is a form of dishonesty that will not be tolerated. Cheating includes, but is not limited to:

- Copying another student's homework
- Using notes of any kind during quizzes, tests, or exams except by permission of the teacher
- Communicating with another student through any means during quizzes, tests, or exams
- Copying from another student's test paper
- Claiming work from another student as your own
- Plagiarizing any printed material: i.e. using printed material without proper documentation
- Sharing homework, etc.

### First Offense

- The student will receive a zero on that assignment.
- The teacher will fill out a behavior report in FACTS.
- The student will be dismissed as a member of National Honor Society, as per NHS by-laws.

### Second Offense (in the same class)

- The student will receive a grade of F (59%) for the class for that quarter.
- A teacher will fill out a behavior report in FACTS.
- Ad Council will review the incident for disciplinary action.

### Second Offense (in a different class)

- The student will receive a zero on that assignment.
- A teacher will fill out a behavior report in FACTS.
- Ad Council will review the incident for disciplinary action.

#### Third Offense

- The student may be asked to withdraw from school.

## DAY/DORM STUDENTS

### Village Students

The Principal is the Village Student Dean and should be contacted if you have any questions.

**School Activities** — Village Students are encouraged to participate in as many activities and events throughout the school year, as possible.

**Dorm Clubs** — Village Students are members of either Boys' Club or Girls' Club and are encouraged to get involved. A Village Student is eligible to be a club officer.

**Dorm Visits** — Village Students may visit, sleep over, and/or study with friends in their respective dormitories with permission from the Dean. There may be a charge to stay overnight, except in during inclement weather. While in the dorm, they must follow all dorm rules and policies.

### DORM STUDENTS

**Dorm Guests** — Students desiring to share their room with guests must obtain prior permission from the Dean.

Guests who wish to rent our guest room facilities in Ellis or Unruh Hall, either overnight or for a weekend, should contact the respective Dean to make reservations. Family members over the age of 12, other than parents, are not permitted to visit a student of the opposite sex in their dorm room. Lobbies are provided in both Ellis and Unruh Hall where families/friends may visit. Parents and visitors must check in with the Dean upon arrival. Please respect the posted dorm hours. Pets are not allowed in either dorm.

**Dorm Rooms** — Each room is furnished with two single beds, study desks, chairs, built-in closets, and dressers. Dorm room measurements, what to bring or not to bring, and other helpful information can be found in the respective dorm handbook. Dorm students are expected to be familiar with the policies and guidelines outlined in this handbook. We suggest that students check with their roommate before making important or expensive purchases to avoid duplication and promote coordination.

**Entrances and Exits** — Boys and girls should use their respective entrances and exits in the cafeteria and also in Edison Hall after dark. When leaving Edison Hall for the cafeteria by the main doors, boys should split at the gazebo using the sidewalk to the left.

**Keys** — Students are issued a key upon being assigned a room. Students should keep their doors locked at all times when they or their roommate are not in the room. Personal locks on doors are not permitted. Neither the Dean nor the school accepts responsibility for items stolen from rooms.

**Mail** — Dorm students should have their mail sent in care of BMA, 2363 Mountain Rd., Hamburg, PA 19526. The mail will be distributed in the dorms each day. Only students designated by the

Dean are allowed to pick up the mail. Outgoing mail should be deposited in Edison Hall mail slot by 11:00 a.m. to assure same-day pickup.

## DISCIPLINE

All major disciplinary procedures are under the direction of the BMA Board and Ad Council. When a student exhibits inappropriate behavior, a Dean or administrator will counsel the student and parent/guardian regarding the situation using redemptive measures. Before any school discipline consequence occurs, the student will have the opportunity to explain their perspective of what took place. When major discipline occurs, parents will receive written notification of the discipline, the reasons, and the duration of the discipline.

### MAJOR DISCIPLINE OUTCOMES

All major discipline will result in the loss of any office.

- **In-School Suspension (ISS).** The student will be restricted from all activities including classes/VE for the duration of the suspension.
- **Out-of-School Suspension (OSS).** The student will go home and will not be permitted to return to campus for the duration of the suspension. Before returning, the parent/guardian of the suspended student must discuss the conditions for returning with the Principal or his designee.
- **Graduation Discipline.** Juniors and seniors involved in major discipline during the last quarter may forfeit participation in graduation services.
- **Advised to Withdraw.** A student whose conduct is of a nature that should result in expulsion from school will be advised to withdraw by Ad Council. At that time, a parent should come to BMA and withdraw their child.

### APPEAL PROCESS

If a parent disagrees with Ad Council's decision, they may choose to start the following appeal process rather than withdrawing their child:

1. The appeal process may begin when a parent is given written notice of Ad Council's decision. The letter will contain an explanation of the situation and of their right to appeal. This letter will be sent at least three days prior to a hearing.
2. The parent must send a **written** letter of appeal to the Principal, which will be presented at a hearing of the full staff for a decision.
3. If the parent is not satisfied with the outcome of the hearing, they may appeal to the BMA school board through the Principal.
4. The student will be on suspension during the appeal process.

Students who are advised to withdraw or are expelled are not allowed on campus without prior administrative approval and must successfully complete at least one full semester at another school before being considered for re-admission.

## DRESS STANDARDS

As Christians, we desire to draw attention to Christ rather than to ourselves. Therefore, students are expected to dress in harmony with the basic principles of **neat, clean, modest, and appropriate.** This would include—but not be limited to—hair, makeup, nails, and other forms of dress.

The term modesty denotes the spirit of a Christian who is concerned about appearance and what it is saying to others. All staff members are authorized to enforce the dress standards as follows:

### GENERAL GROOMING INFORMATION

- Shorts may be worn to recreation or as announced. All shorts should be loose fitting and within 2-3 inches to the top of the knee, whether tights are underneath or not.
- Spandex shorts or leggings may be worn under BMA approved clothing.
- Jewelry of any kind is not allowed, including friendship bracelets and spirit bands.
- All caps and hats need to be removed when entering Edison Hall and the cafeteria.
- No headscarves, bandanas, or doo rags are to be worn outside the dorms.
- Hair maintenance is allowed at rec and in dorm lobbies with the supervision and approval of the Dean. All other touching is NOT allowed.
- All hair must be neat, clean, and of a natural color. No extreme hairstyles or colors. No shaved eyebrows.
- Any item that violates general grooming information policy will be collected (excluding the gym) and given to an administrator.

### CAFETERIA DRESS

All students and guests are to abide by any posted dress guidelines for the cafeteria. Modest dress is always expected. Students may never wear pajamas, housecoats, bath robes, swimwear, or headwear in the cafeteria.

**Sabbath** – Students are to be in Sabbath Dress for lunch, unless otherwise announced.

### FORMAL/BANQUET DRESS

On certain occasions, students have the opportunity to wear formal attire. Although formal wear is appropriate, church attire is also appropriate and students should not feel pressured to buy expensive formal wear. Whether formal wear or church wear, all clothing should be modest.

**Girls** – Dress/skirt (knee length or longer), blouse and dress shoes. All sleeveless dresses should reach the edge of the shoulder. Dresses that do not reach the edge of the shoulder must be worn with a coverup jacket/bolero/sweater, not a shawl. Clothes should not be tight or body contouring. Loose fitting formal slacks are allowed. **Note:** Final dress check will be two weeks before the event, at which time only an approved dress will be allowed.

**Guys** – Suit/sports jacket, collared dress shirt and tie, loose fitting dress pants, socks and dress shoes.

### GRADUATION/SABBATH DRESS

This applies to graduation programs, church and Sabbath lunch, unless otherwise announced.

**Girls** – Dress/skirt (knee length or longer), blouse and dress shoes. All sleeveless dresses should reach the edge of the shoulder. Clothes should not be tight or body contouring. Light colored dresses for graduation are strongly recommended under white robes as they are sheer.

**Guys** – Suit/sports jacket/collared dress shirt and tie, dress slacks, socks and dress shoes.

### SCHOOL DRESS

BMA has adopted a Defined Dress Code (DDC) which applies to Edison Hall during school hours on school days. All DDC clothing must be purchased through **Schoolbelles** (website: <http://www.schoolbelles.com/myschool/M37/s3061>).

- **Polo/Oxford Shirts** – Polo shirts with the BMA logo are the required school shirts and are available in a variety of colors in short or long sleeves. (A plain long-sleeve shirt may be worn underneath). Polo or Oxford shirts from **Schoolbelles** must be worn as the outer layer or under a DDC jacket or sweater:
- **Jackets/V-Neck Sweaters** – These items from **Schoolbelles** with the BMA logo are acceptable in the ad building and can be worn as the outer layer. Hoodies, sweatshirts, and non-BLA jackets/coats are not acceptable as school dress.
- **Pants/Shorts/Skirts** – These items from **Schoolbelles** are acceptable in the ad building. Jeans, sweatpants, cargo pants, leggings, and pajamas are not considered school dress.
- **Shoes** – Acceptable styles for school dress are casual dress shoes, tennis shoes, and sandals with a heel strap (no flip flops or slides).

### VESPERS DRESS

**Girls** – Dress/skirt(knee length or longer)/dress slacks, blouse and dress shoes. All sleeveless dresses should reach the edge of the shoulder. Loose fitting formal slacks are allowed.

**Guys** – Suit/sports jacket/collared dress shirt, dress slacks, socks and dress shoes. No tie required.

## ELECTIONS

Students who wish to run for an office (**Major Offices:** President and Vice President. **Minor Offices:** Pastor, Secretary, Treasurer, Sergeant-at-Arms or Representative), must obtain an Office Petition from the Principal's Office. Once completed, return the petition to the Registrar's Office. January 31st is the last day to be voted into a vacant office. A nominee must meet the following criteria:

- Exhibit a Christian lifestyle that is in harmony with the philosophy and goals of BMA.
- Have a satisfactory citizenship record. Anyone who received major discipline in the preceding nine weeks is not eligible to run for office.
- Maintain an A in attendance.
- Earn no more than one D and no F's the preceding nine weeks.
- Students who fail to meet GPA and/or attendance requirements will be placed on office probation. Students who fail a second time forfeit the office.
- An officer who receives major discipline will forfeit their office as per Ad Council.
- Freshmen will elect officers after Q1 grades are available.

### Minor Office

Additional criteria:

- Maintain a minimum current GPA of 2.50
- Hold no more than one other office

### Major Office

Additional criteria:

- Attend BMA for the nine weeks prior to elections. Summer VE on campus may count.
- Maintain a minimum GPA of 2.75
- Hold no other major or more than one minor office.

# GRADES

## REPORT CARDS

The school year is divided into two semesters of approximately eighteen weeks each. Grades are recorded by quarters and semesters for permanent reference in FACTS. A notification will be emailed to the parents of those students with grades of D, F, or I at midterm/quarter.

## D, F & I

A student who has grades of D, F or I at the end of a grading period will be placed on the D, F & I List and white-listed. Dorm students on D, F & I will be required to abide by their dorm policies. They will remain on the D, F & I List until the next midterm or quarter grade report. The purpose of these requirements is to help students develop successful study skills.

## GRADE POINT AVERAGES

A system of honor points is used to determine a student's grade point average. The points for each grade are:

|    |       |    |       |    |       |    |       |
|----|-------|----|-------|----|-------|----|-------|
| A  | 4.000 | B+ | 3.333 | C+ | 2.333 | D+ | 1.333 |
| A- | 3.667 | B  | 3.000 | C  | 2.000 | D  | 1.000 |
|    |       | B- | 2.667 | C- | 1.667 | D- | 0.667 |

## GRADING SCALE

|    |        |    |       |     |                           |
|----|--------|----|-------|-----|---------------------------|
| A  | 93-100 | C  | 73-76 | I   | Incomplete                |
| A- | 90-92  | C- | 70-72 | P   | Passing                   |
| B+ | 87-89  | D+ | 67-69 | NC  | No credit due to absences |
| B  | 83-86  | D  | 63-66 | W   | Withdraw                  |
| B- | 80-82  | D- | 60-62 | AUD | Audit                     |
| C+ | 77-79  | F  | 0-59  |     |                           |

## HONOR ROLL

Honor Roll students are recognized each quarter. Students must have a current GPA of 3.00 or above; no more than one D and no F's; an A in attendance; and no major discipline during that quarter.

|                        |             |
|------------------------|-------------|
| Principal's List ..... | 3.00 – 3.32 |
| Honors.....            | 3.33 – 3.66 |
| High Honors.....       | 3.67 – 3.99 |
| 4.0 Honors .....       | 4.00        |

## INCOMPLETES

A grade of incomplete will be issued when:

- sufficient class work has not been completed to earn a grade due to extended illness or other extenuating circumstances
- classwork or a final examination was not taken due to financial suspension or an outstanding financial obligation to the school

Students with an incomplete at the end of a grading period may not be included in the Honor Roll list. Students are expected to take the initiative in arranging to complete their work. The grade for any class that has not been completed by the end of the following grading period will be changed to a grade of F.

# GRADUATION RECOGNITION

**Advanced Studies Diploma (silver cord)** — Seniors who complete the criteria for this diploma (additional math, science, and foreign language) with 3.0 cum GPA.

**AWHN Green Cord Achievement** — Awarded by Adventist Whole Health Network for involvement in 8 hours of health ministry outreach while maintaining a 3.0 GPA

**Certificates** — Students who complete the criteria for the Music or STEM certificates

**Community Service Pin** – Seniors who complete 25+ points of CS for each year of attendance at BMA or 100 points by graduation (10 points must be earned each year from Aug - May). Excludes Bible Outreach 2021-22.

**Four-Year Seniors (blue cord)** — Students who have attended BMA for eight semesters and received grades and credits from BMA for each of those semesters

**Honors** — Awarded at graduation based on cumulative GPA as follows: cum laude: 3.33-3.66 (**gold cords**), magna cum laude: 3.67-3.89 (**gold cords and tassel**), summa cum laude: 3.90-4.00 (**gold cords, tassel, and honors pin**)

**National Honor Society (NHS stole)** — Students who are into NHS based on scholarship, service, leadership, and character. Earning a cum GPA of 3.67 or higher while taking a minimum of two rigorous courses each year after induction.

**President's Award for Educational Excellence (certificate)** — Seniors who have a cumulative GPA of 3.50 or higher and scored in the 85th percentile on either the ACT (composite 25+) or SAT math or reading test (600+).

**Red Cord Award (red cord)** — Students 17 years or older who are registered with Keystone Miller Blood Center and donate blood a minimum of 4 times and/or volunteer to assist on a blood drive a minimum of 4 times will receive a certificate and a red recognition cord.

**Three-Year Seniors (blue cord)** — Students who complete the graduation acceleration program.

**Note:** Only BMA regalia may be worn at graduation.

# GRADUATION REQUIREMENTS

BMA offers two diplomas:

- **Standard Diploma** — prepares students to enter most colleges while meeting the minimum standards of required credits and GPA.
- **Advanced Studies Diploma** — recognizes students who meet the 3.0 minimum course requirements in math, science, foreign language, and GPA of 3.0. An international student who joins BMA their senior year may earn their ASD if they meet all criteria and take a minimum of one rigorous course for the entire senior year (courses listed in NHS syllabus). Two options are available:
  - **Option A:** Requires 70 credits in math and science (30 or 40 in each) and 20 credits in foreign language, starting at level 2 if it's the student's first language.
  - **Option B:** Requires 80 credits in math and science and 10 credits in foreign language, ,

Check with the college of your choice for Foreign Language requirements.

| Diploma Options    |                                   |  |                                   |   |
|--------------------|-----------------------------------|--|-----------------------------------|---|
| Courses            | Standard Diploma                  |  | Advanced Studies Diploma          |   |
|                    | Credits                           | Required Classes                             | Credits                           | Required Classes  |
| Religion           | 40                                | Per Seventh-day Adventist School Year        | 40                                | Per Seventh-day Adventist School Year                     |
| English            | 40                                |  | 40                                |   |
| Mathematics        | 30                                | Req. Algebra I & Geometry                    | 30/40**                           | Req. Algebra I, Geometry, & Algebra II                    |
| Science            | 30                                | Req. Biology & Physical Science or Chemistry | 30/40**                           | Req. Biology & Chemistry                                  |
| Social Studies     | 30                                | Req. US History & Gov't                      | 30                                | Req. US History & Gov't                                   |
| Applied Arts       | 10                                | Req. Personal Finance                        | 15                                | Req. Personal Finance and a minimum of 5 credits in each. |
| Fine Arts          | 10                                |  |                                   |   |
| Health & PE        | 20                                |  | 20                                |   |
| Computer Apps      | 10                                |  | 10                                |   |
| Foreign Language   | 0                                 | Not Required, but Recommended                | 10/20**                           | Req. 10 credits; Recommended 20 credits                   |
| Electives          | 25                                |  | 10                                |   |
| Vocation Education | 10/yr                             | Ethics/Skills/Lab                            | 10/yr                             | Ethics/Skills/Lab   |
| <b>Total</b>       | <b>250</b>                        | <b>Minimum Required</b>                      | <b>270</b>                        | <b>Minimum Required</b>                                   |
| <b>G.P.A.</b>      | <b>2.0 (C) Minimum Cumulative</b> |  | <b>3.0 (B) Minimum Cumulative</b> |   |

**Carnegie Unit and Credits** — A one-semester core class equals five credits. Five credits equal .5 Carnegie units (half credit). A one-year core class equals 10 credits. Ten credits equal 1.0 Carnegie unit (full credit).

In order to march on graduation weekend a senior must:

- pass all required courses, including one year of VOED Ethics/Skills.
- complete required community service points.
- turn in a previous official transcript.
- take a minimum of one SAT/ACT test.

**Note:** A senior who will not march, will not be allowed to go on class trip.

In order to earn a diploma from BMA a student must:

- successfully complete all required and elective courses necessary to earn the minimum number of credits for a Standard or Advanced Studies Diploma from accredited schools.
- be enrolled during the final semester of the school year immediately prior to graduation.
- have a zero balance on his/her school account.
- complete 10 points of community service per year of attendance.
- take a minimum of one SAT/ACT test.

### ATTENDANCE CERTIFICATE

Occasionally, circumstances do not permit a student to meet regular academic graduation requirements. A student may earn an Attendance Certificate which is not the equivalent of a high school diploma and does not meet college entrance requirements.

### COMMUNITY SERVICE

As part of BMA's graduation requirements, all students must earn 10 points of Community Service (CS) per year, August - May, including school breaks. Each service project is worth 2 points. No more than 6 points can be earned doing the same event. Most events should be approximately 1-2 hours in length.

A student wishing to earn the CS Pin must complete 25+ points per year (excluding Bible Labs). These additional points can be earned during the summer, but must follow the guidelines listed in the first paragraph.

It is the student's responsibility to obtain and fill out a Community Service form after each project and have it signed by the adult/faculty sponsor. The completed form must be **submitted within five days** to the Registrar's Office. It will be recorded in FACTS and placed in your file.

## GRIEVANCE PROCEDURE

If a student or parent has a concern about a school policy or an employee, the following Grievance Policy procedure should be followed in order to resolve the problem as quickly and effectively as possible:

1. Contact the person with whom you have a complaint to try to resolve the issue.
2. If the situation cannot be resolved, a mutually agreed-upon staff member should be involved in the discussion.
3. If the situation is still unresolved, a copy of the grievance policy can be obtained from the Principal's Office and a written complaint can be filed with Ad Council.

## LEARNING SUPPORT AND TESTING CENTER

All students at BMA have learning support services available to them through the Learning Support and Testing Center (LSTC). Tutors are available in the center and some classrooms. Students who are at risk for failing core classes and students with disabilities are allowed curriculum modifications and accommodations through the LSTC. Some common accommodations may include an alternate test site, modified homework and tests, and extended testing time. Other services available include individual or group tutoring in the LSTC, study hall in the dorms, and the interpretation of diagnostic testing.

**College and Career Training:** The BMA Guidance Department offers a career search option for junior and senior students who are interested or uncertain about many different careers. The Strong Interest Inventory assessment will guide students in choosing a career based on their interests. It allows students to decide what to do after high school and learn about their preferred work style, best learning environment, leadership style and educational steps to enter college. This career test offers a specific and informative report after the test is completed. There is a small fee for taking this test. For more information, please contact the BMA guidance office.

### STANDARDIZED TESTING

All incoming freshmen and sophomores are given a math placement test.

**Grade 9-11** — Preliminary Scholastic Achievement Test (PSAT grades 8, 9, 10, and 11)

**Grade 11** — Scholastic Aptitude Test (SAT - optional)\*, and/or the American College Test (ACT - optional)\*.

**Grade 12** — American College Test (ACT)\* and Scholastic Aptitude Test (SAT)\*.

starting at level 2 if it's the student's first language.

All ACT & SAT scores are included on the transcript. Either the ACT or SAT is required for admission to most colleges. Many colleges may use these test scores to award scholarships. BMA helps facilitate registration for SAT and ACT tests but the responsibility for registration rests on the student. For more information contact the BMA Guidance Office.

## MISCELLANEOUS ACTIVITIES

### AVIATION

Training Mission Aviation (TMA), a separate organization, offers flight training to BMA students at the BMA Airport. Financial and scheduling arrangements must be made directly through TMA. For safety reasons, the airport is off limits to unauthorized personnel, and no one is permitted to cross or be on the runway.

### EXTRA-CURRICULAR

Extra-curricular activities are an integral and indispensable part of student life and aid in the development of the total individual. Participation in extra-curricular activities assists in developing leadership, personality, and genuine Christian friendship. These activities, however, must not take the place of study or VE. Since one's time is limited, students are urged to choose their activities wisely. If students are to be involved in activities during study hall, sponsors must arrange in advance for such involvement through Ad Council. Most school activities like banquets, field trips, off-campus events, etc., are for BMA students only.

### SATURDAY NIGHTS

Programs of entertainment, culture, or recreation are provided every Saturday night. Dorm students are expected to attend these activities. Exceptions to this may be made by permission of the respective Dean.

### SPORTS

BMA offers an intramural sports program focused on growing personal relationships within the school and an environment that encourages all to participate. BMA does not participate in interscholastic sports with other schools.

## ORGANIZATIONS

### CLASSES

Freshman, sophomore, junior, and senior classes are organized during the school year. These organizations meet periodically to plan activities, projects, and conduct class business. The junior and senior classes each present a formal program during the year. All students are expected to join their respective classes and participate in class activities.

### DORM CLUBS

Theta Kappa Gamma is the young ladies' organization and Ho Sigma Kappa is the young men's organization. The purpose of these clubs is to promote friendships, culture, spiritual development, social enrichment, and entertainment. The clubs are open to Dorm and Village Students.

### NATIONAL HONOR SOCIETY

BMA began its local chapter of the National Honor Society (NHS) in the spring of 2004. This society was founded to support enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in secondary school students. Selection of sophomores, juniors and seniors to NHS is considered by a majority vote of the faculty. Membership requires maintaining a minimum cumulative GPA of 3.67, and is based on service, leadership, and character. Members are required to maintain a rigorous academic program, attend monthly meetings, and participate in service projects. Induction will take place after the Q1 grades are finalized.

### PUBLICATIONS

BMA sponsors two major publications:

1. PREVIEW, a "get acquainted" book of student and staff pictures at the beginning of the year
2. ECHOES, the school yearbook.

### STUDENT ASSOCIATION

All BMA students are members of the Student Association (SA). SA officers are provided the opportunity to develop leadership in many areas such as, Student Council, FOCUS Week, intramural sports, and other social and spiritual events.

### STUDENT COUNCIL

Student Council is made up of SA officers, class presidents, class representatives and is sponsored by the Principal. Its purpose is to serve as a liaison between the faculty, staff, and student body, and to solve student problems as they are able.

## SCHOOL LIFE

### BREAKS

Breaks begins when classes/VE Labs are over. Students are not allowed to change classes, take examinations early, or leave until after their last appointment on the day break begins, unless proper arrangements one week in advance Ad Council.

On the day break begins, the dorms close at 3 p.m. When break ends, the dorms re-open at 3 p.m. until 9 p.m at the latest unless prior arrangements have been made with the Dean. If a student returns late from break, and misses classes/VE without notification to the school and without an excuse deemed valid by Ad Council, his/her missed classes will be unexcused.

### CLOSED WEEKENDS

A closed weekend means there is something special planned for Dorm and/or Village Students throughout the weekend. The principal's office will communicate to Village Students which events are required. Includes but is not limited to:

- **Boys' and Girls' Club Weekends**
- **FOCUS Weeks (Focus on Christ's Ultimate Sacrifice)**
- **Junior Presentation Weekend / Senior Recognition / Jr & Sr Fundraiser** — All Juniors and Seniors are required to attend Friday and Sabbath events.
- **Graduation Weekend** — All Juniors and Seniors are required to attend the weekend.

**Note:** Evening FOCUS meetings, Sunday Schools, and all Monday holidays are required for ALL students.

## EMERGENCY DRILLS

**Fire drills** will be held monthly in Unruh/Ellis Halls and in Edison Hall. All students are expected to exit buildings in an orderly fashion, proceed to the designated check-in area, and remain there until the signal is given to return. Students should acquaint themselves with the posted exit route in the various buildings.

**Intruder alert drills** will take place bi-annually using A.L.I.C.E (Alert - Lockdown - Inform - Counter -Evacuate) Training.

## FOOD AND DRINK

Students are not to bring food or drink, other than water, into Edison Hall.

## HEALTH

Dorm students are to notify the Dean-on-duty of needs for a medical visit or if they are not feeling well. The Deans will follow proper procedures that are listed in the dorm handbooks. Village Students who become ill during the school day are to notify the Administrative Assistant. Routine medical visits should be scheduled when the students are home during breaks. Health records are kept by the Registrar and pertinent information is shared with the Deans and others as deemed necessary.

## LEAVING CAMPUS

Dorm students should contact their respective Dean to obtain permission to go off campus. Any student leaving campus without permission will be subject to discipline.

- Students are permitted to leave with responsible adults over 25 years of age if authorized by the Deans and with written and verbal permission from the student's parents. (Exception: Students are permitted to ride with a student driver to and from home on breaks and weekends with the above-mentioned permissions from both parents.)
- Parents are expected to submit names on the Authorized Pick-up form provided in FACTS in order for their child(ren) to ride in vehicles other than their own and other than those designated for school and church activities. Names can be added to the list per the Deans. Permission will be granted only when the occasion and circumstances are not in violation of school rules.

## LOCKERS

Students who would like a locker are assigned a combination locker and encouraged to use and keep it locked at all times. Personal locks are not allowed on school lockers. Bookbags are only allowed in classrooms at the discretion of the instructor. All non-BMA outerwear should be kept in a student's locker.

## LOST ARTICLES

The school is not responsible for personal property anywhere on the school premises, including dorms, student lockers, etc. Lost items, if found, should be taken to the Principal's Office, where they will be taken to the Lost and Found closet in Room 1 or given to a Dean. However, keys and electronics will be kept in the Principal's Office. Lost and Found items will be on display a few time per semester for students to claim. All unclaimed items will be donated to the Hamburg

Community Service Center.

## MEALS

In harmony with man's original diet, only vegetarian meals (vegan or gluten free upon request) are served in the cafeteria. Meat and caffeinated beverages, including energy drinks, are not served in the cafeteria. Students may not keep/store/make caffeinated or meat products in the dorms. If a student is on sick list, the Dean will make sure the student is provided a meal in his/her room.

## MEDICATIONS

Students who need to take prescriptions must keep their medications with either the Deans (Dorm students) or in the Principal's Office (Village Students). Non-prescription drugs (Tylenol, Advil, etc.) may be obtained from the Deans or Administrative Assistant.

## SHOPPING

Students are provided various opportunities to purchase needed supplies. Trips to Walmart are provided most Sundays, as the schedule allows. Each dorm has a store that sells essential items for dorm life. In addition, the BMA Health Food Store, located on campus is open most days.

## TRANSPORTATION FOR SCHOOL ACTIVITIES

Transportation for field trips or other school activities will be arranged by the school administration or sponsors and must be by bus or automobiles with proper insurance, license, and adult drivers approved by administration. Students may sit together on our buses during daylight hours. However, they will need to sit in gender-segregated areas after sunset.

## SPIRITUAL ACTIVITIES

Spiritual activities are an integral part of the educational experience. Opportunities are provided for students to be involved in outreach/service programs on a voluntary basis or as part of the curriculum. Students are encouraged to take a leadership role in the spiritual life on campus. Students wishing to be involved in creating, planning, staffing, and/or implementing a spiritual program can do so through the Chaplain's Office.

## FOCUS WEEK (CLOSED WEEKEND)

Three times a year, a time is set aside to "Focus On Christ's Ultimate Sacrifice" (FOCUS). Dorm and Village Students are required to attend all weekday meetings and Friday night vespers as attendance will be taken. Village Students are encouraged, but not required to attend the Sabbath service at BMAC. Dorm students may sign out after the last FOCUS meeting on Sabbath.

## MINISTRY TEAMS

Throughout the year, students have the opportunity to serve in Pennsylvania churches by preaching sermons, telling the children's story, playing or singing special music, and assisting local members with their church services.

## MISSION TRIPS

Special short-term service projects may be made available to students who wish to reach out to the communities of the Columbia and Atlantic Union. Students assist in everything from painting, cleaning, and refurbishing to singing, praying, and worshiping with the local community.

During a second semester break, one or more mission trips may be made available to a select number of interested students. Preparations for these trips begin months in advance by individual fundraising, obtaining passports and notarized permission slips, and attending informative meetings. Students have the privilege of preaching sermons, raising up churches, building schools, conducting Vacation Bible Schools, assisting in medical clinics, and much more.

### **SABBATH OBSERVANCE**

Because we are a Seventh-day Adventist campus, Sabbath observance is an integral part of our experience. We believe that the seventh day of the week is the Biblical Sabbath, and that it should be observed from sundown Friday until sundown Sabbath. It is our intention that the sanctity of this day be characterized by dignity and a worshipful attitude. Students are expected to maintain proper decorum (reverence, respect, and common courtesy) during spiritual meetings and social programs.

### **SERVICE OPPORTUNITIES**

Frequent outreach opportunities are provided for students to serve the surrounding communities through weekday and Sabbath outreach. This may include door-to-door ministry, volunteering in the surrounding area, or visiting with elderly/disabled individuals. Through this service, students are encouraged to find ways to put others needs before their own.

### **SPIRITUAL SERVICES**

BMA considers worship to be a valuable spiritual experience. As a part of our program, all students are required to attend worship services, and dorm students must attend vespers, Sabbath school, and church. Students are invited to take part in as many additional church programs as they would like.

#### **Sanctuary Expectations:**

- No food or drink in the Sanctuary.
- Do not remove plants or decorations. Do not write on or remove hymnals or Bibles.
- Respect the sanctuary furniture and refrain from putting feet on the pews.
- Respect the service participants by remaining seated while the service is in progress.
- Take care of personal needs between services.

## **STUDENT RECORDS**

### **RECORD RETENTION**

It is the policy of BMA to retain student transcripts indefinitely. We also retain the following documents, if available: original application, I-9 form, immunization record, legal documents (i.e. adoption papers, custody papers, etc.), and official transcripts from other secondary schools.

Cumulative folders forwarded to BMA from an elementary school or another high school will be made available to the student for one calendar year after the student's graduation. After that, the cumulative folder will be destroyed. Requests for cumulative folders must be in writing. A \$10 fee is required for each request.

### **RELEASE OF INFORMATION**

It is the policy of BMA to release directory information upon written/verbal request to other Seventh-day Adventist institutions and for work verification. This information may include a

student's name; graduation date, address; telephone number; date and place of birth; awards and honors; and attendance information. In addition, BMA reserves the right to use this information as deemed necessary.

### **TRANSCRIPTS**

**Transcripts and diplomas will be issued only after the student account is paid in full.**

Transcript requests are required in writing. The first transcript after graduation will be issued free of charge. A \$10 fee is required for each additional transcript.

## **TECHNOLOGY**

Computers have become an essential tool of modern education. One of their purposes at BMA is to assist students with their schoolwork, and Internet access provided by the school enables students to explore thousands of useful libraries and databases. Another purpose is to facilitate communication with parents. Students who use their computers in other ways risk violating the Technology Policy and may lose computer privileges and face additional discipline. Communication through computer networks and the Internet is often public, and school rules for conduct and language apply. Students are expected to use computers in a considerate, responsible, and Christian way and to remember that such use is a privilege, not a right.

### **ALLOWED DEVICES**

E-Book readers, audio playback devices, and regular cell phones are allowed. Personal computers and tablets are not allowed on campus. Any unapproved device will be confiscated and may be claimed at the end of the year by a parent. Unclaimed items will be discarded.

### **ACCEPTABLE USE**

The campus information network provides BMA with access to many educational resources. BMA's network allows students and staff to access files, printers, the Internet, and other media. The network and laptops are provided for students to conduct research and communicate with others. Access is given to students who agree to act in a considerate and responsible manner. Access is a privilege not a right and involves responsibility.

### **POLICIES FOR THE USE OF COMPUTERS AND THE INTERNET**

- Technology resources are for academic purposes only during school hours. Student laptops do not have CD/DVD drives. Flash drive functionality is disabled. External storage drives are not allowed on campus; bringing them is a Technology Policy violation.
- No programs on BMA computers are to be copied. Students are not to reconfigure the hardware or software on any BMA computer. Legal software that complies with BMA's policies may be installed only by the BMA IT Department.
- Students are to properly care for all computer equipment. Students and parents will be responsible for damage caused by misuse or abuse of equipment. Food and drink are not to be consumed around BMA computers.
- Students may access the Internet only through a BMA school-approved computer. Any attempt to bypass content filtering or network security will result in disciplinary action. The use of personal hot spots or any other way of sharing Internet access is not allowed.
- Students may not attempt to change, harm, or destroy another user's data.
- Students may not supply any personal information about themselves or anyone else over the Internet.



- Students may not supply passwords to anyone or attempt to discover passwords or other measures the school uses to control access to the network/Internet. Violation may result in loss of computer privileges and disciplinary action. Inadvertently discovering passwords or other measures used to control access must immediately be reported to the BMA IT Department.
- BMA may remotely monitor activities on any BMA computer.
- The 1to1 laptop computers are BMA property and may not be defaced in any way.

## INTERNET

Internet access is given depending on dorm standing, academics, parental request, and computer responsibility.

There are three standings for Internet accessibility as follows:

- Regular – Access to all school approved sites.
- DF&I – Access to all school approved sites except entertainment sites (video and social networking). Students are assigned to this category if they have any D's, F's, or Incomplete grades at the end of a midterm or quarter grading period.
- Whitelist – No Internet access except for approved sites for schoolwork. Students are assigned to this category for a set amount of time following disciplinary action by the dorm or Ad Council due to technology violations.

## 1TO1 LAPTOPS

All students are enrolled in the 1to1 laptop program as an integral part of their educational experience at BMA. Our goal is for our students to be on the cutting edge of technology now and to be well prepared for the future. We are also dedicated to teaching students to use technology appropriately.

Students will be able to have their own legal and appropriate software on the laptop as long as the software meets the Technology Policy requirements. The BMA IT Department will install the software on the laptop.

Student laptops are covered for accidental damage by an insurance policy. The student's parents/legal guardians are responsible for damage, loss, or theft that is not covered by insurance. For any damage found during the year or upon return of the laptop, the cost of the replacement part(s) will be charged to the student's account.

To protect BMA's investment in the 1to1 laptop program and to minimize damage at the student's expense, there are guidelines to follow. Refusal to do so will be considered a 1to1 laptop violation.

- Laptops must be carried ONLY in the laptop bag provided by BMA.
- When laptops are carried or not in use, they must be turned off and in a BMA laptop bag.
- Only the laptop should be placed in the main compartment of the BMA laptop bag.
- No drawing, etching, or stickers, including ID stickers, should be placed on any part of the laptop.
- No drinks or food should be consumed near the laptop.
- To avoid theft, laptops should not be left unattended in public areas (Edison Hall, dorm lobbies, cafeteria, etc.). If left unattended, the laptop will be taken to the IT department where the student can reclaim it. The student will receive a 1to1 laptop violation.

## 1TO1 LAPTOPS VIOLATIONS

- 1st Offense: Whitelisted for 1 week
- 2nd Offense: Whitelisted for 2 weeks
- 3rd Offense: Student meets with Ad Council

## PERSONAL MEDIA DEVICES (PMD)

BMA strives to maintain and provide a campus environment in keeping with the spiritual and educational philosophy of the Seventh-day Adventist Church. This type of environment does not always, nor should it, reflect the same principles of other non-Seventh-day Adventist institutions. It is our attempt to train students with the emphasis on being in the world, not of the world. As society becomes more and more technologically dependent, our school remains committed to teaching students both how to make wise choices in their use of technology and how to develop a balanced role for technology in their daily lives. With this in mind, all students who choose to attend BMA must follow the PMD policy. By bringing a PMD on campus or on a school-sponsored trip, the student acknowledges the right of school personnel to audit the device for appropriate content and usage and will provide any device access codes upon request.

## PMD POLICY

All students with a PMD on campus, not limited to cell phones, smart watches, and music players, must register their device by submitting their phone number and serial number. Village Students will leave their phone at home, in their car, or drop it off in the Principal's Office when entering Edison Hall and may retrieve it at the end of the day. Failure to register or drop off phone may result in immediate suspension of PMD privileges. Dorm students will leave phones in their dorms.

In keeping with the philosophy of the Seventh-day Adventist Church, and applicable state and federal laws, this policy expressly prohibits cyber-bullying, "sexting", and harassing others at BMA.

During the school week, when not in classes/VE Lab, students are permitted to use their PMDs (using earpieces/headphones) outdoors, during recreation, in the dorms prior to study hall, and on school-sponsored trips (when expressly permitted by either school administration or the trip sponsor). Students are not permitted to use their PMDs in Edison Hall, the Sanctuary, cafeteria (for calls only) or during religious services/programs. PMDs seen or heard in these areas will be subject to the PMD discipline process outlined below.

Any instances of a student being found using a "dummy" phone, establishing a personal hotspot to circumvent BMA's wireless filtering system, or infractions deemed egregious or otherwise excessive, may result in discipline and lost PMD privileges, regardless of the number of infractions.

Any staff member may confiscate devices and earpieces/headphones if seen or used in an undesignated area. The devices will be given to the Principal's Office. Failure of the student to follow a staff member's request may result in disciplinary action.

BMA is not liable for any damaged or broken PMD's.

Policy revised January 2021. BMA reserves the right to amend the above policy as needed.

## DISCIPLINE PROCESS:

Any violation of the PMD policy will result in the following discipline:

- 1st Infraction – The device will be confiscated and kept in the Principal's Office for one week.
- 2nd Infraction – The device will be confiscated and kept in the Principal's Office for two weeks. Student meets with Ad Council.
- 3rd Infraction – The student will lose their PMD privileges for the remainder of the school year. Student will meet with Ad Council.
- Additional Infraction – Ad Council will meet to discuss further discipline, including possible suspension or withdrawal.

## TOURING GROUPS

### GYMNASTICS

Aerial Aires is an organization for young men and women who desire to develop their physical abilities. Membership in this organization is by try-outs only and based on exhibited ability and interest. Students belonging to this group are expected to maintain their academic, citizenship, and attendance grades. If they do not, students may be asked to withdraw from this organization.

### MUSIC

Bel Canto, Concert Band, La Sonnette Ensemble, and Orchesetra are active music organizations. Membership is by audition, based on skill, experience, and potential. Students belonging to Bel Canto and La Sonnette Ensemble tour often and are expected to maintain their academic, citizenship, and attendance grades. If these expectations are not met, students may be asked to withdraw from these organizations.

**Note:** In order to be a member of two touring groups, a student must have a qualifying cum GPA of 2.5.

## VEHICLES

### ALL STUDENTS

Driving a vehicle to school and parking on campus is a privilege which carries a high degree of responsibility. Safety of students/staff is BMA's primary concern.

- Campus speed should not exceed 15 mph. Students must wear seatbelts, drive only on roadways, and not display any reckless driving or behavior.
- Vehicles should be kept locked, as **BMA does not assume responsibility for damage, loss, or accidents.**
- Students are not allowed to use or occupy another student's vehicle.
- Any accident occurring on campus must be reported to the Principal's Office immediately.
- Parents agree to all legal responsibility for their child transporting student(s) in a carpool to and from school.

Violation of any of these regulations will result in disciplinary action that may revoke a student's driving privilege.

### DORM STUDENTS

Dorm students must register their vehicles with a Dean by submitting the following items:

1. Signed automobile contract including signatures of parent(s) and student.
2. Valid copy of student driver's license.
3. Certificate of liability insurance.

In addition:

- Dorm students will be permitted to use their car to travel to and from home on breaks and weekends with parental permission.
- Students must park their vehicle in a designated area.
- Keys must be given to the Dean when the car arrives on campus.
- Students are only permitted to ride with a student driver to and from home on breaks and weekends with written and oral permission from both sets of parents.

### VILLAGE STUDENTS

Village Students must register their vehicles with the Principal's Office by submitting the following items:

1. Signed automobile contract including signatures of parent(s) and student.
2. Valid copy of student driver's license.
3. Certificate of liability insurance.

In addition:

- A Village Students' vehicle must be kept in the north parking area of Edison Hall and must be kept there during the entire school day, except to travel home for lunch.
- When coming to Saturday night programs, recreation, programs in the gym or church, girls must park in the north parking area, and boys must park by the south parking area.
- Unsafe practices and non-compliance with these requirements may result in loss of the privilege.

# COURSE DESCRIPTIONS

The following schedule was devised to allow students to meet all required courses for graduation. The Registrar will make changes on an individual basis as deemed necessary.

## FRESHMEN

Bible 9  
English 9  
Math\*  
Enviromental Science  
Computer Applications  
Intro to Computers Technology - Adv.  
Freshmen Life Skills  
Physical Education  
Fine Arts or Elective  
VOED

## SOPHOMORE

Bible 10  
English 10  
Math\*  
Biology  
World History  
Physical Education  
Health  
Fine Arts or Elective  
VOED

## JUNIOR

Bible 11  
English 11 or English 11 - Honors/Adv.  
Math\*  
Chemistry or Conceptual Physical Science  
U.S. History  
Physical Education  
Fine Arts or Elective  
VOED

## SENIOR

Bible 12  
English 4 or English 12 - Adv.  
Math\*  
U.S. Government  
A & P - Adv.  
Psychology - Adv.  
Physical Education  
Personal Finance  
Fine Arts or Electives  
VOED

\*Math sequencing: Pre-Algebra, Algebra 1, Geometry, Algebra 2, Pre-Calculus. See course descriptions and graduation requirements for more information and additional math classes.

View our Graduation Requirements section for more detailed information regarding our diplomas and required classes.

| Diploma Options    |                                   |  |                                    |   |
|--------------------|-----------------------------------|--|------------------------------------|---|
|                    | Standard Diploma (2.0 GPA)        |  | Advanced Studies Diploma (3.0 GPA) |   |
| Courses            | Credits                           | Required Classes                             | Credits                            | Required Classes  |
| Religion           | 40                                | Per Seventh-day Adventist School Year        | 40                                 | Per Seventh-day Adventist School Year                     |
| English            | 40                                |  | 40                                 |   |
| Mathematics        | 30                                | Req. Algebra I & Geometry                    | 30/40**                            | Req. Algebra I, Geometry, & Algebra II                    |
| Science            | 30                                | Req. Biology & Physical Science or Chemistry | 30/40**                            | Req. Biology & Chemistry                                  |
| Social Studies     | 30                                | Req. US History & Gov't                      | 30                                 | Req. US History & Gov't                                   |
| Applied Arts       | 10                                | Req. Personal Finance                        | 15                                 | Req. Personal Finance and a minimum of 5 credits in each. |
| Fine Arts          | 10                                |  |                                    |   |
| Health & PE        | 20                                |  | 20                                 |   |
| Computer Apps      | 10                                |  | 10                                 |   |
| Foreign Language   | 0                                 | Not Required, but Recommended                | 10/20**                            | Req. 10 credits; Recommended 20 credits                   |
| Electives          | 25                                |  | 10                                 |   |
| Vocation Education | 10/yr                             | Ethics/Skills/Lab                            | 10/yr                              | Ethics/Skills/Lab   |
| <b>Total</b>       | <b>250</b>                        | <b>Minimum Required</b>                      | <b>270</b>                         | <b>Minimum Required</b>                                   |
| <b>G.P.A.</b>      | <b>2.0 (C) Minimum Cumulative</b> |  | <b>3.0 (B) Minimum Cumulative</b>  |   |

## CLASSES OFFERED

### Applied Arts

Automotive Technology  
Freshmen Life Skills  
Personal Finance\*  
Private Pilot Ground School

### Computers

Computer Applications  
Intro to Computer Tech.\*

### English

English 9  
English 10  
English 11  
English 11 - Honors/Adv.\*  
English 12  
English 12\*

### Fine Arts

Bel Canto (Touring Choir)  
Concert Band  
Dimensions of Music  
Digital Photography  
Elements of Music\*  
La Sonnette Ensemble (Bells)  
Music Appreciation  
Orchestra  
Organ Lessons  
Piano Lessons  
String Orchestra  
Sylvan Singers  
Voice Lessons

### Mathematics

Pre-Algebra  
Algebra 1  
Geometry  
Consumer Math  
Algebra 2  
Pre-Calculus

### Physical Education and Health

Aerial Aires  
Health  
P. E. 9  
P. E. 10  
P. E. 12

### Religion

Bible 9  
Bible 10  
Bible 11  
Bible 12

### Science

Anatomy & Physiology\*  
Biology  
Conceptual Physical Science  
Chemistry  
Enviromental Science  
Forensics

### Social Studies

Geography  
Psychology\*  
U. S. Government  
U. S. History  
World History

### Vocation Education

VOED Ethics 9  
VOED Skills 10  
VOED Leadership 11  
VOED Pro 12  
VOED Lab 9-12

\*Offered as Advanced/Dual Enrollment (KU, WAU, and RACC)

**NOTE:** Not all courses are offered every year. Due to class size, some classes are only offered every other year. We reserve the right to cancel a course. Fees are subject to change. A student who has demonstrated the inability to meet the full set of academic content standards will have such class termed as “Course Name. - Functional”

## DUAL ENROLLMENT CLASSES OFFERED

Anatomy & Physiology (WAU) - 4 college credits per semester  
Elements of Music (WAU) - 3 college credits  
English 11 (KU) - 3 college credits second semester  
English 12 (RACC) - 3 college credits per semester  
General Psychology (RACC) - 3 college credits  
Intro to Computer Technology (WAU) - 3 college credits second semester  
Personal Finance (WAU) - 3 college credits

## APPLIED ARTS

### **Automotive Technology** - 10 credits

Automotive Technology is designed to give students a deeper understanding of auto mechanics. It includes preventive maintenance; brake, exhaust, and electrical systems; troubleshooting; and general engine repairs. The course also covers minor auto body repair. **Lab Fee.**

### **Freshmen Life Skills** - 5 credits

This one-semester course is designed to be a practical guide for students; to equip them with the skills they need to tackle situations they will face during their first year at BMA. Topics may include: handling types of harassment, personal hygiene, cooking methods, room cleanliness, manners and etiquette, relationships, and note-taking techniques. **Required for all Freshmen.**

### **Personal Finance (Dual Enrollment is available)**- 5 credits

This required course features a curriculum and materials designed by Dave Ramsey. It focuses on preparing students to manage money and avoid debt. The course also emphasizes the importance of Christian principles in dealings with money. Budgeting, saving, investing, insurance, taxes, college preparation, scholarships, and career choices are major topics discussed.

### **Private Pilot Ground School** - 10 credits

Private pilot ground school presents a solid foundation in aerodynamics, aircraft systems and servicing, airport operations and communication, regulations, meteorology, weight and balance, as well as descriptions of primary flight maneuvers. It includes cross country navigation methods, flight physiology and meteorology to prepare for the FAA Private Pilot written exam.

## COMPUTERS

### **Computer Applications** - 5 credits

This first semester course is required for all freshmen. Students will learn the most important topics of Microsoft Office. In this course, students will gain hands-on experience in Word, Excel, and PowerPoint. Certification is granted after completion if they get an 80% passing score on the final exam.

### **Intro to Computer Technology – Adv. (Dual Enrollment is available)** - 5 credits

This second semester course is required for all freshmen. This is an intensive, hands-on computer training class based on the CompTIA A+ certification training. Students will learn the essential topics on computers, hardware, software, networks, and troubleshooting computers, printers, and smartphones. **Prerequisite:** Computer Applications (**Advanced course**

**prerequisites apply if taking for dual enrollment)**

## ENGLISH

### **English 9** - 10 credits

Freshman English emphasizes four major areas: composition, grammar and usage, vocabulary development and literature. Students will learn to write more effectively. The emphasis on grammar focuses on the errors most frequently made by students in their writing. Students will also be introduced to a variety of literature from around the world.

### **English 10** - 10 credits

Sophomore English emphasizes four major areas: composition and research, grammar and usage, vocabulary development and literature. Students will be encouraged to develop higher level thinking skills through the study of selected world literature and whole book studies.

### **English 11** - 10 credits

Junior English emphasizes five major areas: composition (understanding the writing process), grammar and usage based on individual's need, vocabulary development, literary criticism, and a survey of American literature. Literature will be presented in a historical context, beginning with Native Americans and continuing through contemporary writers.

### **English 11 - Honors/Adv (Dual Enrollment for 5 credits)** - 10 credits

Honors English is designed for students who excel in English. This class uses much of the same curricula as regular English 11, but with special emphasis on literature and literary response through essays and activities. Vocabulary studies and creative writing are also stressed. Second semester will be an introduction to the fundamental components of the human communication process, focusing on intra-personal communication, interpersonal relationships, and, briefly, public performance. The course emphasizes the skills necessary for success in personal and professional life and includes the study of verbal and non-verbal communication, group dynamics, cultural diversity, and basic public speaking. This course is recommended for students who are interested in enrolling in the Advanced Placement English course as seniors. Due to the nature of this course, enrollment is limited. **Advanced course prerequisites apply.**

### **English 12** - 10 credits

English 12 incorporates SAT/ACT readiness throughout the first three quarters of the school year. This will include vocabulary, critical thinking and reading, and testing strategy. A survey of British literature from its origins to the 20th century. MLA and APA research writing will be introduced, as well as elements of public speaking. Criticism will also be emphasized.

### **English 12 - Advanced (Dual Enrollment)** - 10 credits

This college level course is for seniors who have shown ability and interest in composition and insightful reading, and is taken in place of English 4. The course has two major points of focus: reading a variety of literature (including poetry, essays, short stories, plays, and longer works) and writing about the reading in journals, literary essays, and an analysis paper. Students may also opt to take advantage of our Dual Enrollment program through Reading Area Community College. Students in this program, who receive a grade of C or higher, will be granted six semester hours of credit on a college transcript. Due to the nature of this course, enrollment is limited. **Advanced course prerequisites apply.**

## FINE ARTS

### **Bel Canto** (Touring Choir) - 10 credits

Bel Canto emphasizes performance through vocal development and musical interpretation in a choral setting. Students will be considered for the eight part voicing through an audition which includes: vocalizing, sight-singing, rhythm reading, a choral reading, and a solo performance of a hymn. Students of excellent musical training in other instruments will also be considered. The ensemble travels locally and internationally as well as plays lead roles in dramatic music productions. Members must be a part of the group for both semesters, and must be a member of Sylvan Singers, Concert Band or Orchestra. **Fee: \$20/semester.**

### **Concert Band** - 5 credits

Concert Band is an instrumental performing ensemble that includes winds, brass, and percussion. Pre-requisites: Audition with instrument on F, Bb, Eb, and C; basic rhythm reading; sight reading and a melodic solo. Fee: \$20/semester.\*

### **Dimensions of Music** - 5 credits

Dimensions of Music is an academic music course that is based upon Western European traditions of classical music. The study of sight singing, Aural Theory and Written Theory involves rhythm, scales, intervals, chord structures, and more. In addition, the course includes discussion of Baroque and Classical era topics. Of these two periods, students are assigned an individual composer for research and presentation. This is a recommended course for high school students planning to major or minor in music at the college level and is a requirement for the Music Certification aspect of a BMA Diploma. Prerequisite: Elements of Music

### **Elements of Music - Advanced (Dual Enrollment)** - 5 credits

Elements of Music is a dual enrollment college academic music course that is based upon Western European traditions of classical music. This is an advanced study of sight singing, Aural Theory and Written Theory that involves harmonic and rhythmic dictation as well as counterpoint, chord progressions and four part harmonic composition. In addition, the course includes discussion of the Romantic and the Modern era topics. Of these two periods, students are assigned an individual composer for research and presentation. This is a recommended course for high school students planning to major or minor in music at the college level and is a requirement for the Music Certification aspect of the BMA Diploma. Students may also opt to take advantage of our Dual Enrollment program through Washington Adventist University. Students in this program, who receive a grade of B- (80%) or higher, will be granted three semester hours of credit on a college transcript. Advanced course prerequisites apply. Prerequisite: Elements of Music

### **Intro to Photography** - 5 credits

In this semester-long course, the student will learn about the various types of digital cameras, how they function, and general guidelines which add to the art of making pictures. Requirement: Please bring your own camera.

### **La Sonnette Ensemble** (Touring Handbell Choir) - 10 credits

La Sonnette provides a growing musical experience. Each student must strive for excellence in bell techniques to provide a cohesive group. Members will be chosen by audition and must be a part of the group for both semesters. Pre-requisite: Some piano/organ experience is required. Fee \$20/semester. \*

### **Music Appreciation** - 5 credits

In this semester-long course, students will explore fundamental concepts in music, including music elements, historical perspectives, the significance of music in ancient societies, diverse music styles, prominent composers and performers, various approaches to music appreciation, and the impact of music on individuals' lives.

### **Orchestra** - 5 credits

The orchestra program consists of four levels:

1. Beginner (with the option to play violin, cello, or double bass) 2. Intermediate (brass, woodwinds or strings) 3. Violin Ensemble (Suzuki level book 3 or higher) 4. Full Orchestra (major works performed for church and other services. Two main concerts are held each year, one each semester. More Information is available at registration and from the music department. Fee \$20/semester.

### **Piano and Organ Lessons** - 2 Credits

This course emphasizes keyboard technique and repertoire. Opportunity is offered for public performance including participation in recitals. This course includes 30 minutes of individual instruction and requires 150 minutes of practice per week. Admission by audition only. Fee \$335/14 lessons/semester. \*

### **Sylvan Singers** (Concert Choir) - 5 credits

Sylvan Singers emphasizes sacred choral compositions within the various periods of music and acquaints a student with vocal techniques. It is available to all students, according to their voice quality, punctuality, and willingness to learn. Members will be admitted by audition and should plan to be part of the group for both semesters. Fee \$20/semester.

### **Voice Lessons** - 2 credits

This course emphasizes vocal development and repertoire in Italian, French, German and other languages. Opportunity is offered for public performance including participation in recitals. This course includes 30 minutes of individual instruction and requires 120 minutes of practice per week. Admission by audition only. Fee \$335/14 lessons/semester. \*

\*Students will be accepted on the basis of their audition, enthusiasm, interest, and availability of an instructor.

**Note:** A student may not add a music lesson after the add date without permission of the instructor.

# MATHEMATICS

All Freshmen will be tested to determine placement in Pre-Algebra or Algebra 1. All 9th grade students who have taken Algebra 1 in the 8th grade will be required to take Algebra 1 again at BMA. **Exception:** if a student took Algebra 1 in the 8th grade for high school credit, they may challenge this policy and request to take an Algebra 1 Challenge Exam for credit. They must pass the exam with a 90% or better. A deadline for taking the exam will be set accordingly.

Calculators may be used at times in our math classes, and may not be allowed at other times. Students will have access to a TI-84 calculator emulator on their school-issued computer. This emulator may not be used for any standard testing (ACT, ITED, SAT, or classroom testing). Students are required to purchase a calculator of their own. See the course descriptions for recommendations. See the course descriptions for recommendations.

## **Algebra 1** - 10 credits

Algebra 1 is designed to strengthen representational, logical, and critical thinking skills. Students will explore mathematical concepts involving real numbers, variables, formulas, and functions and apply these concepts to real-world examples. **Prerequisite: Enrollment in the class is based on the score achieved on the Algebra Prognosis Test. All non-freshman must have a C- or higher in Pre-Algebra to advance. A student must maintain a passing grade first semester to continue in the class.** Recommended calculators: TI-30X IIS or Casio FX-300 MS.

## **Algebra 2** - 10 credits

Algebra 2 expands on the concepts introduced in Algebra I for the purpose of preparing students for a high-school Pre-Calculus course or an entry-level College Algebra course. Accentuated topics will include multivariable equations, higher order functions and their graphs, logarithms, and trigonometry. Emphasis will be placed on logic and critical thinking. Real-world and technological applications will be explored. **Prerequisite: A grade of C or better in Algebra 1 and Geometry.** Recommended Calculators: TI-84 Plus CE or NumWorks Calculator.

## **Consumer Math** - 10 credits

Consumer Math emphasizes basic math skills and business methods used by small businesses and homeowners. A calculator is required. Note: Consumer Math may count towards the fulfillment of math graduation requirements for a General or Standard Diploma but not the Advanced Studies Diploma. Recommended calculators: TI-30X IIS or Casio FX-300 MS.

## **Geometry** - 10 credits

Geometry emphasizes the logical structure of mathematics and the visualization of mathematics in the world around us. You will be introduced to topics such as mathematical systems, classification and analysis of figures, constructions, and proofs. **Prerequisite: A passing first semester grade in Algebra 1 or permission to take the class from Academic Standards Committee.** Recommended calculators: TI-30X IIS or Casio FX-300 MS.

## **Pre-Algebra** - 10 credits

Pre-Algebra emphasizes basic math skills that will strengthen a student's foundational skills for further math courses. Number systems, computation, fractions, ratios and proportions, and introduction to geometric and algebraic expressions will be covered. **A grade of C- or better is required to advance**

**to Algebra 1 or Geometry. A grade lower than a C- will necessitate repeating Pre-Algebra or the Algebra Prognosis Test can be repeated to see if the necessary background has been achieved.**

Recommended calculators: TI-30X IIS or Casio FX-300 MS.

## **Pre-Calculus** - 10 credits

Pre-Calculus provides students with a foundation in fundamental mathematical concepts. This comprehensive course equips students with the mathematical tools and understanding necessary for advanced studies in calculus and other mathematical disciplines. Prerequisite: A grade of B- or better in Algebra 2. Recommended calculators: TI-84 Plus CE or NumWorks Calculator.

# PHYSICAL EDUCATION AND HEALTH

## **Aerial Aires (Touring Gymnastics Team)** - 10 credits

This coeducational course emphasizes beginning and advanced skills in tumbling, stunting, acrobatics and pyramid formations. Aerial Aires travel to various locations during the school year for required performances. Students are admitted at the discretion of the instructor. This class counts towards required physical education classes for upperclassmen. Fee \$20/semester.

## **Health** - 5 credits

Health is a review of the systems of the body and a study of personality development, human relationships, and the relationship between our body and our environment. Total health in all areas of life is emphasized. Curriculum is centered on nutrition and proper diet, fitness, drugs, alcohol, tobacco, and their effects on our bodies. This class is designed to introduce students to a Christian philosophy of health.

## **Physical Education 9, 10 & 12** - 5 credits

PE is designed to prepare students for a life of physical activity by providing a basis in physical fitness. Students are instructed in various forms of fitness exercises, including weight training, plyometrics, and cardiovascular activities. PE 9 and PE 10 are required for underclassmen.

# RELIGION

## **Bible 9** - 10 credits

Bible 9 focuses on the basics of the Christian faith. It begins by focusing on the existence of God and then moves on to getting to know Him in order to begin building a relationship with Him. The course then goes on to study Jesus' birth, life, death and resurrection. Additionally, this year, the students cover creation and the book of Genesis, the Sabbath, grace and identity.

## **Bible 10** - 10 credits

Bible 10 focuses on five primary topics. First, the students study God's extreme love through the story of Hosea. Then, they study what it's like to be after God's own heart from the story of David. Next, they study Jesus' messages from Matthew followed by keeping a pure heart while waiting for His return. And finally, they study the topic of sharing Christianity through the book of Acts.

## **Bible 11** - 10 credits

Bible 11 focuses on four of the major areas of spiritual growth for a Christian. The first subject of

study is the 28 fundamental beliefs of the Seventh-day Adventist Church. This is an in depth biblical study of each belief. Following, students study the Book of Romans. In this study they focus on developing Bible study techniques and practices. Christian service is the next subject of study. This is primarily studied through practical application. Finally, students take a direct look at the books of Daniel and Revelation, focusing on end time prophecy and eschatology.

#### **Bible 12 - 10 credits**

Bible 12 focuses on several areas of life which are important as adulthood is forthcoming. The students begin with an in depth study of the gospel of John. Here application is primary as this gospel was written for this generation. Next, students take a look at the prevalent world views and religions. This is done in comparison to what the Seventh-day Adventist Church believes. Next, student study the book of Hebrews. This is a study focused on Jesus' ministry in the Heavenly Sanctuary and the application of this knowledge to modern life today. Finally, students will study relationships, dating, marriage and the key components of healthy relationships.

## **SCIENCE**

#### **Anatomy & Physiology - Advanced (Dual Enrollment) - 10 credits**

This elective course emphasizes an advanced study of human anatomy and physiology and designed primarily for students preparing to pursue a medical career. God's creative design is studied through body systems, which include: the integumentary, muscle, bone, nervous, endocrine, cardiovascular, digestive, and reproductive systems. Students will experience hands-on labs, as well as college-level reading requirements. A three-ringed binder and composition book are required. **Prerequisite: A grade of B in Biology or by permission of the instructor. Advanced course prerequisites apply.**

#### **Biology - 10 credits**

Biology students will discover God's signature throughout His natural world as concepts of biological principles, cells, DNA, the cell cycle, genetics, invertebrates, and vertebrates are considered. The scientific method is utilized throughout laboratory experiences. A three-ringed binder, a composition book, and a calculator are required.

#### **Chemistry - 10 credits**

Chemistry is designed to acquaint the student with the basic laws and theories concerning the structure and nature of matter and to understand the incredible wisdom of God behind these laws. Many hands-on lab experiments are included. A three-ringed binder, composition book, and a calculator are required. Prerequisite: A grade of B- (80%) or higher in Algebra 1. Take Algebra 2 concurrently, maintaining a C average of 75% at the end of each quarter.

#### **Conceptual Physical Science - 10 Credits**

Conceptual Physical Science is designed to explore the role of science in the natural world and to acquire deep appreciation for the Creator from a scientific perspective. Themes include: Chemistry, Physics, and Earth and Space. This course includes several hands-on laboratory sessions for promoting efficient learning experience. A calculator and composition book are required.

#### **Environmental Science - 10 Credits**

In this interdisciplinary course, we will explore local, national, and worldwide ecosystems through the Biblical perspective. Our goal is to grow in appreciation of the One who not only created our world, but continues to sustain it. Some of the topics we will study include **biomes** and aquatic ecosystems, humans and the environment, forestry, minerals, and more. We will sometimes spend significant time outside, naturally.

#### **Physical Science - 10 Credits**

Physical science is a course in which we learn more about some of the basics of physics, as well as chemistry. Some of the topics we will study include forces, motion, energy, waves, electricity, and chemistry. This is a fairly hands-on class with regular demonstrations, labs, and projects. Our desire is to recognize the hidden handwriting of God in the laws which govern our universe and help maintain order and balance.

## **SOCIAL STUDIES**

#### **General Psychology - Advanced (Dual Enrollment) - 5 credits**

This college level course will provide students with a broad introduction to psychology and thoroughly presents a cross-cultural perspective and diversity on psychology. It aspires to help students learn to apply the curiosity, openness and skepticism of the scientific approach to understanding human behavior. It is designed to purposely merge rigorous science with a broad human perspective that engages both mind and heart by studying its tools, ideas and insights. **Advanced course prerequisites apply.**

#### **Geography - 5 credits**

The study of World Geography focuses on the relationships among people, places, cultures, and environments that result in geographic patterns on the earth. The students will use geographic methods to compare and analyze landforms, climates, and natural resources, as well as cultural, political, economic, and religious characteristics of the world regions. Students will use a variety of interdisciplinary sources, both primary and secondary, such as maps, film, pictures, and documents to learn about the geography of different world regions.

#### **U. S. Government - 5 credits**

The American system of government is extremely dynamic. Change/growth, adaptability, and innovation are basic elements of its character. It is fast paced and exciting. People give their lives for it, and are even willing to die to insure a democratic form of government. While its fundamental principles and basic structure have remained constant over time, many of its characteristics have changed. This course will examine the basic history of American Government and the elements of change, and apply this knowledge to today's headlines.

#### **U. S. History - 10 credits**

U.S. History emphasizes the recurrent theme (i.e., growth of national unity; diversity of the population; development of democratic institutions, etc.) prevalent throughout the chronological development of the United States. Beginning with the European roots that founded the American colonies, the course will bring the student sequentially to the study of contemporary America.

### **World History - 10 credits**

World History emphasizes world history from ancient to modern times. Grades are given on tests, quizzes, daily homework, and projects. Objectives are to give each student a general background of world history and a look at a variety of cultures.

## **VOCATION EDUCATION**

### **Vocational Ethics and Lab – 10 credits**

Vocational Ethics (VE) is a required introductory and survey course for all new students. VE is specifically designed for students to develop their basic vocational ethics and skills knowledge. All Ethics students will be assigned to a lab, which will rotate each quarter. VE Lab will receive an evaluation grade twice each quarter (mid-term 20% and quarter 30%), which is included as part of the VE grade. **Note:** International students may attend Learning Center for Language Support in lieu of VE lab, and it will be graded the same as stated above.

### **Vocational Skills and Lab – 10 credits**

Vocational Skills (VS) is the second level of VOED classes that will focus on the comprehension of more advanced ethics and skills topics, continue working on a resume, and learn to create a PowerPoint presentation geared toward the ethics of the week. All Skills students will apply or be assigned a lab where they will remain for the school year. VS Lab will receive an evaluation grade twice each quarter (mid-term 20% and quarter 30%), which is included as part of the VS grade.

**Prerequisite: pass VOED Ethics with a C (73) average or better for the year.**

### **Vocational Leadership and Lab – 10 credits**

This advanced course involves public speaking through PowerPoint presentations, group discussions, and peer grading. All Leadership students will apply or be assigned a lab where they will remain for the school year. This lab will receive an evaluation grade twice each quarter (mid-term 20% and quarter 30%), which is included as part of the overall grade. **Prerequisite: pass Vocational Skills with a B (83) average or better for the year.**

### **Vocational Pro and Lab – 10 credits**

This new innovative course will challenge students to research various professions, present their findings to a larger audience, dive in to group discussions, and provide evaluations. All Leadership students will apply or be assigned a lab where they will remain for the school year. This lab will receive an evaluation grade twice each quarter (mid-term 20% and quarter 30%), which is included as part of the overall grade. **Prerequisite: pass Vocational Leadership with a B (83) average or better for the year.**

**Note:** Prerequisites MUST be met to advance to the next class.

## **VOCATION EDUCATION PROGRAM (VOED)**

BMA offers the opportunity for all students to develop vocational ethics and learn skills in various labs that can give them an edge in the job market.

VOED at BMA is a fundamental part of the educational program. The major objectives of the program are to:

1. Encourage students to develop an appreciation for work as a vital part of life.
2. Teach students good work habits.

BMA believes that learning to work, being punctual, and faithfully performing assigned duties is as much a part of education as any other aspect of school life. For these reasons, the school has adopted the following policy:

1. VOED opportunities are provided for all students for two periods each day.
2. Supervisors will evaluate the student's VOED labs twice each quarter.
3. Poor VOED performance may jeopardize a student's stay at BMA.
4. All VOED grades are part of the overall GPA.

### **VOCATION EDUCATION OPPORTUNITIES**

Positions may be available in the following labs: administrative offices, agriculture, cafeteria, communications, computer support, custodial, dorms, resident interns, industry, maintenance, music, readers, and tutors. **Exception:** New seniors can apply and interview for a non-rotating position through the VE Coordinator.

Within the VOED program, there are 5 distinct levels. All new students are initially placed in Level 1. Every student is evaluated twice per quarter. Based upon the results of these evaluations, students can advance, remain, or be put back a level ONLY at the end of a semester. There are 5 levels:

Level 1: Basic Skills

Level 2: Skill Development

Level 3: Self-Government

Level 4: Pre-Leadership

Level 5: Leadership/Management (Optional)\*



# FINANCIAL INFORMATION

BMA has adopted a 10-month (August - May) installment plan for tuition, room, and cafeteria. Tuition will be charged as long as a student is earning academic credit. Room charges will be in effect as long as the dorm room is occupied.

## BASIC 10-MONTH SCHOOL YEAR CHARGES

|            | <u>Dorm</u> | <u>Day</u> |
|------------|-------------|------------|
| Tuition    | \$10,575    | \$10,575   |
| Room       | 3,325       |            |
| Cafeteria  | 4,640       |            |
| Year Total | 18,540      | 10,575     |

Any prior year balance must be arranged for/paid before registration.

## DISCOUNTS

Yearly family discounts will be given towards tuition, dorm, and cafeteria where there are two or more students from one family as follows:

- 2nd child ..... 10%
- 3rd child ..... 15%

A 3% pre-pay discount on the parents' portion of the payment plan will be granted for yearly payments made in full. The yearly payment must be made before the beginning of the school year in order to qualify for the discount. International students do not qualify.

## FEES

- **Application Fee:** A \$50 (domestic) or \$125 (international) **NON-REFUNDABLE** application fee must be submitted with the online application.
- **Registration Fee:** Every student will be charged a yearly **NON-REFUNDABLE** \$1,125 registration fee. This fee covers technology use, computer rental, health services, student accident insurance, matriculation, achievement tests and guidance, computer lab use, locker rental, religious activities, Echoes (yearbook), Student Association membership, dorm clubs, class dues, and field trips.
- **Late Registration:** A \$50 late fee may be charged for registering late.
- **Standard Cafeteria Charges:** Any non-dorm student will be charged \$12/meal. Refunds will not be given for missed meals. Exceptions may be made when the student is absent for an extended period of time (a minimum of two weeks) due to illness. Any refund would

begin with the third week of such an absence. Students working during breaks will be charged a nominal rate for meals.

- **Room Deposit:** Students are responsible for any damage to their room beyond normal wear. A \$50 room deposit is required of each dorm student, refundable when the student leaves school, provided no damage has occurred.
- **Textbooks:** Textbooks and class supplies are not included in the basic installment fee. Students should expect to pay up to an estimate of \$400 for their books at registration. Textbooks can be purchased online or at a bookstore. BMA sells textbooks on a first-come, first-served basis and the cost varies. At year end, the academy will purchase back textbooks that are in good condition, at a depreciated price, provided they will be used the following year.
- **Lab Fees:** Some courses require a fee to cover equipment and supply costs. Most lab fees are included in the registration fee. Those not included are listed individually in the handbook under each course description.
- **Music Lessons:** Students taking private music lessons will be charged \$360 per semester for each different music lesson. This fee does not include books or supplies. A student who drops music lessons will be charged for the entire semester. No refunds will be given.
- **Instrument Rental:** The music department has a limited number of instruments available for use by students participating in private lessons or band for a nominal rental fee.
- **Local Area Transportation:** Transportation for medical purposes will be charged, as the academy must employ someone specifically to make the trip. Transportation for non-medical purposes, if available, needs to be paid at the time of service. Destination charges vary and are posted on the BMA website.
- **Break Transportation:** BMA will provide transportation to limited destinations, subject to a sufficient number of passengers. Students are required to sign up and pay in advance. Transportation schedules and fees are announced two weeks prior to each break.
- **International Student Fee:** A yearly guardian fee of \$2,000 will be charged to international students attending BMA on an I-20.
- **Graduation Fee:** Seniors will be charged a graduation fee of \$110 to cover cap, gown, tassel, cords, diploma, diploma cover, and other related graduation expenses.

## DELINQUENT ACCOUNTS

Active accounts that are more than 30 days past due are subject to financial probation. Active accounts that become more than 60 days past due will be subject to a stoppage of services-financial suspension from the school. If a returning student has a past due balance from a previous school year, the family must have a consultation with and receive approval from the finance office before

the student can enroll for the next school year. The school, administration, and committees continue to be willing to work with families to develop appropriate payment plans, however, failure to meet the payment plan obligation will be cause for stoppage of services. Past due accounts are subject to finance charges. Both current student accounts and any accounts remaining when students transfer out of our school system may be assigned to a collection agent for follow-up. This collection agency may assist with accounts that fall behind in payments. The cost for any collection process is the responsibility of the student's family.

## FINANCIAL AID

BMA is able to offer a number of financial aid scholarships and discounts. Occasionally, students find sponsors, often from their home churches, who are willing to help on a regular basis. Our school depends greatly on the generosity of donors who, with their contributions, help make possible our financial aid, scholarships, and discount programs. Through the work-study program, our industry provides outside revenue for the academy. As much as possible, the work coordinator will assign industry jobs to students on financial aid. Visit the financial aid page on our website for a complete list of available programs.

## INSURANCE

The school provides a student accident insurance policy. Expenses not covered by the policy are the responsibility of the parent or guardian. The school insurance does not include coverage for illness or previous medical problems or medical-related travel expense. It is the student's responsibility to file a claim within 24 hours of an accident resulting from any activity. Parents are responsible for the cost of medical fees including prescription medication, doctor fees, hospitalization, and transportation. Charges will be billed directly to the parents from the physician's office. Dental and medical examinations should be scheduled during breaks as much as possible.

**Note:** Local medical providers require copies of medical insurance cards; therefore, insurance cards must be presented as part of the registration process.

## PAYMENTS

An invoice for your payment plan will be emailed through FACTS, which must be paid through an automatic draft from your bank account or debit/credit card on the day selected. For all other transactions, the following methods are available:

- Online – bank account or debit/credit card by visiting the payment page on our website
- Mail – check or money order made payable to Blue Mountain Academy
- Office – cash, check, money order, or debit/credit card.
- Phone – debit/credit card

Checks returned due to insufficient funds will incur a \$40 charge for handling and local bank fees.

## PROCESSING PAYMENT AND FEE OPTION

All families **MUST** enroll in an automatic payment plan in FACTS. BMA contracts with FACTS to collect the family's portion of the payment plan. Due to the nature of this system, **ALL** students must participate in the program. The FACTS system gives parents the ability to pay tuition and other fees on-line. FACTS will send the parents an email and/or text reminders before

the scheduled automatic payment. FACTS will also be involved in the collections practice on delinquent accounts.

## REFUNDS

A student who withdraws from school prior to the beginning of May will be eligible for a room and cafeteria refund on a pro-rated basis (application and registration/enrollment fees are non-refundable). Tuition will be charged as long as the student is receiving academic credit. Students who are suspended will not receive a refund. Refunds other than those stated above will be made only at the discretion of the Executive Finance Committee. Refund checks are issued when the account reflects a credit balance and are processed between 2-4 weeks after a student has completed the withdrawal process or the school year ends.

## REVISION OF RATES

Because of the uncertainties of business conditions and monetary values, the Board of Trustees reserves the right to revise published rates without notice.

## SEMESTER/FINAL EXAM CLEARANCE

In order to take exams, student financial accounts must be up-to-date. No student will be allowed to take final exams if their accounts are delinquent unless special clearance has been given by the Executive Finance Committee by contacting the finance office at [finance@bma.us](mailto:finance@bma.us)

## STUDENT BANK

Experience has shown the wisdom of safeguarding personal funds through the use of the student bank provided by the Finance Office. BMA is not responsible for the loss of money not deposited in the student bank.

It is the parents' responsibility to provide sufficient money for student transportation, clothes, and personal needs. This should be arranged between the parent and student before such money is needed. Due to bank policy, BMA cannot provide check cashing services. Students who need cash must make their own arrangements. The Finance Office offers the option to withdraw cash from a debit card. The maximum allowed for the withdraw is based on office availability. There is a 3% fee for the withdrawal.

## WORK STUDY PROGRAM (EWP)

Our Work Study Program, also known as EWP (Enhanced Work Program), allows the student to earn money towards their tuition. This is a financial aid program and it requires the financial aid application through FACTS. This program is optional for students, however, once the student and the family accepts the award and joins the program, the student attendance to their work space schedule is mandatory and it will count towards the overall attendance grade.

# EMERGENCY PROCEDURES

Since 1955, BMA has been committed to providing a complete educational experience that includes a holistic approach to educating the student mentally, physically, spiritually, and socially.

The uncertainty of the world that our young people are growing up in requires vigilance, direction, and clear responses to outside influences that seek to cause harm to our children. Listed below are various protocols that BMA has put in place in the event that harm seeks to visit our campus.

## FIRE DRILLS

In Edison Hall, we conduct a fire drill every month of the school year. These fire drills take place at various times of the day or evening, so students can practice exiting the building from different areas. When the alarm sounds all students leave their area quickly and use the closest exit and go to their respective dorms where attendance is taken. Once all students have been accounted for, and the all clear is given, Edison Hall will be reopened. Fire Drills also take place regularly in Ellis Hall and Unruh Hall.

## INTRUDER ALERT

In Edison Hall, we will conduct Intruder Alerts on a regular basis. At this time, if students are in a classroom when the alarm sounds, the classroom door will be locked, the shades pulled down, students will gather away from the door until the all clear is given. If students are in the library or hallway, they will exit the building immediately. BMA has adopted the A.L.I.C.E (Alert - Lockdown - Inform - Counter -Evacuate) training method.

Administration will immediately contact 911. We have three police departments within 3 miles of the campus as well as EMS.

## DRUG/ALCOHOL USE

In an effort to keep students accountable, BMA utilizes several means to combat this intrusion into the lives of our students.

- Education: through various workshops, health classes, and organic conversations, students are led through discussion about the effects of drug and alcohol abuse. In an effort to provide accountability, BMA also utilizes outside resources.
- Berks County Sheriff's Department: From time to time the K-9 unit has been invited to use BMA's campus as training grounds for their dogs. Periodically, Ellis Hall, Unruh Hall, and Edison Hall will be closed to allow their units to practice. Students understand that if a dog "hits" on a location we will investigate further.
- Drug testing is also utilized as a deterrent and helps keep students accountable.

## SEVERE WEATHER

In the event there is impending severe weather issues (hurricane, severe winter storm, etc.) parents, when possible, will be notified in advance and given the option of taking their child home, or allowing them to stay at BMA. BMA is equipped with fully functional generators for all facilities, ample food, water, etc. so students' needs are taken care of if parents choose to keep them on campus.

## COMMUNICATION

In the event that there is a reason for immediate communication, BMA will utilize the FACTS Alert feature. It is crucial that we have your most up to date contact information including e-mail, phone number, etc.

As always, BMA is committed to the safety of its students. It is our highest priority to ensure that our parents feel comfortable in the knowledge that their children are being taken care of and that BMA is providing the best care possible.