



# STUDENT HANDBOOK

2018-2019

# GENERAL INFORMATION

Blue Mountain Academy 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 Blue Mountain Academy 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** — Seeking a relationship with Christ through prayer, Bible study, service and evangelism
- **Mission Focus** — Joining Jesus and His mission to reach our friends, community and world
- **Academic Excellence** — Preparing students for success through an exceptional instructional program
- **Family Atmosphere** — Respecting and caring 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.

## ELECTRONIC COMMUNICATION

Blue Mountain Academy relies heavily on electronic communication to distribute information to parents and students. Our student portal, [www.mybma.us](http://www.mybma.us), is updated frequently with news and announcements and contains links to an array of electronic resources for students and parents. Each student is provided an e-mail account @bma.us that they are responsible to check on a daily basis. PowerSchool allows parents and students to monitor grades on a regular basis. An alert system provides parents with announcements and emergency updates by phone, email, and/or text messaging. A BMA Update e-mail is sent to parents and students each Thursday listing the activities for the coming week.

## OUR MISSION

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

## CONTACT US

### Blue Mountain Academy

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[www.bma.us](http://www.bma.us)

### Find us on Facebook!

[facebook.com/bluemountainacademy](https://facebook.com/bluemountainacademy)

# ADMISSIONS

Seventh-day Adventist schools are primarily for the education and training of Seventh-day Adventist youth. Committed Christian and non-Christian students who are willing to live by principles of the Seventh-day Adventist Church may be accepted. Students must be able to 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 Ellis or Unruh Hall. Exceptions may be granted if a student lives with a close relative or faculty member.

**Nondiscrimination Policy** - Blue Mountain Academy admits single students of any race, color, national or ethnic origin to all activities made available to students. Young people of a religious persuasion other than Seventh-day Adventist are welcome to apply, as long as they agree to uphold the ideals, standards, and principles as set forth in this handbook. In respect to policies, scholarships, or other school-administered programs, Blue Mountain Academy does not discriminate on the basis of race, color, gender or social standing.

## ADMISSIONS PROCESS

A prospective student may obtain an admissions packet in one of the following ways:

1. Use Fillable application and download forms online: [www.bma.us](http://www.bma.us)
2. Contact the Office at [registrar.office@bma.us](mailto:registrar.office@bma.us)

The following forms must be submitted **BEFORE ACCEPTANCE** will be considered:

- **Application** — completed application form, including a photo, signatures of parent and student, and a nonrefundable application fee of \$20
- **References** — three confidential recommendation forms, two completed by school officials (principal, teacher, and/or guidance counselor), and one by a church official (pastor, elder, SS teacher, and/or Pathfinder leader)
- **School Report** — completed by a school official
- **Transcripts** — copy of most current grades; official transcript of past credits earned in other secondary schools
- **Financial Intent** — completed financial intent form signed by the parent/guardian

When these completed forms are on file, the student's name will be 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. Notification will be made to the student and parent indicating the committee's decision. Once a student has been accepted, additional forms must be completed for a student to finalize their enrollment:

- A current **physical examination form** 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
- A **dental form** completed and signed by a dentist
- Complete and up-to-date **immunization records**
- An **emergency treatment consent form** signed by a parent or guardian — **a student cannot stay on campus without this signed consent form**

- A copy, front and back, of the student's **medical insurance card**
- An **original birth certificate and social security card** (copies will be made and the originals returned to the holder)

## HOME-SCHOOL STUDENTS

Students wishing to enter the 9th grade:

- Should be 14 years of age on or before the first day of the current school year
- 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 - 40 minutes/day)
- Must submit standardized achievement test scores
- Must submit courses to the Registrar's Office for approval of credit on a Pass/Fail basis

## INTERNATIONAL STUDENTS

International students are expected to be proficient in English, follow the Admissions Process listed above, and submit these additional items:

An **official transcript**, translated into English, from previous schools. All courses will be accepted on a Pass/Fail basis, and only those courses deemed necessary for graduation will be accepted

- A completed **I-20 application form**
- **Contact information** for a parent/guardian residing in the United States. (BMA will work in cooperation with parents to find housing and transportation during schools breaks)
- A **valid student visa** to enter the United States

International students should apply early for admission in order to meet visa, passport, and customs processing deadlines. Official acceptance, grade placement, and continuation of international students will be at the discretion of the instructor and/or administration. Once an international student has been accepted, the academy will issue an acceptance letter and an I-20 form. International students may need to have an acceptance letter, I-20 form, and sufficient funds for round trip travel to their homeland. The United States Government requires international students to pay total school fees before an acceptance visa letter will be issued. Prior credits cannot be transferred in for students enrolling in the 9th grade.

Once an International student arrives at BMA, they should bring the following documents to the Registrar's office where copies will be made: Visa; I-94; Passport; Signed and stamped I-20

# 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 faculty, 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

Blue Mountain Academy 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.) 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.

### 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 the Academic Standards Committee before second semester of the student's sophomore year.
3. Have a qualifying 3.50 cumulative GPA.
4. Meet all Blue Mountain Academy and Pennsylvania high school four-year graduation requirements (including four years of Religion).
5. Take a complete year of academic work at Blue Mountain Academy immediately preceding the year of graduation.
6. Achieve a composite score at the 85th percentile or above on a standard achievement test battery.

### ADD/DROP/SWITCH CLASSES

Students wishing to make a change in their class schedule must come to the Registrar's office anytime on or before the add/switch or drop dates listed in the calendar and make their request to the Registrar—this may require the completion of an add/drop slip. This form is obtained from the Registrar and requires the signature of the teacher(s) involved. Permission from parents may also be required. 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 enrolled in performance groups have made a commitment to that group for the academic school year.
- Students may not drop a class, including music lessons, after the drop date.
- No student is dropped from a class until a properly signed add/drop slip has been completed and/or permission given by the Registrar.
- Academic Standards Committee may consider exceptions to these policies for unusual circumstances.
- Students who withdraw from a class after the drop date will not be issued a grade or partial credit for the class.

### Music Lessons

- Students will be billed by the semester (\$280).
- The Music Teacher will keep track of the number of lessons received.
  - If a student never shows up to their first lesson, or any thereafter, a parent will not be charged and there is no academic penalty
- If a student drops lessons between Lesson 1 and the Last Day to Drop a Class:
  - Parents will be charged \$140 for the quarter (no refund)
  - There will be no academic penalty
  - Students may not drop a lesson after the drop date.

### ADVANCED COURSES

Students must have a minimum cumulative GPA of 3.0 to enter an advanced placement, advanced/dual enrollment or honors course and must maintain a grade of B (83%) or better at the end of each semester in order to remain in the course. Approval of the instructor is required. See course descriptions for more information.

**Advanced Placement** – Advanced Placement (AP) classes are college courses taught at the high school level, building college-like academic skills and providing students with the opportunity to earn college credit while still in high school. Students must pass the respective AP exam to receive college credit.

**Advanced/Dual Enrollment** – BMA provides the opportunity for diligent students with good grades to earn both high school and college credits (dual enrollment) simultaneously while attending BMA. The 32 hours of dual enrollment credits are General Education courses required by most colleges and universities. College credits are granted by Andrews University, Reading Area Community College (RACC), and Washington Adventist University (WAU) and are transferable to most colleges and universities. These courses do **NOT** include an AP exam.

**AU:** The cost is \$130/credit plus a \$55 fee per semester. Apply online by deadline date listed on application.

**RACC:** The cost is \$99/credit. Students must apply using the RACC application form located in 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.

**WAU:** The cost is \$91/credit plus a \$25 registration fee per semester. Students must apply using the WAU application form located in Registrar's Office. Full payment to BMA is due September 1 for first semester and January 15 for second semester. Payment may not be charged to the student's BMA account.

See our website ([www.bma.us](http://www.bma.us)) for more information and applications.

**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.

### COURSE RECOVERY AND ONLINE CLASSES

A student who fails a required course, or desires to take a course online during the school year or summer should submit a written request to Academic Standards Committee for approval, via the Registrar, prior to applying. 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 coursework required for graduation must be completed with a transcript on file by May 15 of a student's senior year.

Beginning with the 2017-2018 school year, BMA will reimburse up to 100% tuition for advanced courses (foreign language, Calculus, etc.) not offered at BMA depending on the percentage/grade received:

87-100 (A+ – B+ )	100% reimbursement up to \$300/full credit of tuition only (books & fees not included)
75-86 (B – C)	50% reimbursement up to \$300/full credit of tuition only (books & fees not included)
0-74 (C – F)	0% reimbursement of tuition

There are two options available to complete a course: 1) BMA approved online or print via: American School, Griggs University, or The Keystone School or 2) BMA approved accredited summer school of your choice. (See Registrar for details.)

In order to be reimbursed for tuition, a financial statement, receipt of payment, and final report card from the approved school must be submitted to the BMA Business Office. The amount of

reimbursement mentioned above, will be placed on your child's BMA account as a credit. Without a complete transcript, a senior will not be allowed to march or participate in graduation weekend.

### EXAM PERMITS

Exam permits are required before a student may take semester examinations. Exam permits are issued only when the student's account has been approved by the Finance office. All teachers are required to see a student's exam permit before administering a final exam.

### MISSION TOURING GROUPS GPA

A student must maintain a semester GPA of 2.0 in order to join or remain in a mission touring group.

## 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 attendance policy of Blue Mountain Academy 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 students' 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/VE Class	1 point
Absence (B)	Assembly/Lessons/ VE Class	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 or entire class missed

## ATTENDANCE GRADES

Attendance grades are issued each quarter as follows:

A (90-100 points)	Maintaining an A in attendance not only shows a student's responsibility in meeting appointments, but allows the student to run for and hold an office, be eligible for honor roll, leave campus for off-campus club parties or extra-curricular events (including the Walmart or any other shopping trip) visit any staff member or friend's home and attend the senior class trip.
B (80-89 points)	A student is placed on CLR (see Campus Leave Restriction) and loses rec privileges, may not attend any off-campus club parties or extra-curricular activities (including the Walmart or any other shopping trip), may not visit any staff member or friend's home, and may not attend the senior class trip. A student on CLR must also turn in their phone and computer to the dean each night until their attendance grade returns to an A.
C (70-79 points)	When a student reaches a C in attendance, he/she will remain on CLR, receive a one-day In-School Suspension (ISS), write out the attendance policy by hand one time for every percent at or below 79% (i.e. 79 – one time; 75 – five times; 72 – eight times, etc.), and meet with Ad Council.
D (60-69 points)	In addition to CLR, the student will receive a one-week suspension.
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 on CLR are NOT allowed to leave campus for off-campus club parties or extra-curricular activities (including Walmart or any other shopping trip), recruiting trips, visit any staff member or friend's home, and/or attend JSO and the senior class trip. Students WILL be allowed to leave campus for tours, field trips, homeleaves, medical appointments, ministry teams, and SOLD (Senior Outdoor Leadership Discovery).

## COLLEGE VISITS

BMA provides a required college visit to WAU for all seniors in the fall. If a senior wishes to visit additional colleges, two days of classes will be excused during their senior year for this purpose. Seniors 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 day students, should notify the Principal's Office and the student's VE lab in the morning. **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.** (See Ellis Hall and Unruh Hall handbooks for further details.)

## 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 and the student's VE lab in the morning. **A note is required upon return to school.** When weather causes unsafe travel conditions, day 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 vocation education (excused or unexcused) are allowed. At this point, Academic Standards Committee will determine whether the student loses credit and must repeat the course or not.

## PROCEDURE TO EXCUSE CLASSES/VE

**Students** – Attendance reports will be posted daily on the Principal's Office window with the names of students who were tardy, late or absent the day(s) before. To have the tardy, late or absence excused, the student must do the following:

1. Obtain an excuse slip from the Principal's Office.
2. Fill out the excuse slip and obtain a signature from the faculty member who can verify that the information is accurate.
3. Turn in the completed form to the Principal's Office, where it will be determined whether or not it is excusable.
4. Students are given **five (5) days** to get a tardy, late or absence excused. Students should check the attendance reports on the Principal's Office window daily.

**Parents** – Vacations, medical appointments, etc. should be scheduled during regular homeleaves to ensure the student is meeting attendance requirements. Parents must submit a written request to Ad Council at least one week in advance of the days missed. Your written request will be brought to Ad Council and acceptance/denial will then be processed. If a student should miss class(es) without prior approval from Ad Council, classwork/homework/quizzes/tests may not be made up for the days missed. **Absences cannot be excused without a written note of explanation from a parent.**

## 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. (Note: An unexcused absence from a regular school day will incur a 12 point deduction in attendance. Homework assignments cannot be made up.)

## CAMPUS CONDUCT

1. Students are expected to treat school property and the property of others with respect. Students are expected to pay for property that they damage. In the case of willful damage, discipline will be administered.
2. Ellis Hall and Unruh Hall are off limits to members of the opposite sex.
3. School attire (DDC) must be worn when a student is in Edison Hall.
4. Students are not to bring food or drink into Edison Hall.
5. Students in Edison Hall are not to run in the halls and must wear shoes at all times.
6. When classes are in session, students may sit in the student lobby during their free time. Students are not to “hang out” in the halls, as the noise is disruptive to the learning environment.
7. Areas of the campus other than Ellis Hall, Unruh Hall, Edison Hall, and the cafeteria are off limits to students unless a student is required to be there for VE, classes, or have secured permission from a dean, administrator, or a supervisor on duty.
8. Students must request approval from their dean 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.

## DRUGS

Use, possession, distribution, sale, or being under the influence or in the presence of alcohol, tobacco, illegal drugs, controlled substances, “look-alike” drugs, 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. (See School Rights)

## FUNDAMENTAL STANDARDS

Experience has taught that there are some practices which should not be permitted in a school environment. Any student engaging in activities such as (but not limited to) the following becomes subject to major discipline or being asked to withdraw from school:

- Using, handling, possessing, or furnishing tobacco, alcoholic beverages, narcotics, or drug paraphernalia.
- Using or possessing dangerous weapons, firearms, or explosives of any kind. This includes BB guns, pellet guns, fireworks, knives, etc.
- Unauthorized presence in the dorm room of a student of the opposite sex.
- Breaking and entering school facilities or another student’s room.
- Possessing or displaying obscene literature, pornographic pictures or articles, or occult materials and games.
- Willful destruction of property.

- Tampering with fire equipment or the fire alarm system.
- Improper sexual or physical conduct.
- Conspiracy to perform or participate in initiations, hazing, or any act that may injure, degrade, or disgrace a fellow student.
- Leaving campus without permission.

## HARASSMENT

No staff member or student may participate in or allow any act of harassment that degrades, injures, or disgraces any student or staff member. Harassment includes jokes, intimidation, any physical or verbal attack 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 Blue Mountain Academy.

A student, who experiences such inappropriate conduct, whether physical or verbal, should report it to the principal, a teacher, dean, or staff member. Incidents of harassment will be treated with confidentiality as appropriate.

## LOCKS AND KEYS

The following activities are considered to be a serious offense by the administration:

- Tampering with locks on any dorm room, school building, or property
- Possessing a key to any school lock without authorization
- Breaking or entering any locked building, room, or mailbox
- Unauthorized access to computer systems

## 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:

1. The administration reserves the right to question a student about his/her behavior or program at any time without parental consent.
2. The administration reserves the right to search a student’s room, locker, car, and possessions without his/her consent. Items identified as contraband will be confiscated.
3. The administration reserves the right to 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

Blue Mountain Academy, as a Christ-centered learning community, 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. Blue Mountain Academy 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 Blue Mountain Academy and the Seventh-day Adventist Church.

### **SOCIAL CONDUCT**

All students are expected to conduct themselves with the dignity befitting a Christian. Blue Mountain Academy 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 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. The purpose of social is to separate the students so that they can view their relationship from a distance. Students must be careful to avoid situations that can be misinterpreted. Secretive or unsupervised associations are not acceptable.

### **SUICIDE STATEMENT**

Blue Mountain Academy 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. The parents/guardians will be contacted. Child Protective Services (CPS) will also be contacted if we are unable to make a 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 for 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. Your 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.

### **THREATS**

Statements made, even in humor that threaten harm to any person, including oneself, are not acceptable and will be dealt with accordingly.

## **CERTIFICATE PROGRAMS**

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

### **LEADERSHIP CERTIFICATE**

- Pick up application from Registrar’s Office
- Submit completed application to the Leadership sponsor
- Earn a minimum of a B+ in each required course
- Complete 75 hours of a documented internship related to leadership within your junior and senior years OR complete 25 hours of a documented internship related to leadership and an approved senior project before May 1
- Defend your internship or senior project before a faculty panel
- Pass the following required courses:
  - ◊ Psychology
  - ◊ AP US History
  - ◊ Introduce to Leadership or equivalent (1 semester)
  - ◊ Principles of Christian Leadership or equivalent (1 semester)

### **MUSIC CERTIFICATE**

The Music Achievement Certificate is available to students who have proved a high level of musical progress on their instrument or 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 Blue Mountain Academy
  - 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 Blue Mountain Academy
  - Take the Dimensions of Music and Elements of Music classes maintaining a grade of C (73%) or better\*
  - Perform a one hour senior recital\*
  - Perform frequently in religious services
- \*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.

- Submit application to the Registrar’s Office for 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

**Life Science Emphasis** — Complete the following required courses:

- ◊ Anatomy and Physiology
- ◊ Chemistry
- ◊ Algebra 2

**Physical Science Emphasis** — Complete the following required courses:

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

**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
- An incident report will be filled out by the teacher and student, and given to the Principal's Office

### Second Offense (in the same class)

- The student will receive a grade of F for the class for that quarter
- An incident report will be filled out by the teacher and student, and given to the Principal's Office for disciplinary action

### Second Offense (in another class)

- The student will receive a zero on that assignment
- An incident report will be filled out by the teacher and student, and given to the Principal's Office for disciplinary action.

### Third Offense

- The student may be asked to withdraw from school

## DAY STUDENTS

Students wishing to live off campus with someone other than their parent/guardian, need to be

processed and approved by Admissions Committee. Day students are responsible for making themselves aware of the policies and guidelines as outlined in the Day Student Handbook. This handbook can be obtained from the Principal's Office.

## DISCIPLINE

All major disciplinary procedures are under the direction of the principal and Ad Council that is chaired by the Principal or his designee. The appropriate residence hall dean or administrator will counsel the student and parent/guardian regarding the situation. Before any school discipline consequence occurs, the student will have the opportunity to explain their perspective of what took place and appeal any consequences resulting from the infraction. 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 for the duration of the suspension and will be room bound unless attending class or VE.
- **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 readmission, the parent(s) 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 could result in expulsion from school may be advised to withdraw. When a student exhibits inappropriate behavior, counseling and redemptive measures will be employed whenever possible. There may be times, however, when the school cannot adequately meet the needs of the student. In such cases, the student will be advised to withdraw from school.

1. When a student is advised to withdraw, the student will be suspended pending an expulsion hearing with Ad Council. The student and parents will be given written notice of the hearing and their right to appear at least 3 days prior to the hearing. This notice will include the reasons for the possible expulsion.
2. The student and/or parent may appear at the expulsion hearing and make an appeal before the decision is made.
3. If the student and/or parent is not satisfied with the outcome of the hearing, they may appeal to the school board.
4. As an alternative to the hearing, the student may voluntarily withdraw from school after receiving written notification of possible expulsion.

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.

## DORM STUDENTS

Dorm life can be a great experience, and we have designed a program that promotes the development

of good relations with God and man. When a student graduates, it is our desire that he/she will depart with a personal relationship with Jesus, many friends, and the skills to deal with life.

## DORM GUESTS

Students desiring to share their rooms with guests must obtain prior permission from the dean. Contact the deans for guest room facilities in Ellis or Unruh Hall. Overnight or weekend guests are required to check in with the deans upon arrival.

Family members over the age of 12, other than parents, are not permitted to visit a member of the opposite sex in their dorm room. Lobbies are provided in both Ellis and Unruh Hall where families may visit. With the dean's permission, friends of the opposite sex may visit in the dorm lobbies. Parents and visitors must check in at the lobby desk before entering the living area. Please respect the posted dorm hours. Pets are not allowed.

## DORM ROOM

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 will be responsible for making themselves aware of the policies and guidelines outlined in this handbook. We suggest that students check with their roommates before making important or expensive purchases to avoid duplication and promote coordination.

## 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. Students are provided a BMA lanyard.

## MAIL

Dorm students should have their mail sent in care of Blue Mountain Academy, 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 a.m. to assure same-day pickup.

## 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 for his/her appearance and what it is saying to others. It is at the sole discretion of a teacher, VE supervisor or administrator as to whether or not a student's clothing is appropriate for the occasion. To assist students in their choices for dress and grooming, the following guidelines are provided:

## GENERAL GROOMING INFORMATION

- Shorts may be worn to recreation or as announced. All shorts should be closer to the knee (have a least a 5" in-seam), whether tights are underneath or not.

- Spandex shorts or leggings are not allowed unless worn under a 5" in-seam or longer garment.
- Jewelry of any kind is not allowed, including friendship bracelets and spirit bands.
- Hats, beanies, and caps are not to be worn in Edison Hall.

## CAFETERIA DRESS

All students and guests are to abide by any posted dress guidelines for the cafeteria.

**Weekdays** – Modest dress is always expected. Student may never wear pajamas, housecoats, bath robes, swimwear, gymnastics shorts/spandex, etc. in the cafeteria.

**Sabbath** – Students are to be in Sabbath Dress for brunch.

## FORMAL 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 require a modest cover-up or jacket (no shawl or sheer fabrics). The covering cannot be off the shoulders. No slacks.

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

## SABBATH DRESS

Sabbath dress applies to brunch and church unless otherwise announced.

**Girls** – Dress/skirt (knee length or longer), blouse and dress shoes. Cap sleeves or longer (No sleeveless).

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

## SCHOOL DRESS

Blue Mountain Academy has adopted a Defined Dress Code (DDC) which applies to Edison Hall during school hours on school days.

- **Shirts** – DDC Polo shirts with the Blue Mountain Academy logo are the required school shirt. Polo shirts are purchased only through Black Lab Apparel (website: [www.blacklabapparel.com](http://www.blacklabapparel.com); phone: 877-415-9862; or fax: 800-854-6614), and are available in a variety of colors in short or long sleeves.
- **Hoodies/Sweatshirts/Sweaters** – Plain and appropriate hoodies, sweatshirts, and sweaters are acceptable over DDC in the ad building.
- **Pants** – Only TAN Docker-style/Uniform pants are required. Jeans, sweatpants, cargo pants, leggings, and pajamas are not considered appropriate attire.
- **Skirts** – A (knee length or longer) modest non-form fitting TAN skirt.
- **Shoes** – Acceptable styles for school dress are casual dress shoes, tennis shoes, and sandals with a heel strap (no flip flops or slides).
- **Jacket** - Black BMA zip-up jacket from Black Lab Apparel (optional).

## VESPERS DRESS

**Girls** – Dress/skirt(knee length or longer)/dress slacks and blouse and dress shoes. Cap sleeves or longer (No sleeveless).

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

## ELECTIONS

### OFFICER ELIGIBILITY

1. Students who want to run for a club/class office, must obtain an *Office Petition* from the Principal's Office.
2. Ad Council must approve candidates for any office.
3. To qualify for a minor office a student must meet the following requirements:
  - Demonstrate a Christian lifestyle that is in harmony with the philosophy and goals of Blue Mountain Academy.
  - Maintain a current GPA of at least 2.50, with no more than one D and no F's for the preceding nine weeks. Students who fail to meet GPA and/or attendance requirements will be placed on probation. Students who fail a second time forfeit the office.
  - Maintain an A in attendance.
  - Have a satisfactory citizenship record for the preceding nine weeks. Anyone who has received major discipline is not eligible to hold office.
  - Hold no more than one other office.
4. To qualify for a major office (SA president, vice-president and pastor; class president and vice-president; National Honor Society president and vice president must meet the requirements above and the following requirements:
  - Attend Blue Mountain Academy for nine weeks prior to elections. Summer on-campus VE may be counted toward this requirement.
  - Maintain a GPA of at least 2.75, with no more than one D and no F's for the preceding nine weeks. Students who fail to meet GPA and/or attendance requirements will be placed on probation. Students who fail a second time forfeit the office.
  - Hold no other major or more than one minor office.

A student who holds an office and fails to maintain the officer eligibility requirements is placed on officer probation. A student who fails to maintain the officer eligibility requirements a second time will forfeit that office, and a new officer may be chosen. An officer who receives major discipline will forfeit their office immediately.

## 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 PowerSchool. A notification will be emailed to the parents of those students with grades of D, F, or I at midterm.

### 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 or 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.

### WITHDRAWAL FROM SCHOOL

Parents who chose to withdraw their child from BMA should contact the Registrar's Office. Students who are asked to withdraw are not allowed on campus without prior administrative approval and must complete at least one successful semester at another school before being considered for re-admission.

## 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+	4.00	C+	2.33
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67

## GRADING SCALE

A+	100	C+	77-79	F	0-59
A	93-99	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

## 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
- a final examination was not taken due to outstanding financial obligations 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

**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 Leadership, Music, or STEM certificates.

**Community Service Pin** — Seniors who have completed 1) 25+ points for each year of attendance at BMA or 2) 100 points by the time they graduate from BMA.

**Four-Year Seniors (blue cord)** — Students who have attended Blue Mountain Academy for eight semesters and received grades and credits from Blue Mountain Academy 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 pin**).

**National Honor Society (NHS stole)** — Students who were inducted into National Honor Society based on scholarship, service, leadership, and character will be honored.

**President’s Award for Educational Excellence (certificate)** — This recognition is given to 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 will be recognized.

Note: Only BMA regalia may be worn at graduation.

## GRADUATION REQUIREMENTS

Blue Mountain Academy offers two diplomas:

- **Standard Diploma** prepares students to enter most colleges with minimum standards.
- **Advanced Studies Diploma** provides more than the minimum courses required to enter college for those students who wish to challenge themselves.

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

Diploma Options				
	Standard Diploma		Advanced Studies Diploma	
Courses	Credits	Required Classes	Credits	Required Classes
Religion	40	Per SDA School Year	40	Per SDA 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		15	Req. minimum of 5 credits in each.
Fine Arts	10			
Health	5		5	
Physical Education	10		10	
Computer Skills	10		10	
Foreign Language	0	Not Required, but Recommended	10/20**	Req. 10 credits; Recommended 20 credits
Electives	15		10	
Vocational Education	20	Ethics/Skills/Lab	20	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>1.67 (C-) Minimum Cumulative</b>		<b>2.67 (B-) Minimum Cumulative</b>	

**\*\* Option A:** Requires 70 credits in math and science (30 or 40 in each) and 20 credits in foreign language.

**\*\* Option B:** Requires 80 credits in math and science and 10 credits in foreign language.

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:

- pass all required classes
- complete community service hours
- turn in transcripts
- take a minimum of one SAT/ACT test

Earning a diploma from Blue Mountain Academy is contingent upon a student:

- successfully completing all required and elective courses necessary to earning the minimum number of credits for a standard or advanced studies diploma from accredited secondary schools
- being enrolled during the final semester of the school year immediately prior to graduation
- having a zero balance on his/her school account
- having 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 be given 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 40 Community Service project points (10 points per year). There are many opportunities for students to receive these points. Several options include, but are not limited to: Blood Drive Donor or Volunteer, Disaster Relief, Hamburg Community Service Center, Ministry Teams (home church and/or SS leadership), Mission Trips (worth 6 points), Nursing Home Visits, Opportunity House, Pathfinder Food Drive, Recruiting (must participate), Tour Group Clinics and Workshops, etc. Also, the following school events will be included for designated volunteers: Academy Days, Alumni Weekend, MusicFest, Pathfinder Fair, Recognition Dinner, SportsFest, etc.

Each service project is worth 2 points. Only 6 points can be earned doing the same event. Most events should be approximately 2 hours in length. 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 PowerSchool and placed in your file.

## GRIEVANCE PROCEDURE

If a student or parent has a concern about a school policy or an employee, the 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 the Grievance Committee.

## LEARNING SUPPORT AND TESTING CENTER

All students at Blue Mountain Academy 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 test 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 Guidance Counselor.

### STANDARDIZED TESTING

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

**Grade 9-12** - Iowa Test of Educational Development (ITED)\*, and the Cognitive Abilities Test (CogAT).

**Grade 11** - Preliminary Scholastic Achievement Test (PSAT – strongly encouraged), the Scholastic Aptitude Test (SAT – optional)\*, and the American College Test (ACT - optional)\*.

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

\*All ACT & SAT scores are included on the transcript. Either the ACT or SAT is required for admission to most colleges. Many colleges 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 Blue Mountain Academy 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 students are not 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

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

## MISSION 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 invitation-only and is 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.

**Cumulative GPA of 2.0 to join or remain.**

### MUSIC

Bel Canto, Concert Band, La Sonnette Ensemble, String Orchestra, and Sylvan Singers are active music organizations. Membership in these groups 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. **Cumulative GPA of 2.0 to join or remain.**

## 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 day students.

### NATIONAL HONOR SOCIETY

Blue Mountain Academy began its local chapter of the National Honor Society 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, a 3.67 GPA, attend monthly meetings, and participate in service projects.

## PUBLICATIONS

Blue Mountain Academy sponsors three major publications:

1. PREVIEW, a “get acquainted” book of student and staff pictures at the beginning of the year.
2. APPALACHIAN (on-line only). To request a subscription contact [principal@bma.us](mailto:principal@bma.us).
3. ECHOES, the school yearbook.

The cost for these publications is included in the registration fee.

## STUDENT ASSOCIATION

All Blue Mountain Academy students are members of the Student Association (SA). The cost of SA membership is included in the registration fee. SA Officers are provided the opportunity to develop leadership in many areas such as, Student Council, student week of spiritual emphasis, 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 AND VACATIONS

Homeleave begins when classes and VE Labs are over. Students are not allowed to change classes, take examinations early in order to leave before the regularly scheduled vacation begins, or leave until after their last appointment on homeleave day, unless proper arrangements have been made ahead of time through Ad Council.

On the day homeleave begins, the dorms close at 3 p.m. When homeleave ends, the dorms re-open at 3 p.m. until 9 p.m. If a student returns late from homeleave, and misses VE or classes without notification to the school and without an excuse deemed valid by Ad Council, his/her missed classes will be unexcused.

### CLOSED WEEKENDS

- **F.O.C.U.S. Weeks:** Dorm and Day students are required to attend all weekday meetings and Friday night vespers as attendance will be taken. Dorm students are required to attend Sabbath School and Church (optional for Day students).
- **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 events.

## EMERGENCY DRILLS

Monthly **fire drills** will be held in each dorm and in Edison Hall. All students are expected to exit the building 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 using the “Hide. Run. Fight.” motto. (See page 27 for more details regarding both drills.)

## 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 dean will follow proper procedures that are listed in the dorm handbooks. Day students who become ill during the school day are to notify the principal’s secretary. 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 for the students’ well-being.

## 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 not permitted to leave campus with anyone under 25 years of age (including staff), unless it is a member of their immediate family who is approved by the parents. (Exception: Students are only permitted to ride with a student driver to and from home on homeleaves and weekends with written and oral permission from both the rider’s and driver’s parents.)
- Students are permitted to leave with responsible adults over 25 years of age if authorized by the deans and with written permission from the student’s parents.
- Parents are expected to submit written permission for their children to ride in vehicles other than their own and other than those designated for school and church activities. Permission will be granted only when the occasion and circumstances are not in violation of school rules.

## LOCKERS

Students who would like lockers 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.

## 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 “Lost and Found” (Room 1 - closet) or given to a dean. All lost keys and electronics should be turned into the Principal’s office.

## 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. 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 dean (dorm students) or in the Principal's Office (day students). Non-prescription drugs (Tylenol, Advil, etc.) may be obtained from the dean or principal's secretary.

## 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 halves 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). Students are required to attend all FOCUS meetings which end after the Sabbath service as attendance will be taken. Day students are encouraged, but not required to attend the Sabbath service at BMAC. Dorm students may sign out after church 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

Blue Mountain Academy 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 Blue Mountain Academy 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 Blue Mountain Academy 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 Blue Mountain Academy 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; address; telephone number; date and place of birth; awards and honors; and attendance information. In addition, Blue Mountain Academy 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 and must include a signature. 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 Blue Mountain Academy 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 cell phones with 6 inch or smaller screens 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 Blue Mountain Academy 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. Recreational use may be allowed after 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 care properly 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 use the Internet for any illegal purpose.

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. Should you inadvertently discover passwords or other measures used to control access, please report this 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 not be carried in any bag except the laptop bag provided by BMA.
- When laptops are carried on campus, they must be turned off and in a BMA laptop bag.
- When laptops are not in use, they should be kept in a BMA laptop bag.
- Only the laptop should be placed in the main compartment of the BMA laptop bag.
- No stickers, including ID stickers, should be placed on any part of the computer.
- No drawing or etching should be done on the computer.
- No drinks or food should be consumed near the laptop.

- To avoid theft, laptops should not be left unattended in public areas (ad building, 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: Loss of Computer for 3 days

### PERSONAL MEDIA DEVICE POLICY

Blue Mountain Academy (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-SDA 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, following is the Personal Media Device (PMD) policy for all students who choose to attend BMA. The following policy includes all PMD's, but is not limited to: cell phones and music players. 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.

All students with a PMD on campus must register their device by submitting their phone number and serial number. Every day, village students will drop off their phones in the Principal's office when entering the building and will retrieve them at the end of the day when they are leaving the building. Failure to register or drop off phone may result in immediate suspension of PMD privileges for the remainder of the school year. Dorm students will leave phones in their dorms. Dorms will issue their own personal media device policies.

Students are allowed to use their PMDs only for activities permitted and in keeping with the philosophy of the Seventh-day Adventist Church, and applicable state and federal laws. This includes, but is not limited to, expressly prohibiting cyber-bullying, "sexting", and harassing other students attending BMA.

During the school week, when not at their Voed Lab or in a class, students are permitted to use their PMDs in the following locations on campus: outdoors, in the cafeteria, during recreation, and in the dorms prior to the start of study hall. Students are not permitted to use their PMDs in the Ad Building, Sanctuary, or during religious services/programs. PMDs seen or heard in these areas will be subject to the PMD discipline process outlined below. Headphones are always to be used while using a PMD in the approved locations and on school-sponsored trips, when expressly permitted by either school administration or by the trip sponsor.

### PMD DISCIPLINE PROCESS

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

- 1st Infraction - The device will be confiscated, turned in to the Principal's office and kept for 1 week.

- 2nd Infraction - The device will be confiscated, turned in to the Principal's office and kept for 2 weeks. Student will meet with Ad Council/Discipline Committee.
- 3rd Infraction - The student will lose their PMD privileges for the remainder of the school year. Student will meet with Ad Council/ Discipline Committee.
- Additional Infractions - Ad Council will meet to discuss further discipline, including possible suspension or withdrawal.

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 additional discipline and lost PMD privileges, regardless of the number of infractions.

All staff members 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 require disciplinary action.

BMA is not liable for any damaged or broken phones.

*Policy revised August 8, 2017. BMA reserves the right to amend the above policy as needed.*

### POLICY HIGHLIGHTS

PMDs are NOT allowed:

- Ad Building (including the Sanctuary)
- At Voed Lab location

PMDs ARE allowed:

- Dorms, except during Study Hall
- Gymnasium (only during Rec)
- Outdoors/Recreation

### DISCIPLINE PROCESS:

1st Offense – Phone will be kept in Principal's office for 1 week.

2nd Offense – Phone will be kept in Principal's office for 2 weeks. Student meets with Committee.

3rd Offense – Phone will be kept the remainder of the school year. Student meets with Committee.

## VEHICLES

### ALL STUDENTS

- Campus speed should not exceed 15 mph.
- Vehicles should be kept locked, as **Blue Mountain Academy does not assume responsibility for damage or loss.**
- Students are not allowed to use or occupy another student's vehicle.

### DORM STUDENTS

Dorm students must register their vehicles with their dean. The following three items are required for registration: 1) signed automobile contract, 2) valid copy of student driver's license, and 3)

certificate of liability insurance. Dorm students will be permitted to use their car to travel to and from home on homeleaves and weekends under the following conditions:

1. Parental request must be made in writing to Ad Council prior to bringing the vehicle on campus.
2. Students must park their vehicle in a designated area.
3. Keys must be given to the dean when the car arrives on campus.
4. Students are only permitted to ride with a student driver to and from home on homeleaves and weekends with written and oral permission from both sets of parents.

### **DAY STUDENTS**

- Day students must register their vehicles with the Principal's Office. The following three items are required for registration: 1) signed automobile contract, 2) valid copy of student driver's license, and 3) certificate of liability insurance
- Day student's vehicles must be kept in the parking area on the north end of Edison Hall during the school day
- 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\*  
Life Science  
Computer Skills  
Freshmen Life Skills  
Physical Education  
Fine Arts or Elective  
V. E. Experience

## SOPHOMORE

Bible 10  
English 10  
Math\*  
Biology  
World History or Honors Western Civs  
Physical Education  
Health  
Fine Arts or Elective  
V. E. Experience

## JUNIOR

Bible 11  
English 11 or Honors English 11  
Math\*  
Chemistry or Conceptual Physical Science  
U.S. History or AP U.S. History  
Foreign Language  
Fine Arts or Elective  
V. E. Experience

## SENIOR

Bible 12  
English 12 or Advanced English 12  
Math\*  
U.S. Government  
Physics and/or Advanced A & P  
Psychology or Advanced Psychology  
Personal Finance  
Foreign Language  
Fine Arts or Electives  
V. E. Experience

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

**View our Graduation Requirements Section on page 11 for more detailed information regarding our diplomas and required classes.**

Diploma Options				
Courses	Standard Diploma		Advanced Studies Diploma	
	Credits	Required Classes	Credits	Required Classes
Religion	40	Per SDA School Year	40	Per SDA 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		15	Req. minimum of 5 credits in each.
Fine Arts	10			
Health	5		5	
Physical Education	10		10	
Computer Skills	10		10	
Foreign Language	0	Not Required, but Recommended	10/20**	Req. 10 credits; Recommended 20 credits
Electives	15		10	
Vocational Education	20	Ethics/Skills/Lab	20	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>1.67 (C-) Minimum Cumulative</b>		<b>2.67 (B-) Minimum Cumulative</b>	

## OUR CLASS OFFERINGS

### Applied Arts

Automotive Technology  
Freshmen Life Skills  
Personal Finance  
Private Pilot Ground School  
Woodworking - Basic

### Computers

Computer Skills  
Technology Certification

### English

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

### Fine Arts

Bel Canto  
Christian Drama  
Concert Band  
Dimensions of Music  
Instrument Lessons  
La Sonnette Ensemble  
Elements of Music\* - Adv.  
Orchestra  
Organ Lessons  
Piano Lessons  
String Orchestra  
String Lessons  
Sylvan Singers  
Voice Lessons

### Foreign Language

Korean I

### Mathematics

Algebra 1  
Algebra 2

### Business Math

Calculus\*  
Geometry  
Pre-Algebra  
Pre-Calculus

### Physical Education and Health

Aerial Aires  
Health  
Physical Education 9  
Physical Education 10  
Physical Education 12

### Religion

Bible 9  
Bible 10  
Bible 11  
Bible 12  
Intro to Christianity

### Science

Anatomy & Physiology\* - Adv.  
Biology  
Chemistry  
Conceptual Physical Science  
iGrow\*  
Intro to Animal Science\*  
Life Science  
Physics

### Social Studies

Intro to Psychology  
General Psychology\* - Adv  
United States Government  
United States History  
United States History\* - Adv.  
Western Civilization\* - Adv.

### Vocational Education

ASSIST  
Ethics  
Skills  
Lab

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

## DUAL ENROLLMENT CLASSES OFFERED

Anatomy & Physiology (WAU) - 4 college credits per semester  
Calculus (AU) - 4 college credits per year  
Elements of Music (WAU) - 3 college credits  
English 12 (RACC) - 3 college credits per semester  
iGrow (AU) - 4 college credits per semester  
Intro to Animal Science (AU) - 3 college credits per semester  
Psychology (RACC) - 3 college credits  
United States History (RACC) - 3 college credits per semester  
Western Civilization (RACC) - 3 college credits per semester

## 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** - 5 credits

This 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** - 5 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.

### **Woodworking - Basic** – 5 credits

Basic woodworking is a class that focuses on learning tool use and safety, math, how to read and create plans, and finishing techniques in a woodworking environment. We create several projects throughout the year with the goal of selling the more refined ones as a fundraiser for the class.

## COMPUTERS

### **Computer Skills** - 10 credits

This course is required for all freshmen. It will offer an introduction to keyboarding. Students will learn the most important topics of Microsoft Office. In this course students will gain hands-on

experience in Word, Excel, and PowerPoint, and will receive an introduction to photography and desktop publishing.

### **Technology Certification** - 5 credits

Intensive, hands-on computer training classes with the goal of receiving certification. Online classes include A+, Network+, MCITP, and CCNA. Directed independent study. This course is counted as an Applied Art for graduation requirements. **Prerequisite: Approval of the Instructor.** **A non-refundable course fee is charged.**

## 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** - 10 credits

Honors Junior English is designed for students who excel in English, and may be taken in place of English 11. This class uses much 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. This course is recommended for students who are interested in enrolling in 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 12. 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

This course 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 String Orchestra. **Fee \$20/semester. Semester GPA of 2.0 to join or remain.**

### **Christian Drama** - 5 credits

In this course, students will develop an understanding of various types of drama and will be challenged to use and grow their dramatic talents in the areas of performance, production, and ministry.

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

The 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 the 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 the Blue Mountain Academy Diploma.

### **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 Blue Mountain Academy 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 C or higher, will be granted three semester hours of credit on a college transcript.

### **Instrumental Lessons** - 2 Credits

This course emphasizes specialized technique and musical development on instruments of the strings, winds, brass, and percussion. 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 \$290/14 lessons/semester. \***

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

This course 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. **Prerequisite: Some piano/organ experience is required. Fee \$20/semester. Semester GPA of 2.0 to join or remain.**

### **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 \$290/14 lessons/semester. \***

### **String Orchestra** - 5 credits

The String Orchestra is an instrumental performing ensemble that includes Violins, Viola, Cello, and String Bass. **Pre-requisites: Audition with instrument on G, D, A, and C Major Scales; basic rhythm reading; sight reading and a melodic solo.**

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

This course 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 \$290/14 lessons/semester. \***

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

## FOREIGN LANGUAGE

### **Korean I** - 10 credits

The principle emphasis of Korean is understanding the language and learning to speak it through the study of grammar and vocabulary. The course also attempts to build a better understanding of the customs, language, and peoples of Korea.

# MATHEMATICS

All Freshmen will be tested to determine placement in Pre-Algebra or Algebra I. All 9th grade students who have taken Algebra I in the 8th grade will be required to take Algebra I again at BMA. **Exception:** if a student took Algebra I in the 8th grade for high school credit, they may challenge this policy and request to take an Algebra I 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 and this calculator will suffice for all classroom activities which require use of a calculator. This emulator may not be used for any standard testing (ACT, ITED, SAT), however. Students who will be taking these tests may want to purchase a calculator of their own. Personally-owned calculators may also be used in BMA math classes in place of the one on their school computer.

## Algebra 1 - 10 credits

This course 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. The student must maintain a passing grade through first semester to continue in the class.**

## Algebra 2 - 10 credits

This course 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 I and Geometry.**

## Business Math - 10 credits

This course emphasizes basic math skills and business methods used by small businesses and homeowners. A calculator is required. **Note: Business Math may count towards the fulfillment of math graduation requirements for a General or Standard Diploma but not the Advanced Studies Diploma.**

## 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 grade of C- or better in Algebra 1.**

## 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.**

## Pre-Calculus - 10 credits

This course expands on concepts from Geometry and Algebra II for the purpose of preparing students for admission into a college-level Calculus I course. Accentuated topics will include classification and transformation of functions, analytic geometry, and advanced trigonometry, as well as introductions to probability and statistics. Use of technology will be emphasized.

**Prerequisite: Completion of Algebra I, Geometry, and a grade of B- or better in Algebra II or permission of the instructor.**

# PHYSICAL EDUCATION AND HEALTH

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

This coeducational course emphasizes beginning and advanced skills in tumbling, gymnastics, and group formations. Students are admitted at the discretion of the instructor. This class does not replace credits given in physical education classes. **A student must maintain a semester GPA of 2.0 in order to join or remain in a touring group. 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 - 5 credits

These courses are designed to give the student a new look at a Christian's involvement in sports. Students are instructed in health as a lifestyle choice and aerobic training as an exercise choice. They are coached in the fundamentals of team sports, circuit training, and weight lifting.

## Physical Education 12 - 5 credits

This class is designed to introduce seniors to activities to help keep them active after graduation. Students are coached in the fundamentals of team and individual sports, circuit training, and weight lifting.

# RELIGION

## Bible 9 - 10 credits

This course 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

This course focuses on 5 primary topics. First the students study God's extreme love through the story of Hosea. Then they study what its 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 hear while in the waiting. And finally they study the topic of sharing Christianity through the book of Acts.

### **Bible 11** - 10 credits

This course focuses on 4 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

This course 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

In this course 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

This course 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%.**

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

This course 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 is required.

### **Life Science** - 10 credits

This course shows that God's creation is open for exploration as Life Science themes are pursued. Students will study ecosystems, environmental health, structure and function of human body systems, the effects of drugs, biblical principles of health and purity, origin by design, and disease and prevention. Observation is emphasized through laboratory experiences. A three-ringed binder, a composition book, and a calculator are required.

### **Physics** - 10 credits

This course is designed to acquaint the students with a fundamental approach to physics. Areas of study will include laws of mechanics, laws of thermodynamics, principles of sound and light, and properties of electricity and magnetism. Prerequisite: C average in Algebra 1 & 2.

## **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 perspectives 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.**

### **Intro to Psychology** - 5 credits

Introduction to Psychology is a social science course that focuses on the vocabulary and concepts of modern psychology. Psychology is a systematic, scientific study of observable behaviors and responses, as well as mental processes. This course will delve into the history of psychology and the different approaches to the study of human behavior. All concepts from the textbook will be interpreted through a Christian perspective.

### **United States 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.

### **United States History** - 10 credits

This course 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.

### **United States History - Advanced Placement (Dual Enrollment)** - 10 credits

This college level course is offered to college-bound students and is taken in place of United States History. It covers a complete and comprehensive study of the history of the United States. Students will learn how to analyze historical documents and write SA's based on that information. Students

who pass the national exam with a qualifying score may receive credit for up to two college courses. Students may 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. **Advanced course prerequisites apply.**

#### **Western Civilization (Advanced/Dual Enrollment) - 10 credits**

This college level course is offered to college bound students, and is taken in place of World History. This class will focus on the history of world civilization, covering Egypt, Babylon, Assyria, Hebrews, Greeks, Romans, Medieval Europe, the Renaissance, the Reformation, and the Industrial Age to the present. Students may 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. **Advanced course prerequisites apply.**

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

This course 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 STUDY**

BMA offers the opportunity for all students to develop vocational ethics and learn skills in various Positions of Study (POS) that can give them an edge in the job market.

#### **Positions of Study (POS):**

- Agriculture: Small-Scale Agricultural Production
- Administrative Assisting
- Accounting Technology
- Building and Property Maintenance
- Commercial and Advertising Art
- Computer Systems and Technology
- Custodial Services
- Customer Service (Health Food)
- Educational Assisting
- Environmental Stewardship
- Food Service: a) Institutional Vegetarian, b) SafeServ Food Manager
- Hospitality
- Landscape Management
- Leadership: a) Middle Management (With emphasis in POS), b) Education, c) Resident

Within the BMA Vocational Education program, there are 5 distinct levels. All new students are initially placed in Level 1 and evaluated twice per quarter. Based upon the results of these evaluations, students can advance, remain or be put back a level. A basic requirement for BMA graduation is that a student achieve competency at the 4th level. The 5th level is optional. The 5 levels are listed below:

Level 1: Basic Skills

Level 4: Pre-Leadership

Level 2: Skill Development

Level 5: Leadership/Management (Optional)

Level 3: Self-Government

#### **Vocational Ethics and Lab – 5 credits**

Vocational Ethics (VE) is a required introductory and survey course for all new students. Ethics students should find this class beneficial, but it is specifically designed for students who have little or no vocational experience and for those who have demonstrated a need to focus on developing basic vocational ethics and skills.

#### **Vocational Skills – 5 credits**

Vocational Skills (VS) courses are advanced vocational classes for eligible returning students in which the primary focus is on learning and practicing the various skills necessary for a specific vocation. Although most courses are designed to take 1 year to complete, a few require two to three years. **Pre-requisite: Level 3 or above, passed VE class with a C (73) average or better for the year.**

#### **Vocational Skills Lab – 5 credits**

## **NOTES**

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 “Functional Course Name.”

# FINANCIAL INFORMATION

Blue Mountain Academy has adopted the 10 month 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

	Dorm	Village
Tuition	\$9,540	\$9,540
Room	3,150	
Cafeteria	3,660	
Year Total	16,350	9,540

DUE ON OR BEFORE REGISTRATION DAY

	Dorm	Village
1st Basic Installment	\$1,635	\$954
Registration Fee	898	898
Textbooks/Online Books (estimate)	300	300
Room Deposit - New Students	150	
Total	2,883	2,052

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

## DISCOUNTS

Yearly Family Discounts will be given where there are two or more students from one family as follows:

Dorm – 2nd child .....	\$1,635
Dorm – 3rd child .....	\$2,452.50
Village – 2nd child.....	\$954
Village – 3rd child.....	\$1,431

Early Down Payment Discounts (1st monthly installment plus registration fee) are offered as follows:

Payment by .....	Discount
July 1 .....	\$100
August 1 .....	\$50

Early Down Payment Discounts will apply to full cash payment only. Neither student vocation nor student aid will be applied to early down payment.

## FEES

- **Application Fee:** A \$20 non-refundable application fee must be submitted with the application for admission to Blue Mountain Academy.

- **Registration Fee:** Every student will be charged a yearly NON-REFUNDABLE registration fee. This fee covers library use, health services, student accident insurance, matriculation, achievement tests, computer lab use, Internet and e-mail services, locker rental, religious activities, Appalachian, Echoes, Student Association membership, dorm club and class dues, dorm laundry fee or village student fee.
- **Late Registration:** Students registering or arriving late for either semester may be charged a \$50 late registration fee. In addition, late registrants will be required to pay the normal down payment equal to one month's tuition, room and cafeteria, the non-refundable registration fee, and the room deposit. Textbooks must also be purchased for cash at registration.
- **Standard Cafeteria Charges:** The Cafeteria operates under an all inclusive plan, with a \$366 charged per month. The cafeteria charge is based on a daily minimum of \$16.00 for each in-residence day in the school calendar. Students will be charged monthly for any food taken in excess of this minimum. 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 attending Vocation Education (VE) during home leave will be charged a nominal rate for meals taken at the cafeteria.
- **Room Deposit:** Students are responsible for any damage to their room beyond normal wear. A \$150 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 \$300 to \$350 in cash for their books at registration. Textbooks in stock are sold on a first-come, first-served basis and the cost varies. Textbooks may need to be purchased online, by the parent/guardian, if BMA is out of stock. At year end, the academy will purchase back textbooks, at a depreciated price, that are in good condition, 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 under each course description.
- **Music Lessons:** Students taking private music lessons will be charged \$290 per semester for each different music lesson. This fee does not include books or supplies.
- **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:** Students needing transportation for medical purposes may be charged for this service. Students who need transportation for non-medical purposes

should arrange for a driver and plan to pay at the time of service. Destination charges vary.

- **Home Leave Transportation:** Subject to a sufficient number of passengers, the academy will provide home leave bus service to the following areas: Southwest Pennsylvania to Pittsburgh, New England to Atlantic Union College, and New York City to Port Authority. Charges are made to each student to cover the cost of the trip and are generally competitive with commercial fares. Students are required to sign up and pay cash in advance for home leave trips. Home leave transportation schedules and fees are posted on [www.bma.us](http://www.bma.us).
- **International Student Fee:** Please refer to the International section of the BMA website for the most up to date information on pricing and homestay/guardian fees.
- **Graduation Fee:** Seniors will be charged a graduation fee of \$125 to cover cap, gown, tassel, cords, diploma, and related graduation expenses.

## STUDENT VOCATION EDUCATION (VE)

The vocation education (VE) at Blue Mountain Academy 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.
3. Provide for students to earn part of their school expenses.

Blue Mountain Academy 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. VE opportunities are provided for all students.
2. Supervisors will evaluate the student's vocation lab twice each quarter.
3. VE responsibilities may require the student to VE alternate home leaves, half of Christmas break, and half of spring break.
4. Poor VE performance may jeopardize a student's stay at Blue Mountain Academy.
5. Both VE Ethics and lab and VE Skills grade are part of the overall GPA. The academy makes provision for all students to spend part of each day with VE, and arranges classes so students have two to three hours of practical VE experience.
6. ALL VE assignments and requests for changes are made through the VE Coordinator's Office.

A student who wants summer vocation education must follow the application procedure and be accepted for the next school year.

Students must present their original birth certificate and social security card, a work physical, and work papers before they can be employed. **Students must bring the original documents with them for verification before they can start VE.**

### VOCATION EDUCATION OPPORTUNITIES

Positions may be available in the following areas: administrative offices, cafeteria, computer

support, custodial, dorms, industrial arts, industry, maintenance, music, readers, tutors, agriculture, sign and advertising company.

Students needing to earn a greater portion of their school expenses or those receiving financial aid may be required to attend VE at industry or ASSIST.

### SUMMER VOCATION EDUCATION

Industry VE and a small number of on-campus positions are available during the summer months for students who have been accepted for the coming school year and who are at least 14 years of age. Summer registrants are entitled to participate in all planned student activities at no additional cost. Students who attend VE at BMA for any portion of the summer but do not enroll for the fall term will be charged room and cafeteria at the regular school-year rate.

Students may not come on campus for VE until they have been notified by the Registrar's Office that they have been accepted for the school year.

Summer room and cafeteria charges listed below are discounted in order to assist students in earning credit toward their down payment and registration fee.

Room .....	\$25 per week
Cafeteria .....	\$65 per week
Summer Registration Fee/VE Fee .....	\$100

## FINANCIAL AID

Blue Mountain Academy is able to offer a limited number of financial aid programs. Occasionally students find sponsors, often from their home churches, who are willing to help on a regular basis. Through the vocation education program, our industry provides outside revenue for the academy. As much as possible, the VE coordinator will assign students on financial aid to industry jobs. The following programs are available for students requiring financial assistance:

### MATCHING GRANTS

Many Pennsylvania Conference churches participate with Blue Mountain Academy in a matching grant plan which provides funding for constituent students who need financial assistance. Matching grants are also available for other churches and certain conferences. A student accepted on any of these programs is expected to meet and maintain average or above average grades in scholarship, VE, and citizenship. Participants must be willing to attend VE in an industry position as assigned by the VE coordinator. Contact the Blue Mountain Academy Business Office or your local pastor for application and availability in your area. *Note: No matching grant offers full coverage for tuition, room and cafeteria. The parent or guardian is responsible for the balance due each month.*

### SUMMER YOUTH SCHOLARSHIP

Blue Mountain Academy participates in the scholarship plan for students who work at Adventist summer camps and youth evangelism initiatives. Anyone desiring additional information should contact his/her conference youth department.

### STUDENT EARNINGS

In keeping with Blue Mountain Academy's philosophy, all students are required to participate in the VE part of each day. In addition to minimum wage, our Campus Industry offers the

opportunity to earn additional funds through a production incentive program. It is expected that student earnings will be applied to their school bill each month.

## **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 vacations and 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**

The 1st installment of tuition, room and cafeteria, registration fee, textbooks and room deposit are due on or before registration day. Subsequent billings will be emailed monthly through FACTS tuition management and payment processing service, and payment of the balance is due the 20th of each month unless otherwise arranged by the finance office. All checks, drafts, or money orders should be made payable to Blue Mountain Academy and sent directly to the Business Office. Checks returned due to insufficient funds will incur a \$40 charge for handling and local bank fees. Credit and debit cards are an available option for paying tuition and or other expenses.

## **DELINQUENT ACCOUNTS**

Outstanding accounts from other schools need to be settled before a student is admitted to Blue Mountain Academy. Any outstanding balance from a previous year's schooling must be approved by the finance office before a student is admitted for the following year. Unpaid accounts are considered delinquent after the 20th of each month.

## **REFUNDS**

A student who withdraws from school prior to the beginning of May will be eligible for a room and cafeteria refund from the first installment on a pro-rated basis. Tuition will be charged as long as the student is receiving academic credit. Students who are suspended will not receive a refund of school fees. Refunds other than those stated above will be made only at the discretion of the Student Finance Committee.

## **EXAM PERMITS**

Semester exam permits will be issued only to students whose accounts are current. Dorm and library financial obligations must also be met prior to receiving an exam permit.

## **STUDENT BANK**

Experience has shown the wisdom of safeguarding personal funds through the use of the student bank provided by the Business Office. Blue Mountain Academy 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, Blue Mountain Academy cannot provide check cashing services. Students who need cash must make their own arrangements. Except for the cash incentive allowed students attending VE at industry, the school does not permit students to withdraw cash against their account.

## **TITHE**

Students are encouraged to pay tithe on their earnings. A tithe deduction form is available from the Business Office. Receipts for tithe deducted from the students' earnings will be provided by the Pennsylvania Conference of Seventh-day Adventists.

## **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.

## **FACTS TUITION MANAGEMENT SYSTEM**

Blue Mountain Academy contracts with FACTS to collect the Financial Intent portion of the student(s) account. 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 email and or text reminders before scheduled payments, along with allowing parents to pay via telephone. FACTS will also be involved in the collections practice on delinquent accounts. This program creates ease of account access along with the full transparency to the parent/guardian of the students' financial intent information. For more information, please visit <https://online.factsmgt.com> or call 877.606.2587.

## **PROCESSING FEE OPTION**

All families MUST enroll in FACTS. For those families who wish not to enroll in the FACTS ACH (Automated Clearing House) program, a \$125.00 per quarter processing fee for invoice only may be assessed. This is an optional program for the convenience of those who wish not to have automatic withdrawals made from their checking or savings account.

# EMERGENCY PROCEDURES

Since 1955, Blue Mountain Academy 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, sitting silently with their phones off until the all clear is given. If students are in the library or hallway, they will exit the building immediately. The motto that Blue Mountain Academy has adopted is **Run. Hide. Fight.**

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 Sheriffs 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 PowerSchool Alert feature. It is crucial that we have your most up to date contact information including e-mail, phone number, etc.

As always, Blue Mountain Academy 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 Blue Mountain Academy is providing the best care possible.

# FREQUENTLY ASKED QUESTIONS

## HOW CAN I AFFORD A CHRISTIAN EDUCATION?

- **Talk to us!** You belong at Blue Mountain Academy and we want to do all we can to help you be successful.
- **Get summer employment.** Some of the options include:
  - Work at a job in your community to save for school.
  - Vocation Education at Blue Mountain Academy. BMA educates students during the summer at our industry, maintenance and a few office jobs. See the Student V. E. Program section under Financial Information for more details.
  - Work at a Summer Camp. Pennsylvania Conference owns and operates Laurel Lake Camp, located in Rossiter, PA. Scholarships are available to supplement your earnings.
  - Cool Camp is a series of day camps operated around the state of Pennsylvania that provides employment for academy age youth while bringing the joy of Jesus to young people.
  - Pennsylvania Youth Challenge offers the opportunity to witness as well as save money for school.
  - Evangelistic Series. Pennsylvania Conference and other organizations provide mission opportunities to preach the Gospel of Jesus in other countries.
- **V. E. during the school year.** Students can apply themselves on campus during the school year at various jobs. Campus Industry and the ASSIST program provides the most opportunity for earning money, from longer hours to production incentives.
- **Matching Grants.** Many churches offer financial assistance to the youth in their congregation. Blue Mountain Academy affirms their support and works with the local conference to provide matching funds. For more information, please contact our Business Office.
- **Pray.** God has many doors to open to make it possible for you to attend Blue Mountain Academy.

Many students are able to pay over half of their tuition through V. E. earnings and financial assistance. Please call Enrollment Services at 484.662.7007 for more information.

## WHAT COLLEGES CAN I ATTEND AFTER BMA?

Blue Mountain Academy is accredited by the Middle States Association of Colleges and Schools, the General Conference of Seventh-day Adventists, and approved by the Pennsylvania State Department of Public Instruction. Our diplomas and transcripts are accepted by schools and universities around the world.

## DO YOU HAVE A DRESS CODE?

Yes, standard Christian principles apply to the dress and hygiene standards for BMA students and staff members. During the school day, students are required to follow the Defined Dress Code (DDC) for the administration building. Students are to wear a BMA logo polo shirt (purchased from Black Lab Apparel), with Docker/uniform style casual pants. Girls have the options of wearing a tan non-form fitting skirt.

## CAN I HAVE A CAR ON CAMPUS?

To bring a vehicle on campus is a privilege. Dorm students may request permission to use their car to travel to and from home on homeleaves and weekends. Day students may drive to school, but they must follow vehicle regulations.

## HOW DO I CHOOSE A ROOMMATE?

Choosing a roommate is an important part of your dorm experience. If you already know someone with whom you would like to room, simply list that person's name on your application form. If you don't have a specific roommate in mind, the head dean may contact you to find out about your personality and habits to best match you with a roommate with whom you will enjoy spending time.

## WHAT CAN I BRING FOR MY DORM ROOM?

Students will need to bring bedding, study lamp, battery-operated alarm clock, and waste basket. You may bring curtains, throw rugs, a fan, and a refrigerator. Other essentials include a Bible, laundry and cleaning supplies, and school supplies.

## HOW OFTEN CAN I GO HOME?

Students may go home on most weekends UNLESS there is a Sunday School or CLOSED Weekend. After the conclusion of our three special spiritual weeks called F.O.C.U.S., students may leave AFTER the church service on Sabbath, if so indicated on calendar.

We have five extended Breaks scheduled in our calendar. These Breaks will run anywhere from 1 week to 2 ½ weeks.

IF there is a need to miss any school days, a written request (email is sufficient) needs to be submitted to the Principal's Office for Ad Council approval. (Ad Council meets every Wednesday morning.)

There may be other weekends your child is required to be in attendance based on the group they join. See our school calendar for the FOCUS weeks, Breaks, Closed Weekends and all other scheduled events.

## HOW CAN I ARRANGE A CAMPUS TOUR?

Simply call the Admissions Office at 484-662-7007. We will arrange a time for you to visit us. BMA also hosts an annual event each spring called Academy Days. Prospective students have the opportunity to meet current and other prospective students, attend a few classes, and stay overnight in the dormitories, as well as see performances from the musical groups and BMA's gymnastics team.

