

## **Mission Statement**

The purpose of our home schooling program is to provide a sound academic education integrated with the Christian view of God and the world based on the authoritative and inerrant Word of God. This educational program is designed to educate children from a Biblical perspective, with Christian values to prepare them for a life of service to God in whatever vocation they choose to enter.

Because the Christian approach differs significantly from the secular approach, this school offers a curriculum rooted in a God-centered view of life. This view holds that God's truth is the standard for all truth and is not subject to private interpretation, but wholly supported by the Word of God passed on to us in the Bible.

# Statement of Faith

1. **We believe** that the Bible is the only inspired, infallible, authoritative and inerrant Word of God (II Timothy 3:16, II Peter 1:21) that God has preserved, as promised (Matthew 24:35, I Peter 1:25) in the traditional Hebrew and Greek manuscripts, and that the Authorized Version, the 1611 King James Version, is an accurate translation of the preserved, eternal Word of God.
2. **We believe** that there is one God (Deuteronomy 4:35, II Samuel 7:22), eternally existent in three persons, Father, Son and Holy Spirit (I John 5:7, John 1:1&14, I Peter 1:2, II Corinthians 13:14, John 15:26), one in essence, coequal and coeternal, but distinct in person and function.
3. **We believe** in the deity of Jesus Christ (John 1:1,2&14), His virgin birth (Isaiah 7:14, Matthew 1:22-23), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11, Matthew 9:6), His vicarious, atoning death (I John 2:1-2, I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His bodily resurrection (Matthew 28:7 & 9-10, Luke 24:38-39, I Corinthians 15:4-6, Romans 1:4), His ascension to the right hand of the Father (Mark 16:19, Luke 22:69, Acts 5:31, Ephesians 1:20-23), and His personal, visible, bodily return in power and glory (Acts 1:11, Revelation 1:7, Matthew 24:30).
4. **We believe** in the Holy Spirit, the Third Person of the Trinity, whose ministry is the conviction of sinners (John 16:7&8), the regeneration of the soul (Titus 3:5), the indwelling of the body (John 14:17, I Corinthians 3:16), the baptism of water and the Spirit (Matthew 3:11, Acts 10:47), the sanctification of the believer (I Corinthians 6:11, II Thessalonians 2:13) the illumination of all who are born again into the family of God (I Corinthians 2:13, John 14:26), and the empowerment of believers for the service of Christ (Romans 8:13, Acts 1:8).
5. **We believe** that God created the universe and everything in it in six days (Genesis 1:31 – 2:2, Exodus 20:11, Exodus 31:17), and that He created man in His own image (Genesis 1:27, Genesis 5:1, James 3:9), but because of the sin of Adam, all men are born with a sinful nature (Romans 5:12), all have sinned and none are righteous in the sight of God (Romans 3:10&23, Ecclesiastes 7:20&29), nor are any works that man can do sufficient unto salvation (Ephesians 2:8-9, II Timothy 1:9, Titus 3:5), but is freely given to those who have faith in the shed blood of Jesus Christ, His death, burial and resurrection (John 3:16, Romans 10:8-13) and outside of Christ there is no other salvation (Acts 4:8-12, I Corinthians 2:2, I Corinthians 3:11).
6. **We believe** in the resurrection of all men, both the saved and the lost (Revelation 20:12-13, Acts 24:15). Those who are saved unto the resurrection of eternal life (John 3:16 & 36, John 10:28), and to those who believe not, eternal torment (John 3:18, Revelation 15:20).
7. **We believe** in the spiritual unity of believers as members of the one body of Christ, his church on earth (I Corinthians 12:12-13, Galatians 3:28, Ephesians 4:13), of whom Christ is the head (Ephesians 5:23, Colossians 1:18).
8. **We believe** that the purpose of Christians, the followers of Christ, on earth is to evangelize the lost (Matthew 28:18-20, Romans 10:14-15, Mark 16:15-16), to show love for all people (I Corinthians 12:31 – 13:4, I Timothy 1:5, Galatians 5:13-15) and to show love by good works, not to earn salvation, but rather as a result of it, to the glory of God (Galatians 6:9-10, Ephesians 2:10, Matthew 5:16).

## Graduation Requirements

Students must earn 220 credits to be eligible for graduation with a total 2.0 Grade Point Average (GPA).

Years	Required Courses	Total Credit
4	English	40
2	Math	20
*2	Science	20
3	Social Studies	30
Sem	Drivers Education	5
Sem	Health	5
2	Physical Education	20
4	Elective	60 / 90
1 - 2	Vocational Arts / Work Experience	20
	Total	220

Work Experience earns a maximum of ten credits per semester, each passed course earns 5 credits per semester.

Students must have a cumulative Grade Point Average (GPA) of 2.0 to be eligible for graduation.

### Grading system

Letter Grade	Percentage	Letter Grade	Numeric Grade (Grade Point Units)
A	100-94	A	4
B	93-86	B	3
C	85-77	C	2
D	76-70	D	1
F	69-0	F	0

With the exception of Teacher Aide and Work Experience, all courses earn Grade Point Units (GPU), which are calculated to a Grade Point Average. To calculate a Grade Point Average take the total Grade Point Units and divide the sum by a total number of semester grades.

For purposes of graduation, all GPA's are cumulative.

Students must complete all requirements to be eligible for graduation and to receive a diploma from the Westmorland Basic Christian School. Westmorland Basic Christian School charges a \$25 diploma fee.

\*Chemistry is not being offered through this home school program. Biology and chemistry labs would need to be taken at Imperial Valley College.

## Students

### 1. Enrollment

- a. The following items are required from all prospective students
  - i. Completed and signed application for enrollment for Westmorland Basic Christian School.
  - ii. Emergency contact information
  - iii. Medical information
    1. If the student has any particular medical issues that the teacher and administration should know about, or is taking any medication, it should be reported on this form.
  - iv. Completed California School Immunization Record
  - v. Authorization for emergency medical treatment
  - vi. Receipt and acknowledgement of, and agreement to adhere to, school regulations
  - vii. Signed authorization forms for requests for records
  - viii. Copy of student's birth certificate
- b. Enrollment fee
  - i. Westmorland Basic Christian School charges a \$50 enrollment fee. Please make check or money order payable to Linda Hamby.
- c. Books
  - i. Parents are responsible for paying for books upon receipt of an itemized bill.
  - ii. Shipping charged by A Beka Books of 12% of the purchase price, and California sales tax of 7.75% will be added to the retail price of the books.
  - iii. Book bills may be paid by check, cashiers check or money order. Bills may also be paid by credit card or PayPal on our secure web site at [www.tcsiv.com](http://www.tcsiv.com). Credit card information may also be taken in person or over the telephone using the enclosed form.
  - iv. Used books may be available in limited quantities, and will be sold on a first-come, first-served basis.
  - v. If a book is lost, it must be replaced at the student's expense, loaner books are not generally available.

d. Interview

- i. The prospective student(s) and parent(s) will be interviewed by the administrator. This interview may take place at the school or at the student's home.
- ii. The student and at least one parent must be in attendance for this meeting, although it is preferred that both parents be there.

e. Non-Discrimination Policy

- i. We will not discriminate against any student applicant because of his/her color, race, ethnic or geographic origin, gender, or religious belief.
  1. Parents and students should be aware this will be a Christ-centered institution of education with the Christian Bible as its central authority. The Christian education curriculum, principles and ethics will be Christ-centered and Biblically-based.

2. Tuition

- a. An annual tuition of \$3500 will be charged for each student and may be paid in the following manner:
  - i. Advance payment of \$3500.
  - ii. Minimum payment of \$350 per month, each month from September through June of the following year, inclusive, due on the 5<sup>th</sup> of each month.
    1. Tuition is not \$350 per month, the payment in June is necessary to complete the \$3500 per year tuition.
    2. Any payment over \$350 will be credited towards the next month's payment.
  - iii. Down payment of an amount specified by the parent, with the balance evenly distributed through the school year as outlined in subsection ii of this section.
- b. Late tuition.
  - i. A fee of \$5 per day commencing on the 10<sup>th</sup> of the month will be charged up to and including the day of payment.
  - ii. If tuition is not paid by the 15<sup>th</sup> of the month the student will be suspended until payment is made.

c. Financial assistance

- i. We do not sponsor any formal financial assistance, grant or scholarship, except where prior commitments have been made.
  1. Any scholarship offered may be rescinded on the basis of administrative cost or poor student performance.
- ii. We do not currently accept state, federal or other public funding.
  1. School vouchers, when and if they become available, will be evaluated at that time.
- iii. We do not discriminate on the basis of race, color, ethnic or geographic origin, gender or disability in determining eligibility for special financial assistance.

d. Tuition may be paid by:

- i. Check, cashiers check or money order.
  1. Checks and money orders should be made payable to:  
Trudy Kuhn Preuss
  2. Checks returned as unpayable for any reason will be charged a \$25 returned check fee.
  3. We will accept cash payments and will render a receipt, but this method is discouraged.
- ii. Credit Card or PayPal account:
  1. On our secure web site at [www.tcsiv.com](http://www.tcsiv.com)

e. Delinquent accounts

- i. If any check written fails to clear the bank for lack of sufficient funds, we will request payment in full for the amount of the check plus a \$25 returned check fee.
- ii. If a parent foresees a financial difficulty that will make paying tuition in a timely manner difficult, they are strongly encouraged to discuss their situation with the administrator so that alternate arrangements can be made.
- iii. If a student's tuition becomes delinquent by 60 or more days, the student may be suspended until the balance is paid in full or alternate arrangements are made with the school administrator.

- iv. If a balance for tuition, books or other amount is outstanding at the end of the school year or upon separation of the student from the program, the student's records may be withheld until the balance is paid in full.

### 3. Dress Code

#### a. Uniforms

- i. We do not require uniforms.

#### b. The following rules of modest attire must be observed by students.

##### i. Hats

1. May not have any offensive or suggestive words or graphics.
2. May not have any words or graphics counter to Christian principles

##### ii. Sunglasses

1. Sunglasses should not be worn inside the school building.

##### iii. Shirts

1. Dress, polo, or T-shirt may be worn.
2. The shirt must be of the proper size for the student.
  - a. Shirts may not have a deep neck line
  - b. Shirts must be buttoned appropriate to a Christian School environment.
3. May not have any offensive or suggestive words or graphics.
4. May not have any words or graphics counter to Christian principles.
5. Must be neat and presentable.
6. May not expose any part of the belly or back whether standing or sitting.
7. Undergarments are not to show.
8. See-through or net blouses or shirts, or other revealing clothing is not appropriate.

9. Unacceptable shirts include

- a. Sleeveless
- b. Tank-tops
- c. Strapless
- d. Spaghettis Straps

iv. Pants

1. May not have any offensive or suggestive words or graphics.
2. May not have any words or graphics counter to Christian principles.
3. Must be neat and presentable.
4. Must be of appropriate size for the body.
5. Must be worn at the waist and secured with a belt if necessary. They may not be worn to sag at the hips or below.
6. Shorts, dresses and skirts.
  - a. Must extend at least to the knees.

v. Shoes

1. Must be worn at all times.
2. Must be neat and presentable
3. May not have any offensive or suggestive words or graphics.
4. May not have any words or graphics counter to Christian Principles.
5. In the interest of safety, laces must be tied.
6. Shoes that protect the feet should be worn.

c. Dress code violations

- i. If a student is in violation of the dress code, he/she will be sent home to change. The student is expected to return to school after donning appropriate attire unless otherwise directed.
- ii. Continued violations will result in

1. Parental conference (phone or personal)

2. Suspension

#### 4. Electronics

- a. Cell phones and pagers are not banned, but the following rules must be observed.

- i. Shall be turned off or silent while on campus.

- ii. Shall not be used during class except in the case of an emergency.

- iii. Students using their cell phones for non-emergency calls or text messaging during class will be penalized.

1. Repeated violations may result in the cell phone being taken by the school administrator.

- a. The cell phone will be returned to the parent as soon as arrangements can be made.

- b. iPods, MP3 players, and portable game devices may only be used during the student's free time.

- i. Students using their electronics during class will be penalized.

1. Repeated violations could result in the device being taken by the school administrator.

- a. The device will be returned to the parent as soon as arrangements can be made.

#### 5. Attendance

- a. School hours will be Monday – Thursday from 8:00 AM – 3:30 PM.

- i. If a student's schedule is other than section 5(a), the student will be given the hours he/she is expected to be in attendance.

- ii. Students on an alternate schedule are expected to arrive in time to be prepared for the start of class.

- b. State law requires that a student's school attendance be accurately tracked.

- i. Excused and unexcused absences will be tracked separately.

- c. Students are expected to arrive to school on time, presentable, and prepared for the day's classes.

- d. If a student is late for school a note signed by a parent or a phone call to the administrator is required.
  - i. A note or phone call will not necessarily excuse a tardy.
  - ii. If a parent attempts to call and does not receive an answer, the parent should leave a voice mail message.
- e. Unexcused tardiness will be handled in the following manner.
  - i. Students in the 9<sup>th</sup> and 10<sup>th</sup> grades will be issued Spelling Words 5 times for each minute late for school.
  - ii. Students in the 11<sup>th</sup> and 12<sup>th</sup> grades will be issued Spelling Words 10 times for each minute late for school.
  - iii. Excessive tardiness could result in
    - 1. Increasing written punishment
    - 2. Parental conference
    - 3. Suspension
- f. If an absence is anticipated, the parent is encouraged to call the teacher.
- g. In the event that a parent is unable to call, or the absence is unanticipated, a signed note should be sent to the school when the student returns or a parent should call the administrator.
  - i. A note or phone call from the parent will not necessarily excuse the absence.
- h. The teacher may contact the parent if a student is absent and his absence is not anticipated.
- i. Truancy will be subject to the disciplinary process, including suspension or expulsion.
- j. With the exception of Section 13 (a) (ii), Students may not leave school grounds prior to the end of the school day without parental permission and teacher notification.
- k. If a student will be absent for an extended period due to illness or other valid reason, arrangements with the teacher should be made for work to be completed so that credit for the semester or school year can be given.
- l. Whether an absence or tardiness is excused or unexcused will be the judgment of the administrator, whether or not a signed parental note is submitted.

## 6. Harassment

- a. Students are expected to treat one another, school staff and all others with respect and Christian love. (Philippians 2:3, Romans 10:9-10)
- b. We have a “Zero Tolerance” policy regarding harassment of any employee, student, parent or any other person.
- c. Sexual harassment, whether verbal, non-verbal, written or physical will be a violation of the policy of this school, and will be subject to the disciplinary process, including suspension or expulsion.
- d. Harassment of another student, employee, parent or any other person because of race, color, ethnic or geographic origin, disability, gender, religion, economic or social status or any other basis is a violation of the policy of this school and will be subject to the disciplinary process.
- e. Any student who witnesses, or is the victim of, harassment, whether from another student, an employee, a parent, or any other person, is obligated to report the incident to the school administrator at the earliest available opportunity.

## 7. Injuries and illness

- a. Any student who is subject to an injury or illness while at school shall notify his/her teacher immediately.
- b. If the injury is of a nature that the administrator feels it is necessary to provide immediate or emergency treatment, the student may be taken to the hospital or an ambulance summoned.
- c. A parent, or if the parent is unable to be reached another person, will be contacted and advised of the injuries and recommended course of treatment.

## 8. Conduct

- a. In keeping with our mission statement and statement of faith, we will endeavor to provide a clean, safe Christian environment for our students.
- b. Students are not to touch one another in an aggressive manner.
- c. Students are not to touch one another in an overly familiar or sexual nature.
- d. Fighting is not permitted. Students who fight will be subject to the disciplinary process, including suspension or expulsion.
- e. Any disagreements in danger of escalating to the level of physical violence must be brought to the attention of a teacher or administrator before such a point is reached.

- f. Students are expected to treat each other, teachers, employees, parents and all others with respect as children of God and fellow heirs of the kingdom (Romans 12:16-19)

## 9. Release of records

- a. Student records are confidential and will not be released without the appropriate authority.
- b. Parents who want to view their children's records are welcome to do so by making an appointment with the school administrator.
- c. If any money is owed to the school, cum file records will be retained until the balance is paid in full, or a letter of demand for receipt will be added to the student's file showing financial negligence toward this institution. If this form is necessary, it will stop your student from engaging in public school activities and the issuing of report cards from that institution.

## 10. Transportation

- a. We do not provide or sponsor any school transportation.

## 11. Field Trips

- a. We occasionally allow off campus field trips.
  - i. A permission slip, signed by the parent, will be required for the student to participate in the field trip.
  - ii. Although participation in class field trips is encouraged for the education and/or spiritual benefit and growth of the students, it is not required.
  - iii. All field trips will have adequate adult supervision.
  - iv. Students are expected to behave in an appropriate manner during all stages of the field trip.
    - 1. Students may not separate themselves from the group.
  - v. Students should bring sufficient funds to purchase lunch or other items they may want while on the field trip.
  - vi. Parental participation is also encouraged. If a parent is interested in helping shuttle and chaperone students, the parent should contact the school administrator.

## 12. Weapons

- a. No guns, knives, mace, Oleo Capsicum (O/C or Pepper Spray) or any other weapon will be permitted on campus.

- b. The possession of any weapon on campus may result in extended suspension or immediate expulsion.
- c. Any student found in possession of a banned device will be detained until a parent can arrive to take custody of the student.
- d. The possession, display or use of any weapon in violation of the law may result in criminal prosecution.

### 13. Closed Campus

- a. The campus is closed for 9<sup>th</sup> & 10<sup>th</sup> grade students.
  - i. 9<sup>th</sup> & 10<sup>th</sup> grade students may only leave the campus in the accompaniment of the parent or guardian.
    - 1. Any student in violation of this section will be subject to the disciplinary process.
    - 2. Repeated violations may result in parental conference or suspension.
  - ii. 11<sup>th</sup> & 12<sup>th</sup> grade students may leave the campus during the lunch period. Students are required to return in time for the next class to start.

### 14. Meals

- a. We do not sponsor a school lunch programs. Students may:
  - i. Bring their lunch to school.
  - ii. Have another person bring them food.
  - iii. Leave campus for lunch, accompanied by a parent or legal guardian, in accordance with Section 9.
  - iv. Pizza will be ordered from Domino's on Wednesday for lunch and may be purchased for \$1 per slice.

### 15. Telephones

- a. School telephones are for business use only.
- b. School telephones may be used by the student in the event of emergency or for special needs as authorized by the teacher or school administrator.

### 16. Discipline

- a. We believe that the proper discipline is foundational to the education of a child in the nurture and admonition of the Lord. Any such discipline should

be done in love and with care, and where possible, with Biblical authority (II Timothy 3:16-17).

- b. As a matter of policy, this school prohibits the use of corporal punishment.
- c. Violations of school policies may result in punitive discipline including verbal counseling, required written report, written reprimand, suspension or expulsion.
- d. We endorse the use of progressive discipline in love to bring about a student's repentance and foster a closer relationship with God in the Spirit, however this does not preclude the utilization of any level of the disciplinary ladder upon the first violation of some statues of this document.
- e. If a student disagrees with any discipline leveled by a teacher, he/she may appeal to the school administrator, whose decision will be final.
- f. It is hoped that students will aspire to be Christian leaders whose guide is the Bible and who will encourage one another to behave in a Christ-like manner. That said, vigilante discipline is not appropriate, and students must not seek to enforce their own brand of justice.

## 17. Drugs and Alcohol

- a. We have a zero tolerance policy concerning drugs and alcohol.
- b. Any student found to be using drugs and/or alcohol will be subject to the disciplinary process.
  - i. Students suspected of being under the influence of any drug, alcohol or inhalant will be detained until a parent can arrive to take custody of the student.
- c. Any student found to be in possession of drugs or alcohol will be subject to the disciplinary process up to expulsion.
  - i. Students in possession of alcohol or drugs will be detained until a parent can arrive to take custody of the student.
  - ii. The student may be subject to criminal prosecution.
- d. Any student providing or selling drugs to another student on campus will be subject to the disciplinary process up to expulsion.
  - i. Students found selling alcohol or drugs will be detained until a parent can arrive to take custody of the student.
  - ii. The student may be subject to criminal prosecution.
- e. Any prescription medication that the student is taking must be brought to the attention of the teacher and the school administrator.

## 18. Drug Testing

- a. Drug testing of any student may be conducted at any time if the administrator believes that a student is under the influence of any drug while on campus or at any school function.
  - i. The parents or legal guardian will be responsible for the cost of drug testing.
- b. If any student is taking a prescribed medication that may cause the student to be or appear under the influence of any drug, or which may cause a drug test to return a positive result for any drug, the parent shall notify the school administrator.
- c. Any student who tests positive for any illegal drug or controlled substance, prescription drug which has not been prescribed to the student for a valid medical condition, or non-prescription drug that is not being taken for a valid medical condition, is subject to the disciplinary process at any level for any offense.
- d. It is a violation of school policy for any student to be in possession of, under the influence of, or to have any detectable level in his/her system of any illegal drug.
- e. For the purposes of this policy, alcohol is considered a prohibited drug.

## 19. Church Attendance

- a. Attendance at any particular church is not mandatory, but regular, faithful attendance at an evangelical protestant church is strongly encouraged for the spiritual growth of the students and parents.
- b. Attendance at churches such as Jehovah's Witness, Church of Jesus Christ of Latter Day Saints (Mormon), Muslim or other cultic religions is not forbidden but is strongly discouraged because of their renunciation of deity of Christ and his sacrificial atoning death on the cross, and his bodily resurrection. (Galatians 1:6-9, II Timothy 4:3-4)
- c. Students are strongly encouraged to pray for each other, the school and the instructors regularly for guidance, wisdom and the blessings of God in seeking his will. (I John 5:14-15, James 1:5, John 14:13-14)

## 20. Calendar

- a. A calendar of the school year will be given to each student and will contain the following items.
  - i. First day of school
  - ii. School holidays

- iii. Other scheduled non-school days
  - iv. End of quarter
  - v. Report card distribution
  - vi. Last day of school
  - vii. Any other items of significance
- b. If a calendar is changed, updates will be distributed to students.

## 21. Curriculum

- a. We use books from A Beka Books, a division of Pensacola Christian College and the Pensacola Theological Seminary.
- b. In accordance with state law, we offer instruction in the several branches of study required to be taught in the public schools of the state by persons capable of teaching (48222 of the California Education Code).
- c. Due to budgetary or staffing constraints, some higher level courses are not offered at Westmorland Basic Christian School, but may be available through Imperial Valley College. Please discuss your individual needs with the school administrator.

## 22. Grievances

- a. Between students.
  - i. Because of the number of people interacting on campus, the differences in types of personalities and the various ways individuals process and handle circumstances, it is inevitable that disagreements will arise.
  - ii. Students are encouraged to settle disputes between themselves in a civil, Christ-like manner. (Ephesians 4:26-27. Galatians 6:1)
  - iii. At no time should any student resort to physical contact with another student, teacher, parent or anyone else.
  - iv. Disagreements and disputes which cannot be settled between the students involved should be brought to a teacher for resolution.
  - v. If a satisfactory resolution is not reached with the teacher, the matter should be brought to the attention of the school administrator.
  - vi. If a student is found to be in error, he/she is expected to confess to that error honestly and without dissimulation. (Deuteronomy 25:15, Romans 12:17, Proverbs 21:6)

- b. Between students and teachers.
  - i. Students must maintain respect for school staff at all times, recognizing their God-given position and authority. It is not acceptable at any time for a student to raise his or her voice at a teacher, display verbal or non-verbal signs of disrespect or resort to name calling.
  - ii. Students should remember that teachers are human beings, and as such, are capable of error. When students approach a teacher about a problem or mistake, he/she should do so kindly, remembering his/her own susceptibility to temptation and error.
  - iii. If a student or teacher is found to be in error, he/she is expected to confess to that error honestly and without dissimulation.
  - iv. If an apology or correction is forthcoming from a teacher, the student is expected to accept such in the spirit of humility, without gloating.
  - v. If a resolution with the teacher is not reached, the matter should be brought to the school administrator for arbitration. This may lead to disciplinary action by the administrator against a student or teacher.

### 23. Extracurricular programs

- a. We do not currently offer extracurricular programs.
- b. If a student is interested in any extracurricular activities that may be counted as an elective for graduation credit, he/she is encouraged to petition the teacher or the school administrator.
  - i. The feasibility of any requested program will be seriously studied, and if possible, implemented at the earliest available opportunity.

### 24. School Supply List

- a. Students are expected to provide the following supplies for their own use throughout the school year. Due to the prohibitive cost, the school will not supply them.
  - i. Backpack (Many supplies may need to be taken home at the end of each week)
  - ii. #2 Pencils
  - iii. Erasers
  - iv. Spiral Notebook or Loose Leaf Notebook
  - v. Pens (Blue or Black)

- vi. Protractor
- vii. Compass
- viii. Dictionary
- ix. Bible

1. The New King James is the preferred translation.
2. The Following Bibles Are Permitted.
  - a. King James
  - b. New King James
  - c. New International Version
  - d. Revised Standard Version
  - e. New American Standard
3. The Following Bibles Are Not Permitted because they either conflict with the word of God, provide a false gospel, or abbreviate the gospel to such an extent that important context is lost.
  - a. New World Translation
  - b. Joseph Smith Translation
  - c. Douay-Rheims
  - d. Contemporary English Version
4. The preceding lists are not comprehensive, but a list of the most popular Bible translations. Other Bibles should be shown to the administrator for evaluation of suitability.