

2020 -2021 School Handbook



Rigorous Academics in an Atmosphere of Faith

*Due to COVID-19, many changes are made to the regular rules of the school.
Check with your teacher or Administration, if you have questions.*

SCHOOL HANDBOOK

SCHOOL HANDBOOK

* Items with an * have changes for the 20-21 school year

Table of Contents

<u>A. Introduction to BCA</u>	<u>PAGE</u>
1. Introduction to School	5
2. Non-Discriminatory Policy	5
3. Philosophy of Education	5
4. Statement of Faith & School Verse	5-6
5. School Board Role & Representation	6
6. Staff Qualification	6-7
<u>B. General Information</u>	
1. Enrollment Age	7
2. School Hours	7
A. School Day Start	
3. Drop Off Procedures	7
A. Bus Drop Off Procedures	
B. Students Escorted into the Building	
4. Pick-up Policy	7-8
5. Busing	8
6. Attendance Policy	9-10
A. Excused Absences	
B. Unexcused Absences	
C. Partial Day Absences	
D. Family Vacations	
E. "Take Your Child to Work Day"	
F. Tardies	
7. Probation Period for New Students	10
8. Special Custody Arrangements	10
9. School Closing Policy	10-11
10. Communications	11
11. Parent-Teacher Conferences	11
12. Dress Code Policy*	12-13
13. Problem Resolution	14
14. Financial Policy	14-15
15. Lunch Information & Lunchroom Procedures	15
16. Lunch Accounts	15
17. Before and After School Care – Friendship Company	16
18. Parent Committees and Volunteers	16
19. Birthday/Party Invitation Policy	16
20. Distribution of Materials/Solicitation on School/Church Property	17
21. Lost and Found	17

SCHOOL HANDBOOK

Table of Contents (cont'd)

Page

B. Academic Information

1. Homework Policy	17-18
A. Rationale for Homework	
B. Frequency and Amount of Homework	
C. Guidelines for Completing Homework	
D. Recording Completed Assignments	
E. Support of Parents	
F. 5th-8th Study Table	
2. Standardized Testing	19
3. Third Grade Reading Guarantee	19
4. Classroom Visitation & Parental Support	19
5. Progress Reports	20
6. Class Field trips	20
7. Retention Policy	20-21
8. Special Services	21
9. Special Area Classes	21
10. Transfer/Withdrawal of Students	21

C. Discipline Policies

1. School Violence and Student Safety	21
2. School Rules	22
3. Lunchroom Rules	22
4. Playground Rules	22
5. Bus Behavior	23
6. Infractions	23-26

D. SCHOOL HEALTH, PROTECTION & STUDENT SAFETY POLICIES

1. Fire, Lockdown and Tornado Drills	26
2. Responsible Internet and Computer Use Policy	27-28
3. School Medication and Sick Policy	28
4. Registration/Medical Information	28-29
5. Absence Notification Policy	29
6. Immunizations	29
7. 12. Kindergarten Addendum	30
8. 13. Elementary/Middle School Addendum	30-31

SCHOOL HANDBOOK

Introduction to Brice Christian Academy

Since 1995, Brice Christian Academy (BCA) has been committed to *Igniting the Flame of Excellence in a Christian Environment*. Serving families in the Southeast Columbus area, BCA was founded as an outreach ministry of Brice United Methodist Church. Now going into our 26th year, we are excited about the opportunity to serve your family.

BCA is a K - 8 chartered non-public school with a teaching and administrative staff who are licensed by the state of Ohio. We follow the state guidelines for chartered schools (See www.ode.state.oh.us) and we are active members of the Central Ohio Christian School Consortium. It is our seventeenth year in the new educational wing, with the first floor housing grades K – 3, and the second floor housing grades 4 – 8. We thank God for providing a wonderful facility that enhances the quality of your child's education.

We are pleased that your family has chosen to educate your child(ren) with us this year. Our prayer is that we serve your family with excellence, and to the glory of God.

PURPOSE AND MISSION STATEMENT

Purpose

To train young champions to become strong disciples of Jesus Christ

Mission Statement

Rigorous Academics in an Atmosphere of Faith

NON-DISCRIMINATORY POLICY

The BCA School Board has adopted the following non-discriminatory policy:

Brice Christian Academy admits students of any race, color, or ethnic origin to all rights, privileges, programs and activities. In addition, the school will not discriminate administration of its educational policies, tuition assistance, and educational programs. Brice Christian Academy will not discriminate on the basis of color or ethnic origin in the hiring of its certified or non-certified personnel.

PHILOSOPHY OF EDUCATION

In the Christ-centered learning environment at Brice Christian Academy, each child is recognized as a unique creation of God. Because the basis for teaching and learning at BCA is founded upon that principle, the school culture and practice reflects the school purpose, *Training young champions for Christ*. Intentional efforts are made to recognize individual needs and implement approaches designed to meet the holistic needs of each student. The cognitive, social, physical, emotional and spiritual aspects of a BCA student are supported and nurtured through innovative and research-based teaching methods and curriculum. The heart of BCA's mission is to create a solid, rigorous academic focus in an atmosphere of faith.

STATEMENT OF FAITH

Jesus Christ is the focal point of everything we believe at Brice Christian Academy. Even though we have students and staff from many denominational backgrounds, with over 50 different churches represented, we all serve the same Lord and Savior.

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

Believing in these words of Christ, our desire at Brice Christian Academy is to allow the children to know God as stated in a Modern Affirmation of Faith and the scriptures that follow:

SCHOOL HANDBOOK

6

- ◆ We believe in God the Father, infinite in wisdom, power, and love, whose mercy is over all His works, and whose will is ever directed to His children's good.
- ◆ We believe in Jesus Christ, Son of God and Son of man, the gift of the Father's unfailing grace, the ground of our hope, and the promise of our deliverance from sin and death.
- ◆ We believe in the Holy Spirit as the divine presence in our lives, whereby we are kept in perpetual remembrance of the truth of Christ, and find strength and help in time of need.
- ◆ We believe that this faith should manifest itself in the service of love as set forth in the example of our blessed Lord, to the end, that the kingdom of God may come upon the earth. Amen.

The Bible – "All scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work." 2 Timothy 3:16-17

Salvation – Jesus answered, "I am the way and the truth and the life. No one comes to the Father except through me." John 14:6

End Times – "Behold, I am coming soon! My reward is with me and I will give to everyone according to what he has done." Rev. 22:12.

SCHOOL VERSE

"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work." II Timothy 3:16,17

SCHOOL BOARD ROLE & REPRESENTATION

The role of the School Board at Brice Christian Academy is to:

- Help set and revise school policies
- Help cast the vision for growth and expansion
- Offer solid Christian guidance and wisdom for the administration and teachers in decision making

It is not the board's role to manage the day-to-day operations of the school. This is the responsibility of the administrative team.

The School Board meets the third Tuesday of every month or as necessary and its members are: Senior Pastor of BUMC, Brice Church Finance Rep, Brice Church Pastor/Parish Relations Rep, BCA School Administrator, two teacher representatives, two parent representatives, four BUMC church member representatives and the Children's Pastor of BUMC.

The BCA board meetings are open to the public to observe. Individuals who wish to bring items before the board must bring these requests in writing to the school office no later than one week before the next scheduled meeting. The school office personnel will then forward these requests to the board chair for review, and if deemed appropriate, placement on the meeting agenda.

At the board meetings, each person who has an approved agenda item will have 10 minutes to address the board. The board will then have three options:

1. To address the issue at that meeting
2. To refer the issue to committee for further study
3. To take no action

The BCA school board reserves the right to enter into executive session at any time to discuss or vote upon relevant issues.

Staff Qualifications

We boldly ask our staff to make sure they are called by God for ministry at Brice Christian Academy. This is of the utmost importance. We believe in continuous improvement and lifelong learning. For this reason we strive to attend professional conferences, review our test scores annually, attend staff planning and development sessions, and continuously work on improving our curriculum. We meet in teams to have professional dialogue about the latest research in education while sharing how we might apply this research in a practical way in our classrooms. Our

SCHOOL HANDBOOK

7

teachers write yearly professional development plans that align with the school goals. Most importantly, we strive to create an atmosphere of learning that is engaging!

All classroom teachers have Bachelor Degrees (some have Master's Degrees) and are licensed through the Ohio Department of Education. All staff members have undergone background checks and have received training to work with the students at BCA.

***Enrollment Age** - It is the policy of Brice Christian Academy to accept students for enrollment in Kindergarten through eighth grade. Students applying for Kindergarten enrollment must be 5 years of age by August 1st and pass a Kindergarten readiness assessment. Students turning 5 years of age after August 1st and up to October 31st may be assessed, but must be deemed ready for Kindergarten by the BCA accessor. Most will need to wait until the next academic year for enrollment in Kindergarten at Brice Christian Academy.

SCHOOL HOURS

Kindergarten – 8th Grades

8:30am - 3:30pm

SCHOOL DAY START - Our doors open at 8:15am for all grades. Students need to be in their seats, ready to learn by 8:30 am. Students may arrive by bus, be dropped off in front of the school, or be escorted to their room by their parent or guardian. **(CHANGE FOR 2020-2021, due to COVID.)**

***DROP-OFF PROCEDURE K - 8th Grade (NEW PROCEDURE AUGUST 2020)**

Parents who use the drop off areas may enter at Refugee Road and pull up to the front entrance, or park in either of the parking lots and **WALK** your students into the building. Students may only be dropped off at the front entrance. Students will exit your vehicle and walk to class. All Parents then need to **EXIT on to BRICE RD. DO NOT EXIT VIA REFUGEE ROAD!** (Change will be shared at Back to School.)

Bus Procedures

Please note that buses will enter school grounds via Refugee Road, unload at the rear of the building and exit via Brice Road. Under no circumstances should students be dropped off or picked up at the rear of the building.

Students Escorted into Building (Change for 2020-2021 will be shared at Back to School)

Parents who want to walk their child to class should enter from Refugee Road, park in the front parking lot in front of the church and walk their child in. Parents walking their students to class should say their goodbyes at the classroom door. Parents of Kindergarten and 1st grade students may assist their students in hanging up jackets, unpacking backpacks, etc. for the first grading period only. After the first grading period, students need to separate from parents at the classroom door and put their own things away independently. When exiting the parking lot these parents should also exit via Brice Road. Parents dropping off a K -3 student after 8:30, **MUST** report to the Academy office to sign-in and get a tardy slip. Classroom doors will be closed at 8:30 and students will be marked "tardy" after that time. Students in grades 4-8 may sign themselves in and pick up a tardy slip. After 8:30 all students need to come to the office to sign in and obtain a tardy slip. **Parents who bring their students in to school must clear the academic hallways and office area by 8:30 am.**

PICK-UP POLICY (Change will be shared at Back to School)

All parents must park in front of the Church and wait until 3:15 to enter the building for after school pick up. Parents may pick their child(ren) up in the gymnasium at 3:30. After 3:45 students who have not been picked up will be sent to Friendship Company and charged the regular FC fee. All bus riders will be placed on their regular scheduled bus unless **written notice** of change is sent to school or the school office is contacted BEFORE 2:00. Please let homeroom teachers know, in writing, when there will be a change to your child's schedule of departure.

It is imperative that messages regarding a change in student pick up or transportation home NOT be left on a teacher's voicemail or e-mail. Teachers often do not have the opportunity to check these until after students have dismissed. If there is to be a change in a student's dismissal procedure, make certain that a written note is sent, or voice contact is made with a member of the administrative staff before 2pm.

SCHOOL HANDBOOK

***Unless an emergency arises or a pre-arranged medical appointment is made, students will not be allowed early dismissal after 2:30PM.**

If a different person is picking up your child who is not recognizable to your child's classroom teacher, please send a note to your child's teacher or contact the school office **BEFORE** 1:00 and make sure the person picking up your child has identification with them.

For the safety of our bus riders, we ask that there be no parents or non-bus riders in the education wing until all busses are away. This is to minimize traffic and confusion in loading our bus students. In addition, in the interest of safety, we ask that families opting to take their children to the playground after school also wait until busses are away. Out of courtesy for our staff, parents are asked to clear the building by 3:45 pm when picking up students. Our staff works very hard, and we would like to offer them the courtesy of winding down their work day as promptly as possible so they may enjoy their own family time.

Please Note: Pick up and drop off are a valuable privilege of attending BCA; however, they are designed for the loving exchange of students, not an opportunity for an impromptu parent-teacher conference. Conversations about grades, classroom situations, etc. should be scheduled as a parent-teacher conference either in person at another time, or via a phone or e-mail conversation. Teachers that get drawn into sidebar conversations with parents are unable to give arriving and departing students their full attention, which can jeopardize classroom management and student safety.

BUSING

In the state of Ohio, students who live within 30 miles or 30 minutes of the chartered school they attend have the right to either: 1) transportation by bus through their residential public school district or 2) reimbursement from their school district. The school district makes the choice. Transportation or reimbursement procedures are as follows:

Columbus	Must Apply Online at https://www.ccsch.us/site/Default.aspx?PageID=4818
Groveport	Obtain transportation form in the school office
Reynoldsburg	Contact Directly at (614) 501-1041
Pickerington	Contact Directly at (614) 837-8525
Bloom Carroll	Contact Directly at (614) 837-6560
Canal Winchester	Contact Directly at (614) 833-2164
Gahanna	Contact Directly at (614) 751-7581
Southwest Licking	Contact Directly at (740) 927-5901
Teays Valley	Contact Directly at (740) 492-9581
Whitehall	Contact Directly at (614) 417-2613
All other districts	Contact your local district office

In order for a student to be able to ride the bus to a babysitter, he/she must reside in the same school district as the babysitter. Students who are not routed to ride a particular bus may not ride, even with a note.

***ATTENDANCE POLICY**

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. For an absence to be excused, it must meet the below criteria and be accompanied by a written note from the parent or medical professional. The Ohio Revised Code classifies absence from school as excused or unexcused. The following explains the difference between excused and unexcused absences:

Traditional and Virtual Students will be monitored for daily attendance.

SCHOOL HANDBOOK

Excused Absence –

- **Illness or injury of the child.** The parent/guardian must provide documentation to the chartered nonpublic school. Any absence for illness or injury of the child which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- **Illness in the family necessitating the presence of the child.** The parent/guardian must provide documentation to the chartered nonpublic school stating the nature of the illness and the circumstances which require the presence of the child. Any such absence which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- **Quarantine of the home.** The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.
- **Death of a relative.** The absence arising from this condition is limited to a period of three days and must be documented in writing by the parent/guardian of the student. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.
- **Medical or dental appointment.** The parent/guardian must provide documentation to the chartered nonpublic school. BCA requires a written statement from the physician or dentist upon return, and the absence is excused for the amount of time needed for the appointment plus travel only.
- **Observance of religious holidays.** A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation to the chartered nonpublic school detailing dates of all absences for religious holidays.
- **College visitation.** The parent/guardian must provide documentation from the college, university, or technical college verifying the date and time of the visitation.
- **Emergency or other set of circumstances.** The parent or guardian must provide documentation to the chartered nonpublic school detailing the emergency circumstances. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.
- In addition, as passed by the Ohio General Assembly (Ohio Revised Code 3321.041), the following is also an excused absence:

Out-of-state enrichment activities or extracurricular activities. A student who is absent from school for the sole purpose of traveling out of state to participate in an enrichment activity approved by the district or school governing body or in an extracurricular activity can have up to four days per school year excused. The parent/guardian must provide documentation to the chartered nonpublic school detailing the dates and reasons for these absences.

Unexcused Absence – absence for any reason not listed as excused.

When a student reaches seven (7) excused or unexcused absences a reminder letter will be sent home to the parent reviewing the absence policy. Once a student has reached twelve (12) excused or unexcused absences, they will be required to provide a physician's note for medical verification for the absence to be excused. Medical verification means that a physician has treated an illness or injury and has verified to the school that because of the illness or injury, the student was unable to attend school. This written verification must be submitted to the school upon the student's return to school, within two (2) days following the absence.

Tardies

Students are tardy at 8:31. Students must be in their classroom ready to begin their day at 8:30am. Students who arrive after 8:30 or are not in their classroom ready to begin their day, must sign in at the school office. Students in grades K – 3 must be signed in by a parent. Students in grades 4 -8 may sign themselves in. In addition, students who are habitually signed out to leave early for the school day may begin to accrue tardies. Please do not schedule lessons or other regular commitments at a time where your child must leave school early.

Please note that three (3) tardies are equal to one (1) unexcused absence. Please be aware that ed-choice only allows 20 unexcused absences per year.

Partial Day Attendance – Students arriving after 10:00am or leaving prior to 1:00pm are considered absent one-half day.

SCHOOL HANDBOOK

After 20 days absent (or the equivalent) the school has the option of two procedures:

- 1) Retention to that grade
- 2) Saturday School – child will attend WITH the parent from 8:45 – 11:30 and there will be a \$75.00 charge per child for a number of Saturdays as determined by the administration. A parent must be present during the entire time of Saturday school.

Truancy – The Ohio Revised Code requires reporting of truant students to law enforcement. Once a student has accumulated seven (7) consecutive unexcused absences, ten (10) unexcused absences in a month, or fifteen (15) or more unexcused absences in one year, charges may be filed with the legal system for chronic truancy.

“Take Your Child to Work Day” – Brice Christian Academy does not endorse or promote parents removing their children from school for this day. This will be considered an unexcused absence. If you want to give your child the experience of accompanying you to work, please do it during the summer months.

Students on the Ohio EDChoice Scholarship – It is important to note that students on the Ohio EDChoice Scholarship are limited to 20 unexcused absences per year. After 20 unexcused absences, the scholarship is in danger for ineligibility and may be revoked by the EdChoice program. Three unexcused tardies equal one unexcused absence, so excessive tardies that accumulate to 20 or greater unexcused absences may result in the loss of scholarship.

ATTENDANCE Reporting Procedure

If your child is absent, please call our Attendance Secretary at (614) 866-6789, by 9:00am to report his/her absence. In addition, those with access to email can email the absence and any homework requests to: **attendance@bricechristianacademy.com**. Class work requested before 11:00 can be picked up after school between 3:30 – 4:00 on regular school days. Class work needs to be picked up AFTER school so that the student's teacher has time to get the work together. NO classwork can be picked up in the middle of the school day.

Attendance/Extracurricular Activities

Students who are not present in school at least ½ of the school day may not participate in extracurricular activities after school. Students who have left the school due to illness for any portion of the day may not participate in extracurricular activities for that day.

PROBATION PERIOD FOR NEW STUDENTS

It is the policy of Brice Christian Academy that all students begin with the school on a 9-week probation period. Each new student will be evaluated during their probation period for academic achievement and potential, behavior issues and social adjustment. Continued enrollment will be based on the outcome of this evaluation. At the end of this period a student will be asked to either: continue with BCA, remain on probation for another period of time or withdraw from BCA. Parents will be notified of the results of the evaluation and a conference will be scheduled as needed to discuss the outcome and any special arrangements to be made.

SPECIAL CUSTODY ARRANGEMENTS

It is the goal of Brice Christian Academy to support all families regardless of marital circumstance. In the event court-ordered custody arrangements are in place, a copy of that custody order must be submitted to BCA to place in the student's record. This should be updated with the school as the order changes. If a student has more than one custodian, BCA will make every effort to provide a yearly school calendar, and copy of the interim and quarterly progress report when a written request is submitted to the school office. In addition, the school is happy to add the second custodian to its e-mail blast list as requested. This request is good only for the school year in which it is submitted, and must be updated annually.

SCHOOL CLOSING POLICY

Please listen to radio stations (610 WTVN) or television station Channel 10 for information regarding delays or cancellations. Media is notified by 6:15am in the event of a cancellation or delay. In addition, delays and cancellations will be sent by an e-mail or text blast through Gradelink. If school is closed due to inclement weather, then all

SCHOOL HANDBOOK

after-school activities are automatically canceled. This includes early dismissal because of weather. This does not include morning delays.

The Recitation of the Pledges

It is the policy of Brice Christian Academy that all students and staff present shall rise and recite the Pledge of Allegiance to the American Flag, the Pledge to the Christian Flag, as well as the Pledge to the Holy Bible, every day that school is in session.

The Observation of Veterans' Day

It is the policy of Brice Christian Academy that each year Veterans' Day will be observed and honored via classroom curriculum and/or school assembly.

COMMUNICATIONS

At BCA we believe frequent and effective communication between teachers, staff and families, fosters our students' academic success. Parents, teachers and staff need to be able to communicate well to act as the support team for our students. The school website, www.bricechristianacademy.com is a wealth of current information for BCA families. Included in Gradelink are individual teacher web pages. These pages are updated weekly and include information such as topics of study for that week, homework assignments, spelling lists, and upcoming class events.

If a parent has a question for a teacher, they may use one of two methods of communication:

1. E-mail: each teacher will have an e-mail account with the format: fristinitiallastname@bricechristianacademy.com i.e., tjones@bricechristianacademy.com. Teachers check their e-mails as they can on breaks during the day, and after school. Please allow 24 hours for a response to an e-mail.
2. Phone: Telephones are available in all classrooms; however, teachers will only check voicemail during breaks or after school. Please allow 24 hours for a response to a voicemail.

PARENT-TEACHER CONFERENCES

School-wide parent-teacher conferences will be held two times a year. We consider any parent-teacher conference a valuable two-way exchange of information about our students. The weeks of parent-teacher conference are published at the beginning of the school year on the academic calendar. As these weeks approach, parents will be notified to schedule conferences. However, it is not necessary to wait for a scheduled conference if parents have a concern.. Concerned parents may schedule a conference at the teacher's earliest convenience by sending a written note, calling or e-mailing the teacher. It is important to remember that pick-up and drop off times are not the time for extended inquiries.

During The Parent-Teacher Conference:

- Please arrive on time and wait outside the classroom door until invited in by the teacher.
- Share important information, but be an active listener as well.
- If time does not allow for an adequate resolution to your concerns, out of consideration for the next conference and the teacher, please reschedule to continue at another time.

SCHOOL HANDBOOK

Brice Christian Academy 2020 – 2021 Dress Code

	Girls K-3			Girls 4-8			Boys K-8	
Chapel Attire Tuesday * Special Events – Field Trips	Plaid dropwaist jumper (not shorter than 2" above knee) White round collar blouse or oxford (short or long sleeve) White or Navy knee high socks or tights			Plaid box pleat skirt (not shorter than 2" above knee) White oxford or polo (short or long sleeve) White or Navy knee high socks or tights			Navy Uniform Pants White oxford or polo (short or long sleeve)	
Physical Education	T-shirt: ash grey with BCA logo Black mesh shorts with BCA logo Black sweatpants with BCA logo (down the leg) Sweatshirt ash grey with BCA logo			T-shirt: ash grey with BCA logo Black mesh shorts with BCA logo Black sweatpants with BCA logo (down the leg) Sweatshirt ash grey with BCA logo			T-shirt: ash grey with BCA logo Black mesh shorts with BCA logo Black sweatpants with BCA logo (down the leg) Sweatshirt ash grey with BCA logo	
Uniform for the rest of the week	Skirts / Dresses <small>(not shorter than 2" above knee)</small>	Shirts <small>Short or long sleeve</small>	Uniform Pants/ Shorts	Skirts / Dresses <small>(not shorter than 2" above knee)</small>	Shirts <small>Short or long sleeve</small>	Uniform Pants/ Shorts	Shirts <small>Short or long sleeve</small>	Uniform Pants/Shorts
	Plaid drop waist jumper Jumper or box pleat skirt Khaki or Navy Plaid box pleat skirt	Button Down Oxford white or yellow Polo Shirt red, white, navy, yellow Round collar blouse- white or yellow	Khaki or Navy No Cargo, Leggings, Skinny pants or Stretch Pants Shorts cannot be shorter than 2" above the knee.	Plaid drop waist jumper Jumper or box pleat skirt Khaki or Navy Plaid box pleat skirt	Button Down Oxford white or yellow Polo Shirt red, white, navy, yellow Round collar blouse- white or yellow	Khaki or Navy No Cargo, Leggings, Skinny pants or Stretch Pants Shorts cannot be shorter than 2" above the knee.	Button Down Oxford white or yellow Polo Shirt red, white, navy, yellow	Khaki or Navy Shorts cannot be shorter than 2" above the knee.

SCHOOL HANDBOOK

			Socks and Tights: Navy, Red or White	Socks: Navy, Khaki or White
Navy Sports Ram Logo Jacket These jackets can be worn any day but Tuesday.			Red Sports Team Ram Logo Jacket Red is ONLY for sports teams. These jackets can be worn any day but Tuesday.	
Sweaters and Sweatshirts All students are the same.	**All items in this box must have the BCA Embroidered Logo.			
	Navy or Red V-Neck Vest V-Neck Cardigan Crew V-Neck Pull Over		Sweatshirt Fleece- Navy Full Zip	

Requirements

- For girls, no more than two (2) earrings may be worn in each ear. Spacers or gauging is not permitted. Boys are not permitted to wear earrings. No tattoos or other body piercings are permitted. Jewelry that is distracting or unsafe (chains, spikes, etc.) are not be permitted.
- Extreme hairstyles, makeup or nail polish which are deemed to be a distraction, are not permitted.
- Undergarments should not be visible
- Hats, bandanas, etc., are not to be worn at school unless for medical reasons.
- No open-toed sandals or flip flops for students

“Dress Down Days”

On occasion, the school may have a “dress down” day. These may be themed (Ohio State Day, Crazy Sock Day, Christmas Sweater Day, etc.) or just a general dress down day. On these days, students may wear the “theme” item, with jeans, etc, as long as the following guidelines are followed:

- Tops must have shoulders and stomach covered, and be in good taste.
- Pants and jeans may not be too tight, and must be in good repair. Pants must be neat and clean with no holes or frayed ends. No distressed or ripped jeans are permitted. At no time are skinny jeans, jeggings or leggings without an appropriate length skirt permitted.

Dress Code Violations

When a student is in violation of dress code, parents may be called to bring in appropriate garments. Students will be verbally warned and/or written notification will be sent to the parent. If habitual violations of the dress code occur, disciplinary action will be taken.

Parental support of this policy is critical for success. If there are any questions regarding the appropriateness of a piece of clothing, please check with the BCA office before allowing your child to wear it to school. School Administration will make the final decision concerning appropriateness of a student’s dress and appearance.

SCHOOL HANDBOOK

PROBLEM RESOLUTION

Brice Christian Academy asks that all parents and students abide by the Matthew 18 principle.

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But, if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."

If a parent has a problem that is unresolved regarding his/her student, the parent needs to first approach the student's teacher to make resolution. If the parent and teacher are unable to resolve the problem, a meeting with the parent, the teacher, and the School Administrator will be scheduled. If this meeting also proves to be unsatisfactory, then the parent may request a meeting with the teacher, school administrator and school board representative.

FINANCIAL POLICY

Brice Christian Academy believes that for Christian education to be an option for your family each member must count the cost. If you cannot afford to meet the financial responsibility you have agreed to then this educational option is not part of God's plan for your family.

*Beginning this school year, all field trips must be paid for before participating. In addition, all fees must be paid before a student may graduate from Brice Christian Academy. Unless there are unforeseen circumstances that occur, we expect all families to "model" responsibility to their children and pay bills on time.

The school board policy regarding finances is the following. This is the official Financial Commitment Form required from each family at the time of application.

This commitment must be signed, dated and returned with registration.

I realize that by enrolling my student at Brice Christian Academy, I have made a financial commitment for the **2019-2020 school year**, with payments beginning in June 2019 and ending in May, 2020.

I realize parents have four options for tuition payments:

**One full payment of tuition by June 20, 2020. A 5% discount will be given with this option. BCA offers a seven day grace period. After June 27, 2020, please add back the 5% on-time payment discount. If full payment is not received by July 15, 2020, your child will be unenrolled from BCA. Un-enrolled students may be reinstated by reapplying, including the repayment of the application fee and as class space allows. Note: Students who register after June 20 can still take a 5% discount when "paid in full" within 10 days of acceptance (or before the students first day of class, whichever comes first).

**Two half payments of tuition, the first by June 20, 2020 and the second by December 20, 2020. BCA offers a seven day grace period. If the first payment is not received by July 1, 2019 or the 2nd payment is not received by January 6, 2020, your child will be unenrolled from BCA. Un-enrolled students may be reinstated by reapplying, including repayment of the application fee and as class space allows.

**Monthly payments are paid on Gradelink using a credit/debit card. The fee for this is 2% of the total charge. Payments are due on the 20th of every month.

**Ed Choice Scholarship—this scholarship is available to students who would be assigned to a school that is on the Ed Choice list. Applications and all required information must be returned to BCA and submitted to the Ohio Department of Education—Ed Choice Scholarship Program by July 30, 2020. Brice Christian Academy has no authority over who receives or is denied this scholarship. Those decisions are made exclusively by the Ohio Department of Education—Ed Choice Scholarship Program.

I realize that if I am registering after June 20th, the monthly amount due will be the full tuition amount, less any discounts, divided by months remaining through May 2021.

I realize that in the event I withdraw my child at any time after he/she has been accepted, the application and registration fees are nonrefundable.

I realize that in the event I withdraw my child prior to the first day of school, the equivalent of 3 months tuition payments are nonrefundable.

SCHOOL HANDBOOK

15

I realize that if I withdraw my child after school has begun, but before the end of the school year, I must complete a withdrawal form at least 30 days prior to the withdrawal date. If a 30-day notice is not given prior to the withdrawal, I will be charged the equivalent of one month's tuition. Any prepaid tuition will be refunded on a pro-rated basis, less the one month's tuition.

I realize if my child withdraws from Brice Christian Academy, **no** records will be transferred until accounts are paid in full (including Friendship Co., Field Trip fees, Lunch, etc). All outstanding balances will be turned over to a collections agency if not paid in full within 30 days of withdrawal.

I realize there is a \$25.00 charge for a returned check. If two incidents occur with a returned check, I will be required to submit money orders as my form of payment.

I realize there is a \$50.00 late charge if tuition payments are made after the due date. I realize my child will be withdrawn from Brice Christian Academy if tuition payments are more than 30 days late. I also realize that upon withdrawal from BCA if there is an outstanding balance, my account will be turned over to a collections agency.

ADDITIONAL FINANCE POLICIES:

Brice Christian Academy accepts checks or money orders in the office for all tuition payments, Friendship Company payments, field trips, and fundraisers. We will also require a check or money order for all meal account payments.

*This year BCA will not be accepting cash of any kind for fees, lunches, tuition payments, etc. Although inconvenient at times, this will eliminate cash being handled by students and the office.. Checks and money orders will still be accepted and receipted in the school office. If you are participating in a fundraiser and a purchaser pays in cash, please deposit this to your own account and write the school a check for that amount.

***Each quarter when grade cards are issued, the school may withhold report cards for those students who have outstanding balances on their Friendship Company, lunch, or tuition accounts. Report cards will be released when these accounts are brought current or payment arrangements are made with the school office.**

NSF Checks:

If a check is returned to the BCA for non-sufficient funds, the family will be contacted for repayment. The family will be responsible for the amount of the NSF check, as well as any bank fees for that check incurred by BCA. Families who have two or more checks returned for NSF in an academic year must make future payments by money order only.

PAYMENTS FOR END OF THE YEAR HELD REPORT CARDS

If a student's report card is held at the end of the year for unpaid fees, that payment must be made in the form of a money order. Upon payment in full of fees owed, the report card will be released to the family.

MEAL INFORMATION & LUNCHROOM PROCEDURES

Hot lunches are sold every day. The school lunch menu is available on the school website. Lunch menus are subject to change in case of unforeseen situations.

The teachers will take a lunch count each morning by 8:35AM to alert the lunchroom staff of how many hot lunches and how many sack lunches to prepare. The cost for lunch is \$3.00 and includes milk.

*Brice Christian Academy participates in the National School Lunch Program. Through this program BCA can offer free or reduced cost breakfasts and lunches for qualifying families. Applications for Free/Reduced lunches are sent home with initial paperwork at the beginning of the school year, and after are available in the school office.

MEAL ACCOUNTS

It is the parent's responsibility to check Gradelink and make certain that the student's meal account has enough money in it to purchase meals. Use of the online payment system through Gradelink is strongly encouraged. For bookkeeping purposes, personal checks or money orders must be used to pay for meal accounts. It is the policy of BCA that students may "charge" their meal account without payment. The lunchroom may give the student crackers, fruit and a milk until the meal account is brought to under \$20.

Before & After School Care - FRIENDSHIP COMPANY

SCHOOL HANDBOOK

Friendship Company is the before and after school program for Brice Christian Academy. All registration forms must be completed and on file before a child may attend FC. A non-refundable registration fee of \$20.00 per child is due at the time of application.

FC Registration/Charges

A \$20.00 re-registration fee will be applied to your account for a change in your reserved days of attendance or change in options. Parents must choose one OPTION A-E for Friendship Company. Once you choose, this is how the student will be billed for the school year (unless changes are made through The Friendship Company).

Tuition for the 2018-19 school year is as follows:

AM	<u>OPTION A: hourly rate</u> The Friendship Company -	\$8 from 7:00-8:15 (regular school days only)
	<u>OPTION B: weekly rate</u> The Friendship Company -	\$35/week -morning (7:00-8:15am)
PM	<u>OPTION C: hourly rate</u> The Friendship Company -	\$8/hour/3:15-6:00pm (or any portion of hour)
	<u>OPTION D: weekly rate</u> The Friendship Company	\$70/week –after school (3:30-6:00pm)
Both	<u>OPTION E: AM & PM</u>	\$90/week (7:00-8:15 & 3:30-6:00)

EMERGENCY CARE: AM or PM: \$8.00/hour (or any portion of hour). The second time a student requires emergency care at Friendship Company, in addition to the above charges, there will be the \$20.00 registration fee added to the student's account. An enrollment packet will be sent home to be filled out and returned. The student will then be a member of Friendship Company.

Discounts

There will be a 25% discount for the second child and 50% discount for the third child. The oldest child is considered the first child.

Late Pick-up Policy

A late fee of \$20.00 will be charged to your account for pickup after 6:00pm. An additional charge of \$1.00 per minute will be charged for each minute past 6:15pm (for example, arrival at 6:17pm would accrue a charge of \$22.00). Enrollment will be terminated for habitual late pick-ups.

PARENT COMMITTEES & VOLUNTEERS

Because we are primarily funded through tuition and we are a nonprofit organization, volunteers are an essential part of the workings of BCA. The yearly Facility Fee (\$200 per student, and \$25 each additional student) may be fulfilled. Balances will need to be paid by Back to School in August.

BIRTHDAYS/PARTY INVITATION POLICY **(DURING COVID NO FOOD)**

Birthdays – At Brice Christian Academy we believe that every child is a gift from God, and we celebrate with our families when our students have a birthday! If parents would like to bring a special treat to celebrate a birthday, the classroom teacher should be contacted at least 48 hours in advance. Communication with the classroom teacher allows the treat to be scheduled at a time that is convenient for the class schedule. *For the safety of those with known or unknown allergies, we ask that treats do not include any nuts or nut products. Parents are encouraged to discuss any other known class food allergies with the classroom teacher. BCA's wellness policy this year states that treats sent for birthdays need to be healthy and not contain large amounts of sugar.

SCHOOL HANDBOOK

17

Party Invitations - Unless the entire class is invited, no party invitations should be passed out during school hours or on the bus. We feel this is common courtesy and the cost of stamps is worth the price of avoiding hurt feelings.

DISTRIBUTION OF PRINTED MATERIALS/SOLICITING ON SCHOOL/CHURCH PROPERTY Any printed material to be distributed on school or church property must first be approved by the school administrator or senior pastor. There is to be no solicitation beyond school-sponsored fundraisers on school property without the consent of the administrator.

LOST AND FOUND

The lost and found is located in the hallway going into the gymnasium. The contents of the lost and found bin will be put on display during the Christmas and Spring Musicals. Items not claimed after each of these events will be donated to a local charity. We encourage parents to label ALL jackets, backpacks and lunchboxes for easy identification.

Academic Information

As a chartered, non-public school, accredited by the state of Ohio, BCA not only meets the minimum standards as outlined by the state, but also exceeds these standards in its instructional program. Individual achievement and mastery of fundamental skills have high priority. Students successfully completing their studies at BCA are well equipped to meet challenges they encounter in the future.

The curriculum guides our academic program. The term "curriculum" includes a planned course of study, textbooks, and teachers. BCA aligns its curriculum to meet the Academic Content Standards (in 13-14 transitioning to the Common Core State Standards – CCSS) set forth by the Ohio Department of Education for its public schools. The faculty and Administrative Team revises courses of study as needed for each subject to ensure that the academic program reflects current teaching practices and educational research.

BCA uses textbooks and supplemental materials from a variety of publishers. Periodically textbooks are updated after a thorough search for the best texts available that meet planned educational objectives.

Self-discipline, high moral standards, and professional excellence are expected of the staff. Our teachers are responsible to integrate all educational material with a Biblical worldview, and to assist the students in learning to think critically from a Christian viewpoint.

Homework Policy

Rationale for Homework

We believe homework is a valuable aid in helping students make the most of their experience in school. Homework can accomplish the following:

1. reinforce what has been learned in class
2. prepare students for upcoming lessons
3. teach students to work independently
4. teach students to assume responsibility for their own work
5. teach students organizational and time-management skills
6. aid in evaluating student progress

Frequency and Amount of Homework

Regular nights for homework will be established by each classroom teacher and communicated to parents. Homework will not be assigned over Christmas Break or Spring Break.

The amount of homework per night is based on the average student. Students can be expected to spend *approximately* the following amounts of time per night on homework:

SCHOOL HANDBOOK

Grades 1-2	10-20 minutes
Grades 3-4	30-40 minutes
Grades 5-8	50-60 minutes

Note: This amount of time does not include additional reading that may be required.

Teachers will be mindful that some students attend church on Wednesday nights and have busy weekends; therefore the total amount of homework assigned will be at a minimum on those days. Additional time may be required for any of these reasons:

1. preparation for unit tests
2. completion of long-term projects
3. poor use of class work time
4. need for additional work in a difficult subject area

Students will be given adequate notice for major tests, although quizzes may or may not be announced in advance.

Guidelines for Completing Homework

All assignments must be completed and turned in on time for full credit. Teachers for grades K-5 will determine their own late work policy. In grades 6-8, a new policy for late work has been established, beginning this year, 2019-2020. As always, teachers will use discretion in extreme or emergency situations.

For 6th-8th grade, work turned in on time will receive full credit. One day late assignments will receive 50% credit. After one day late, all assignments will receive 0%.

Recording Completed Assignments

The teacher will check for completion of all homework and keep a daily record of assignments completed or not completed. Homework can be up to 25% of a student's grade.

Music Grade Affected by Musical/Concert Participation

A significant portion of a student's musical grade may be based on participation in a school concert or musical. For a student to be excused from a concert or musical, one of two criteria must be met:

- a. an excused absence due to illness or injury that is verified by a note from a physician
- b. other conflict resulting in absence that has been authorized by the music teacher and principal prior to the event.

Support of Parents

Research consistently shows that **parents are a key factor in children's achievement in school**. Therefore, parents must play an important role in the homework process. We ask for the support of parents in the following ways:

1. Establish homework as a top priority for your children.
2. Provide necessary supplies and a quiet homework environment.
3. Establish a daily homework time and homework drop spot.
4. Provide positive support when homework is completed.
5. Do not allow children to escape the responsibility of doing homework.
6. Check on your children's homework, but do not do it for them.
7. Contact the teacher if your child consistently has problems with homework.
8. Take advantage of helps that the teachers and the school provide so you will know how you can best support your children's work.

SCHOOL HANDBOOK

Standardized Testing

Due to the fact that BCA desires continuous improvement, we evaluate our students not only individually and with classroom evaluation tools but also by national and state norms. Therefore, standardized tests are given annually in each grade. Whole School results are available upon request in the school office. Individual results are sent to parents. A complete listing of tests, and dates they will be given, will be distributed at the beginning of the school year.

****Third Grade Reading Guarantee**

Students entering the third grade must demonstrate a certain level of competency in reading before advancing to the fourth grade. In accordance with state law, administration shall develop a program for the annual assessment of the reading skills of each student at the end of first, second and third grade; and identify those students who are reading below their grade level. Each student's classroom teacher shall be involved in the assessment and identification of those students who are reading below grade level.

Diagnostic assessment results shall be translated to ODE's definitions of "below benchmark", "at benchmark" or "above benchmark" for each grade.

If diagnostic assessment shows that student is "below benchmark" to be reading at grade level by the end of the year, the parent will be notified of the following:

1. That the school has identified the student as having a substantial deficiency in reading.
2. A description of proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified areas of reading deficiency.
3. That the student will be retained in the third grade if she / he does not attain a score in the prescribed level on the third grade English Language arts assessment.

For any student who does not attain by the end of the third grade at least a score in the range designated by statute in the reading test prescribed under R.C. 3301.0710(A)(2)(c), BCA requires the student to participate in intensive remediation services during the summer following third grade. They will then rest in July.

Beginning with students who enter the third grade starting in the 2013 - 2014 school year, no student shall be promoted to the fourth grade who does not attain at least the equivalent level of achievement designated by R.C. 3310.0710(A)(3) on the assessment prescribed to measure skill in English language arts (ELA) expected at the end of third grade unless the student is excused from taking the assessment pursuant to R.C. 3301.0711(C).

Classroom Visitation & Parental Support

Current and prospective parents are welcome to visit BCA classrooms with teacher and administrator permission. Our primary concern however, is for the safety of our students, staff, and maintaining the integrity of the academic environment. Classroom visitation is to be limited to no more than once per grading period and intended to be less than 1 hour in length. It is important to note that the presence of any guest in the classroom alters classroom dynamics significantly including the behavior of any student whose parent may be observing. We do ask the following courtesy for safety reasons and to avoid disruption in our academic day:

- 1) Please contact the school at least 24 hours prior to your desired visit, to schedule and discover any conflicts with your chosen time.
- 2) Always check in at the school office first and receive a visitor badge BEFORE entering any classroom.
- 3) Out of respect for the teacher and other students, parents should NOT interrupt the learning environment. Visiting parents are asked to not bring other children during a visit or try to convey a message to their child or his/her teacher during class time.

In addition, BCA alumni often ask to return to visit with former teachers and students. Any alumni wishing to visit a teacher must contact the school for permission from the requested teacher and administrator. The guest may visit during times authorized by the staff member being visited.

PROGRESS REPORTS

Progress reports are issued every nine weeks, four times per academic year. Content areas mandated by the State of Ohio are issued grades appropriate for the age of the student. For enrichment courses (Language, Technology,

SCHOOL HANDBOOK

Bible), assessments are given; however, per Ohio Department of Education Guidelines, these are not included in a student's overall GPA.

Class Field Trips

We feel that field trips are wonderful extension activities to reinforce the curriculum being taught. They are also opportunities for parent and child to have a day together with rich memories. Therefore, parent participation is needed and encouraged for field trips. Parents will be notified in advance of all scheduled field trips. All precautions will be taken to ensure the safety of our students.

All monies to pay for field trips must be paid on Gradelink, or turned in with a check or money order 2 weeks prior to the event, unless the trip has been covered under the student's field trip fundraising account. All monies are required to be paid BEFORE the day of the field trip.

Students will be transported by school bus for ALL field trips. Chaperones for field trips will be required to complete a background check. The cost of the bus will be included in the student's field trip cost. Please remember that **only BCA students and staff** may ride chartered buses.

At the outset of the field trip a headcount of students will be taken by the group leader. Additional headcounts will be taken when the group(s) arrive at their destination, when the group(s) leave the site, and upon their return to the school. It is the responsibility of the staff member leading the expedition to gather cell phone numbers of all chaperones, and check in with each periodically throughout the event.

If a parent should choose to decline to send a student on a planned class field trip, a written note must be sent to the office. The sponsoring teacher will come up with an alternate plan. Otherwise, the child will receive an unexcused absence. ("My child does not want to attend" is not a valid excuse.) Siblings are not permitted to attend field trips.

When a class is on a field trip, teachers will sign out any necessary medications to take on the field trip. Medications dispensed on field trips may only be dispensed by a staff member.

RETENTION POLICY

It is the mission of Brice Christian Academy to partner with families to educate our students in rigorous academics. BCA is intentional about offering academic accommodations and supports to enable each student to reach their fullest potential. On occasion, and in spite of our best efforts, a student may be deemed by the staff as not ready to move on to the next grade. As a result, retention may be recommended to allow the student the opportunity to fill in learning gaps and build a stronger foundation for further academic growth and progression. In following the steps outlined below, by the time a recommendation for retention is made, it should come as no surprise to teachers, parents, administration, and where appropriate, the student. Below is an outline of the steps taken to support students with academic difficulties and for whom retention is ultimately recommended.

1. All students who are below benchmark on Beginning of the Year assessments are brought to the attention of the RTI (Response to Intervention) Team by the classroom teacher. A watch list is created by the RTI team of all deficient students, both those carried over from the prior year, as well as those demonstrating below level work for the current year. Where necessary, appropriate Tier II and III interventions are devised and implemented for these students.
2. At the first parent-teacher conference in October, the parents of students below grade level are notified that that student did not meet benchmark, and will be presented with appropriate supporting documentation including but not limited to: Star Reading/Math scores, OAA scores, DRA/DIBELS scores, and classroom performance. In addition, parents/guardians will be presented with any interventions that are being utilized or are being proposed by the classroom teacher and the RTI Team.
3. If, at midyear testing, students are still below benchmark, the RTI Team will advise the classroom teacher that the February parent-teacher conference should include a conversation about the possibility of retention. When retention is an option being considered, the February parent-teacher conference is mandatory, and must include: the classroom teacher(s), Dean of Students and Principal.

SCHOOL HANDBOOK

21

4. In the last two weeks of April, all final recommendations for retention should be made. If the recommendation for retention is made, a retention conference must be held two weeks prior to the last day of school. The retention conference should include: at least one, but preferably both parents/guardians; the classroom teacher(s). At this meeting the parents/guardians are given a "Recommendation for Retention" report, that must include: multiple data points that demonstrate the need for retention, a plan for accommodations/support if retained, and signatures of the classroom teacher, Guidance Counselor, and Principal. In addition, the form must include a place for the parent/guardian to, in writing, accept or not accept the recommendation for retention.
5. If parents/guardians do not accept the recommendation for retention, the administration reserves the right to inform the family that BCA can no longer support the student and that alternate arrangements should be made to further the student's education elsewhere.

Special Services

We have the following services on site at BCA throughout the week:

- Guidance Counselor
- Reading Specialist
- Math Tutor
- Educational Aide
- Title I Tutor
- Speech & Language Therapist
- Response to Intervention Team (RTI)

The Response to Intervention Team is in place to accommodate students. This team has built upon the previous year's team to continue to pursue best practice in working with students who need additional support, or additional challenging, in the classroom. The purpose of the team is to provide information and support to teachers and parents when dealing with the special needs of students.

SPECIAL AREA CLASSES

Special area classes include: Art, Music, Physical Education and Technology. Specialized teachers instruct in these areas and we feel blessed to have them teaching our children.

TRANSFER/WITHDRAWAL OF STUDENTS

At BCA, curriculum is driven by the Academic Content Standards as set by the Ohio Department of Education. Students transferring from BCA should find their work readily accepted by other schools. A request to withdraw / transfer must be made in writing by the parent/guardian to the school office. Tuition, lunch money and fees must be paid in full on a prorated basis at the time of withdrawal. Student records will not be released or letters of recommendation sent until all accounts are paid in full and all school property including library and textbooks are returned. It is important to know that Ohio Law allows for the exchange of information between schools for the purpose of student placement. If contacted, BCA has the right to share requested information regarding academic progress, attendance, behavior and financial history with other schools. Any class supplies that are brought in for class use (facial tissues, hand sanitizer, paper, markers, etc.) will not be able to be returned upon withdrawal/transfer.

DISCIPLINE POLICIES

Each classroom teacher will establish a discipline plan for his/her classroom. These will be explained and enforced by each teacher when school begins. Teachers will consistently enforce classroom, lunchroom, playground, recess, and general building rules by using the consequences stated in each set of guidelines.

Parents are made aware of a student's behavior choices by Class DOJO. DOJO offers parents the opportunity to see in real time their student's behavior choices throughout the day.

SCHOOL HANDBOOK

BCA BEHAVIOR GUIDELINES

The following are the different behavior levels. These will apply to all classrooms, specials and common areas. Teachers & staff will be using the A.C.T.S. (Accountability, Character, Teamwork, and Safety) school wide behavior guidelines along with SW-PBIS (School-Wide Positive Behavioral Interventions).

SCHOOL VIOLENCE AND STUDENT SAFETY

Senate Bill 55 Section 3313.534 requires that school boards adopt a policy of zero tolerance for violent, disruptive, or inappropriate behavior. BCA has a zero tolerance policy concerning inappropriate physical contact, verbal or emotional harassing, gender-based intimidation, sexual comments and racial intimidation conduct among students. ***This includes but is not limited to hitting, kicking, throwing objects, threatening language, bullying behavior, vulgar acts and language, etc.*** In addition, Brice Christian Academy has a zero tolerance for any threats, harassment, intimidation and bullying against students, staff, families or guests. This includes threats, harassment, intimidation and bullying in written, verbal or electronic form. Electronic form includes cell phones (texting or social media), computers, tablets (messaging and social media) or any other electronic device. Zero tolerance means that no verbal warnings will be given prior to severe consequences being given. Severe consequences will be given even if the threats, harassment, intimidation and bullying occur outside of school hours or off premises. Please report any incidents immediately to your student's teacher, the guidance counselor or the BCA Administrator. Any staff member can guide you in our reporting procedure.

In addition, BCA has a zero tolerance for weapons of any kind, including look alike; Toy swords, guns (including squirt guns), and knives, should not be brought to school.

Administrative discretion may be used in the enforcement of these policies on a non-discriminatory basis.

SCHOOL RULES

1. Be kind to others – No put-downs.
2. Keep hands, feet, and objects to yourself.
3. In Building – inside voice and inside speed.
4. Help keep our building clean.

For the safety of students and staff, EVERY PERSON WHO WALKS THROUGH THE DOORS OF THE EDUCATION WING MUST FIRST SIGN IN AND WEAR A VISITOR ID BADGE. All BCA staff members will wear a picture ID every day and will be trained to stop anyone who is not displaying an ID badge and direct him or her back to the school office. After 4:00pm, the front door and education wing will be locked. If a parent or guardian has an appointment with someone after those hours, they should make arrangements to be let into the building.

LUNCHROOM RULES

1. Keep your hands to yourself.
2. Use quiet voices.
3. Do not trade food with others and do not touch food that does not belong to you.
4. Do not throw food.
5. Remain seated until you are excused.
6. PACK any necessary silverware and/or napkins; however, knives are not allowed at BCA.
7. If you need special assistance, raise your hand.

Playground Rules

1. No pushing, shoving, or name-calling.
2. Additional rules will be established regarding the use of our new playground equipment. (2019)
3. Slide:
 - a) Go down the slide SEATED only.
 - b) Do not walk up or down the slide.
 - c) Wait until others have cleared away from the bottom of the slide. (No bumping or stacking of students on the slide).
 - d) No objects of any kind (i.e. stones, tire chips, toys, etc.) are to be carried onto the slide.

SCHOOL HANDBOOK

23

4. After recess, students should line up, by grade, on the blacktop in designated area and quietly wait to be dismissed.
5. Children may not enter the school without permission from the duty teacher/volunteer and must have a buddy to accompany them.
6. Always play within sight of the duty teacher/volunteer.
7. Do not throw objects that may cause damage to people or property.

INFRINGEMENT OF THE ABOVE RULES WILL RESULT IN CONSEQUENCES PER THE SCHOOL BEHAVIOR PLAN

For children to remain inside due to illness, a note from the parent must be sent to school each day. After three (3) consecutive days, a doctor's excuse will be needed for the child to remain inside.

SCHOOL BUS BEHAVIOR

Many of our students utilize the public school busing system. While on the bus, the behavior of a student is monitored by the bus driver. The driver has the authority to "write up" a student. The bus garage has the authority to temporarily or permanently revoke a student's privilege of riding the bus. If an issue arises on the bus, it is the responsibility of the student to report it to the bus driver and the bus garage to take care of the situation. However, most of the bus garages like to work with the student's school in dealing with disciplinary issues and there are times when the school will get involved. If necessary, the school will impose disciplinary action against a student. Please remember that BCA students are expected to behave in a Christ-like and respectful manner at all times, including while on the school bus.

While we want to discipline students with love and grace, we have a God-mandated obligation to set strict guidelines for the safety and well-being of all of our students. We will not tolerate the behavior of students that will compromise that safety and well-being.

1. All students and parents/guardians will be required to sign a statement of conduct that includes behavior expectations and consequences for behaviors both in and out of school. This statement of conduct must be returned within 30 days from the first day of school.
2. The following are the different behavior levels. These will apply to all classrooms, specials, common areas, recess, lunch room, after school activities, field trips and on the bus.
3. The following level 2 & 3 Infractions will constitute immediate removal from the classroom/activity and the student will be sent to the office:
 - Intentional physical aggression
 - Skipping class
 - Injurious physical fighting
 - Racial or sexual comments
 - Destruction of property/vandalism
 - Violation of Tech or Science lab rules
 - Verbal aggression (threats of death or bodily harm)
 - Bus safety infractions
 - Forgery/theft
 - Bullying
 - Student has reached the maximum of four level 1 & 2 infractions(All four must be documented by the teacher and the parents will have been contacted)
 - Cheating
 - Social media violations (See Chart).

SCHOOL HANDBOOK

Level 1	Level 2 Possible referral to office	Level 3 Immediate removal to office
Inappropriate Language (Other than curse words)	Physical aggression (pushing, shoving, etc.)	Fighting (Hitting, kicking, spitting etc.)
Horseplay	Lying	Abusive language/ Harassment and Bullying (Threat of physical harm, offensive/ racial / sexual/ personal comments)
Teasing (physical or verbal) (Rule out bullying)	Property damage (Correctable damage)	Vandalism (Irreversible destruction of school or personal property)
Disruption, excessive talking	Defiance, disrespect, Insubordination, non-Compliance	Student has reached last level of classroom behavior system. (Red card or 4 level 1 infractions)
Dress code violation (After school detentions and Saturday schools will be used for multiple violations.)	Profane Language	Social media / Internet / Texting / Messaging Infractions(Including Skype and Facetime or other video chat formats.) *This includes outside of school time.
Not prepared for class	Skipping class (Not where supposed to be on time.)	Forgery, theft, cheating
Out of seat without permission.	Bus Safety Infractions	Violation of Tech or Science Lab guidelines

4. If the student is sent to the office a member of the administration will review the paperwork, talk with the student, decide if further consequences are warranted and call the parent/guardian to discuss the situation. The following are consequences that may be given:
- **Recess detentions:** *All lunch/ recess detentions will be served by walking for the amount of time taken away, monitored by recess staff.
 - **Quiet lunch table:** * There will be a designated lunch table for students who have received this consequence. There will be no talking for the duration of lunch.
 - **Time out in the office:** * This will be used if there are repeated violations of level one and some level two infractions. Students will sit in front of the office and complete school work for a time period assigned by administration.
 - **Separation from class for 1/2 day:** * This is a modified ISS.. If they are not able to turn themselves around enough to return to class, they will then be sent home.

SCHOOL HANDBOOK

25

- **After school detentions:** *After school detentions will be assigned by administration, in a designated room from 3:30pm- 4:30pm. Students must work on school work. The student must be picked up at 4:30 or they will be sent to Friendship Company and the family will be assessed charges for that service. Administration will assign the day that the detention is to be served and send home a discipline form for the parents to sign and return. The parent/guardian will also be called. If the form is not returned or the student does not serve their detention on the assigned day they will be required to serve two after school detentions. If they fail to complete their assigned detentions then they will receive an ISS (see below). After a student has been assigned 5 after school detentions, any further infractions may be assigned ISS.
- **ISS (In School Suspensions):** The student will be required to come to school but will be separated from the student body for the entire day. They must complete all school work that they are missing. The school work/ tests will be graded as normal. Half day ISS may also be assigned. All school work requirements apply to half day ISS as well.
- **OSS (Out of School Suspension):** The student will not be allowed on the school grounds for each day of OSS they have been assigned. The parent/guardian must pick up all school work for the student that they are required to complete while they are out of school but they will receive zeros in the grade book. They must have the work completed to return to school or additional OSS days will be assigned. If a student is sent home during the day a half day of OSS will be assigned. All school work requirements apply to half day OSS.
- **Saturday school:** *Saturday school will be given to grades 4-8, when there are excessive infractions on any level. If a Saturday school is assigned the parents/guardians will be required to pay \$75.00. The time will run from 9:00am – 12:00pm.
- **Expulsion:** At any time, depending on the severity and/or frequency of the offense(s), expulsion may be warranted. The School Administrator/Principal has the authority to use his or her discretion in disciplinary matters. In the matter of expulsion, a committee will assess the situation. This committee is comprised of the Administrator/Principal, Dean of Students; School Board Chair and the Senior Pastor of Brice Church.

It should be noted that previous school years' behavior records will be considered when deciding all consequences including expulsion.

When parents/guardians are called to pick up their child from school as the result of a discipline issue, it is expected that that parent or their designee come right away. It is not the policy of the Brice Christian Academy to provide childcare services during the school days for students under out of school suspension.

Social media / Internet / Texting / Messaging (Including Skype and Facetime or other video chat formats) Policy:

- This pertains to any behavior deemed inappropriate by administration when using any of these mediums during and after school time. This includes any kind of bullying, shaming, harassing, threatening, sending/receiving inappropriate sexual comments, pictures, videos or real time interactions. When an incident comes to the attention of administration; it will be investigated and corrective action will be taken which can include notification of local law enforcement and/or expulsion from school. Students and parents should remember that even when something is deleted, it is not

SCHOOL HANDBOOK

26

ever really deleted. Students and families are advised to use good judgement and Christian moral guidelines when interacting with anyone at school, at home, and in the community, which includes all cyber communities.

When a parent signs the Wrong Choices Form, or is called on the phone regarding student behavior and consequences, this notification is for communication purposes only. The signature on the form does not indicate that a parent/guardian agrees with the information, but confirms that they were in fact notified of the events and consequences. The consequences will occur regardless of parental agreement.

Brice Christian Academy does not employ any form of corporal punishment

Brice Christian Academy does not use seclusion as a behavior management technique. Seclusion is defined as the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.

Brice Christian Academy does not employ the use of physical restraint except in instances of brief, but necessary physical contact to: break up a fight, knock a weapon away from a student's possession, calm or comfort, assist in completing a task if the student does not resist the contact; or to prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

* The A.C.T.S. / SW-PBIS behavior program will also implement positive behavior reinforcements, with weekly and monthly incentives.

STUDENT SAFETY, SCHOOL HEALTH, & PROTECTION POLICIES

FIRE, LOCKDOWN & TORNADO DRILLS

A written evacuation plan is posted in every classroom and Fire Drills will be held monthly. Tornado Drills will be held in that season – March to May. Lock downs will be practiced according to state requirements.

Responsible Internet and Computer Use Policy

Technology is viewed as a tool to enhance quality instruction and learning experience for every student. Brice Christian Academy will make every effort to protect students from illegal, obscene, offensive and inaccurate materials by educating students in the proper use of the Internet and by providing appropriate supervision and monitoring of student use of the computers. The students will be educated in the responsible use of technology with respect for self and others.

A. Educational Purpose:

Activities that are acceptable on the Brice Christian Academy network include classroom activities and high-quality educational research.

SCHOOL HANDBOOK

Computers are not to be used for:

- Public access service or a public forum
- Commercial purposes (this means that no individual at Brice Christian Academy may offer, provide, or purchase products or services using Brice Christian Academy computers).

The school retains the right to place reasonable restrictions on the material accessed or posted through the system. All students and staff are expected to follow the rules established by the school and published, both in the parent/student handbook and notices from the principal.

B. Student Internet Access:

The Web is a global database system providing access to information from around the world. Students may have access to Internet information resources through the classroom, library, or school computer lab.

C. Unacceptable Uses:

The following uses of Brice Christian Academy computers are considered unacceptable:

1. Personal Safety and Personal Privacy: No personal contact information about students may be placed on Brice Christian Academy computers or web pages. Personal contact information includes home address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information. No one may agree to meet with someone you have met online through "chat rooms" at any time, using Brice Christian Academy computers. Students must promptly disclose to their teacher or other school employees any messages they receive that are inappropriate or make them feel uncomfortable.
2. Illegal Activities: No student or staff member may attempt to gain unauthorized access to the Brice Christian Academy network, to any other computer system through a school computer, or go beyond their authorized access within the Brice Christian Academy network. This includes attempting to log in through another person's account or access another person's files. Deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means will result in immediate disciplinary action. Computers may not be used to engage in any other illegal act, such as arranging for a drug sale or purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
3. System Security: Students should immediately notify a teacher or the system administrator if you have identified a possible security problem or potential computer virus. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access. In order to avoid the inadvertent spread of computer viruses, no software may be downloaded from the Internet without prior faculty or administration consent.
4. Inappropriate Language: No inappropriate language should be applied to public messages, private messages, and material posted on web pages. This includes use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. No one may engage in personal attacks, including prejudicial or discriminatory attacks. Harassing another person is also not permitted. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him/her messages, you must stop. The computers may not be used to knowingly or recklessly post false or defamatory information about a person or organization.
5. Respect for Privacy: No individual may post private information, including personal contact information, about another person.
6. Respecting Resource Limits: Brice Christian Academy computers must be used only for educational activities and are limited to high-quality, self-discovery activities that have been approved by a teacher. Students will not download large files unless absolutely necessary, and only with the approval of the teacher. If necessary, they may download the file at a time when the system is not being heavily used and immediately remove the file from the system computer once the research project in question is completed. Teachers may subscribe only to high-quality discussion group mail lists that are relevant to the education of Brice Christian Academy students. Students are not authorized to subscribe to such lists at any time.
7. Plagiarism: No individual may plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
8. Copyright: The rights of copyright owners will be respected. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies

SCHOOL HANDBOOK

28

appropriate use of that work, you should follow expressed requirements to cite those sources. If you are unsure whether or not you can use a work or have questions, ask a teacher.

9. **Inappropriate Access to Material:** At no time may any Brice Christian Academy computer be used to access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved. If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this Policy. Parents are expected to participate in guiding students through material that may be inappropriate for their child to access.

D. Disciplinary Actions:

Any student violating these policies could lose the privilege of using the school computers and all school Internet access. Further disciplinary action may result if deemed necessary by the School Principal and/or Dean of Students.

***General Information – School Medication & Sick Student Policy**

If during the school day a student is ill, the school First Aid person will determine whether or not the student should remain at school or go home. Staff will consider low-grade fevers below 100°. All students with fevers over 100° or with vomiting, *diarrhea within 24 hours of the start of the school day, head lice, or a potentially contagious ailment will be sent home immediately. Students must have been through with vomiting/diarrhea for 24 hours before returning to school. If a student comes to school and reports having had vomiting/diarrhea within the last 24 hours they will be sent home even if they are symptom free at that time. In addition, students with a persistent cough may be asked to stay home if they are unable to concentrate, or their cough is a disruption to themselves and/or the classroom. Cough drops can be administered by the nurse or office staff per package dosing instructions; however, a student with cough that requires a cough drops more frequently than the package dosage recommends (usually one every two hours) should not be at school.

If a student has head lice that student will be removed from class and asked to not return until they are nit-free. We encourage all parents to be diligent in checking their student's head for lice periodically throughout the year. Head lice are not considered a health hazard; however they can be a nuisance. As a result, other BCA families will be notified when a case of head lice is discovered so that they may step up their screening efforts at home.

BCA will, where appropriate, also send out notification to all BCA families if there is discovered to be a confirmed case of an illness that poses a significant health hazard to the staff and students; or as mandated by the Ohio Board of Health/ CDC. Examples include, but are not limited to: Chicken Pox, H1N1 Virus, MRSA, etc.

If a student need; to go home, parents will be called and the student will remain in a waiting area until the necessary arrangements are made for his/her release. No student is to leave school premises for illness without first reporting to the school office. In addition, when a parent is called to pick up a student that is ill, it is expected that the parent or their designee will come straightaway. BCA does not have the facilities to care for ill students for extended periods of time.

The state of Ohio has developed guidelines for administering prescription medications in school. Every student must have a **STUDENT MEDICATION AUTHORIZATION** signed by the Doctor and parents for each prescription drug. The prescription must be in its original container – no individual doses. It is the responsibility of the parent(s) to read and understand the terms of the Medication Authorization Form. Student medication forms can be picked up in the school office. **We recommend, when possible, that your doctor prescribe medicine that does not need to be taken at school.** All medications will be locked in the nurse's office and should NEVER be sent to school with a child. Medications must be delivered by a parent or responsible adult to the school office. Must be picked up by an adult (not sent home with child).

SCHOOL HANDBOOK

29

Unless identified by a physician, no medications of any kind including over the counter medications can be sent to school with a child to self-administer or for the staff to administer during the school day. *Ibuprofen, Acetaminophen may be dispensed by the nurse or school office staff per standard dosing instructions with written consent from a parent or guardian, and with verbal authorization per dose. Students who require access to medications for potentially emergent treatment, such as asthma inhalers, insulin, or EpiPens, may carry these medications with the permission of the administration and the completion of a Request for Medication Self-Administration Form filled out and signed by a physician and the student's parent or guardian. This medication must be kept in a staff designated area at all times when not in use. A staff member must be informed each and every time this medication is self-administered, and this use must be documented in the appropriate mode.

In addition, the BCA will not participate in the transfer of medication from one parent to another i.e., in custody exchange situations.

When a class is on a field trip, teachers will sign out any necessary medications to take on the field trip. Medications dispensed on field trips may only be dispensed by a staff member. Parent volunteers are not to dispense any medications.

*Students with Diabetes – By the 1st day of the school year (or after enrollment if mid-year) students with diabetes who receive daily insulin must bring to the school office a completed school menu carb sheet to be kept on file.

Emergency Medical Information and Absence

We request that the Emergency Medical Information be filled out on Gradelink. The information includes any changes of name, address, employment, phone numbers, emergency contacts, etc. Please include any allergies, illnesses, or other pertinent medical information. Parents are responsible to update medical information. It is the responsibility of the parent/guardian to check their emergency contacts before listing them to make sure that they can pick up the student in the event the parent cannot be reached. If there are **ANY** information changes throughout the school year, it is the parent/guardian's responsibility to notify the school office in writing **immediately**.

If a student is sick:

Please call the attendance secretary (614-866-6789) by 9:00am to report the absence each day.

NEVER send a student to school:

- If he/she has even a slight fever. Be sure the student maintains a normal temperature for a full 24 hours (**without being medicated!**) before returning to school. Temperatures of 100° or higher will result in the child being sent home.
- If a student is under close medical supervision, has had recent surgery, or has been hospitalized recently.
- If a student has any communicable diseases such as: **Lice, Scabies, and Ringworm**. The student must have a doctor's release form before he/she may return to school.
- If a student has been prescribed medication for illness, they must not return to school until they have been on the medication for a full 24 hours.

Immunizations

The state law specifies that no pupil shall be admitted to school at the time of his initial entry until he has received the following immunizations:

- 4 DTP (diphtheria, tetanus, pertussis), (5 if last DTP was prior to 4th Birthday)
- 3 Polio Vaccines (4 if last Polio vaccine was prior to 4th Birthday)
- 2 MMR (mumps, measles, rubella)
- 2 Hep B
- 1 Varicella (chickenpox vaccine -required for Kindergarten students as of Fall, 2006)

SCHOOL HANDBOOK

KINDERGARTEN ADDENDUM

Kindergarten screening will be administered to evaluate the child's maturity level and reasoning skills. Careful consideration will be given to those children with summer birthdays. Sometimes the very best gift you can give a child is the gift of time to mature. Our goal is to always do what is best for the child. If the screening process determines that another year of Pre-school is the best educational decision, it will be suggested. We want school to be a positive, successful experience for each child.

Kindergarten Hours

Hours for Full Day Kindergarten are the same as first through eighth grade.

Kindergarten

This class will have structure, seatwork, centers, and a strong phonics emphasis. Children will be exposed to reading opportunities. The love of Christ will be integrated into our curriculum. Academic Standards set by the Ohio Department of Education will prepare your child for 1st grade.

Pupil/teacher ratio will not exceed 20 to 1.

Kindergarten Field Trips

Three to Five field trips will be scheduled for Kindergarten to coordinate with thematic units the students are studying. All trips will have a scheduled bus. Field trips may be half day or whole day. Parents are welcome to attend field trips; however, please read our Field Trip Policy in the General Information section of the Handbook.

Kindergarten Graduation

A special commencement will occur to celebrate the completion of this special year. Date and time will be announced towards the end of the school year.

Retention Policy for Kindergarten

During Kindergarten Screening, we make a recommendation, as professionals, as to whether we feel your child should be in Kindergarten. Parents may choose to accept our recommendation or make their own determination. However, at the end of Kindergarten we, The RTI Team will decide if your child has met the majority of benchmarks in order to enter first grade. During the course of the school year Parent/Teacher Conferences and grade cards will inform parents as to how your child is progressing in Kindergarten. If your child has not met the benchmarks, a possible recommendation for retention will be made.

ELEMENTARY/Middle School ADDENDUM – GRADES 1 - 8

First through eighth grades will receive traditional grades of A, B, C, D, F. In keeping with our desire for excellence our grading standard is as follows:

Grades 1 - 8

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 50 - 59

SCHOOL HANDBOOK

DARE Program: 5th & 7th Grade Only

- The DARE program is a **D**rug **A**buse **R**esistance **E**ducation program. It is a 17-lesson program where the Sheriff or Deputy visits the classroom once a week to interact with students.
- The DARE program focuses on 4 major points:
 1. Providing accurate information about alcohol and drugs
 2. Teaching students decision-making skills
 3. Showing them how to resist peer pressure
 4. Helping them to develop alternatives to drug use

Student Activities

As the year progresses, information regarding band, choir, athletics, clubs, etc. will be advertised.

Athletic Programs & Participation

Once the year is underway, more information will be given regarding the sports programs. All students who participate in athletic programs should have a minimum 2.0 cumulative grade point average (C average). At grade card reporting time, if this is not occurring, the student will sit out of all practices and games until a cumulative "C" average is regained.

Electronic Device Policy

Electronic devices including cell phones, headphones, and handheld gaming devices may be brought to school, but must remain turned off and in lockers and backpacks during the school day. ***All electronic devices outside of lockers/backpacks will be confiscated until picked up by a parent, or returned to the student by our Dean of Students.***

Lockers

Lockers are the property of BCA and are provided for use during the school year to store school related items. If the teacher or administrator deems necessary, lockers can be searched without notice. Locks for all lockers will be provided by BCA.

Opposite Sex Relationships

There will be no physical display of affection between students on the Brice Christian Academy site or on any school field trip or school related activities. Physical displays of affection include the following: hand holding, inappropriate rough housing, kissing or any other sexual activity. Violators of this rule will be dealt with according to the severity of the infraction.