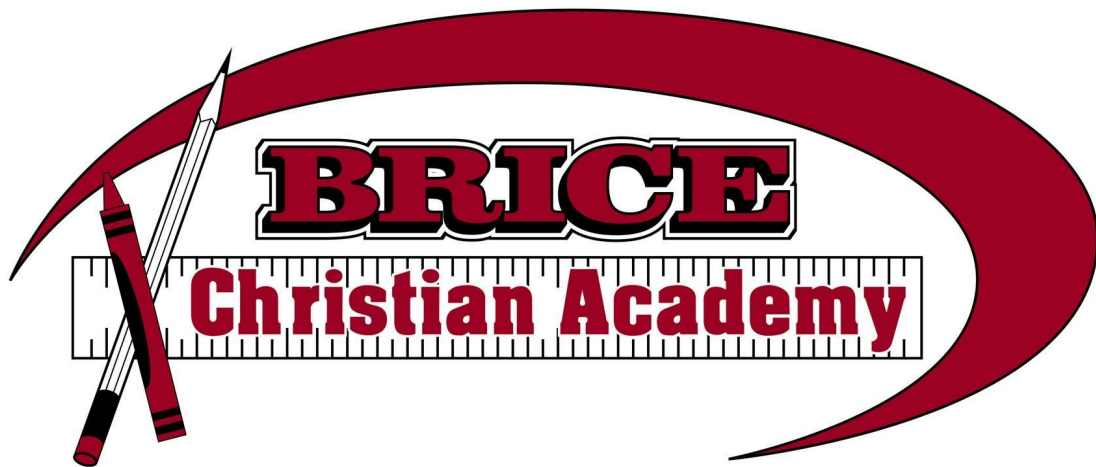


2021 -2022 School Handbook



Rigorous Academics in an Atmosphere of Faith

2 Timothy 3:16, 17 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.

SCHOOL HANDBOOK

Table of Contents

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

SCHOOL HANDBOOK

C. Academic Information

1. Homework Policy	13-14
A. Rationale for Homework	
B. Frequency and Amount of Homework	
C. Guidelines for Completing Homework	
D. Recording Completed Assignments	
E. Support of Parents	
<hr/>	
2. Standardized Testing	14
3. Third Grade Reading Guarantee	15
4. Class Field trips	15
5. Retention Policy	15
6. Special Services	16
7. Special Area Classes	16
8. Transfer/Withdrawal of Students	16

D. Discipline Policies

1. School Violence and Student Safety	16-17
2. School Rules	17
3. Lunchroom Rules	17
4. Playground Rules	17
5. Bus Behavior	18
6. Discipline	18-20

E. SCHOOL HEALTH, PROTECTION & STUDENT SAFETY POLICIES

1. Fire, Lockdown and Tornado Drills	21
2. Responsible Internet and Computer Use Policy	21-22
3. School Medication and Sick Policy	22
4. Registration/Medical Information	22
5. Absence Notification Policy	23
6. Immunizations	23-24
7. 13. Elementary/Middle School Addendum	24-25

SCHOOL HANDBOOK

Introduction to Brice Christian Academy

Since 1995, Brice Christian Academy (BCA) has been committed to serving families in the Southeast Columbus area. BCA was founded as an outreach ministry of Brice United Methodist Church. Now going into our 27th year, we are excited about the opportunity to serve your family.

BCA is a K - 8 chartered non-public school with 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 twentieth 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 in the 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's 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

SCHOOL HANDBOOK

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

- ◆ 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.

The Bible – "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." 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 Brice United Methodist Church, BCA School Administrator, Brice Church Representative, two teacher representatives, two parent representatives and four At-Large church or school member representatives.

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 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

6

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.

GENERAL INFORMATION

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 8:10 am 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 Kindergarten students may be escorted to their room by their parents or guardian for the first three weeks of the school year.

DROP-OFF PROCEDURE K - 8th Grade

Parents who use the drop off areas may enter at Refugee Road and pull up to the drop-off points, or park in either of the parking lots and **WALK** your students into the building. Students may only be dropped off at the school front entrance or the church 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!**

BUS /DAYCARE PICKUP 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 THE BUILDING

Kindergarten 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 students may assist their students in hanging up jackets, unpacking backpacks, etc. for the first three weeks. After that, students need to separate from parents at the front school 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 into school must clear the academic hallways and office area by 8:30 am.**

PICK-UP POLICY

The pick up policy will be discussed at Back to School Night. All bus riders will be placed on their regular scheduled bus unless a **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 email. 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 office staff before 2pm. *Unless

SCHOOL HANDBOOK

7

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 dismissal personnel, 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.

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 email 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.

LATE PICK-UP POLICY

A late fee of \$10.00 per half hour will be charged to your account for pickup after 4:00 pm.

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
Groveport

Must Apply Online at <https://www.ccsch.us/site/Default.aspx?PageID=4818>
Obtain transportation form in the school office

***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:

Excused Absence – Per Ohio Department of Education

- **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.

SCHOOL HANDBOOK

8

- **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. Please do not schedule lessons or other regular commitments at the end of the school day. We will ask for a written excuse for early dismissals.

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.

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

- 1) Retention to that grade
- 2) Saturday School – The student 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.

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

SCHOOL HANDBOOK

9

of 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/EXTRA-CURRICULAR 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.

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 it's email 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 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 for 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.

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 email account with the format: [firstinitiallastname@bricechristianacademy.com](mailto:firstname.lastname@bricechristianacademy.com) i.e., tjones@bricechristianacademy.com. Teachers check their emails as they can on breaks during the day, and after school. Please allow 24 hours for a response to an email.

SCHOOL HANDBOOK

2. All parents will be given a sign in code for Classroom DOJO. You can message your student’s teacher through DOJO. Please allow 24 hours for a response.

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 conferences 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 emailing 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.

BCA DRESS CODE

	Girls K-3			Girls 4-8			Boys K-8	
Chapel Attire Tuesday * Special Events – Field Trips	Plaid (drop waist) 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 (not shorter than 2” above knee)	Shirts Short or long sleeve	Uniform Pants/ Shorts	Skirts / Dresses (not shorter than 2” above knee)	Shirts Short or long sleeve	Uniform Pants/ Shorts	Shirts Short or long sleeve	Uniform Pants/Shorts

SCHOOL HANDBOOK

	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.	
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.	<i>**All items in this box must have the BCA Embroidered Logo.</i> Navy or Red V-Neck Vest Navy Sweatshirt V-Neck Cardigan Fleece- Navy Full Zip Crew V-Neck Pullover								

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 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 a 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

As Christians, the Brice Christian Academy School Board is called to be good stewards of God's gifts, financial and otherwise. There are certain financial obligations in enrolling in BCA. If at any time, you find yourself falling behind in your financial commitments please contact our Business Manager, Sarah Ewashinka, to arrange a payment plan. Brice Christian Academy accepts checks or money orders in the school office. We do not accept cash. Payments can be made from credit or debit cards on Gradelink. There is a processing fee of 2.5% when paying online.

FIELD TRIPS

All field trips must be paid before the student can participate. Class field trips are part of the learning experience and are mandatory. Payment plans are available for Washington DC and Outdoor Education trips, but the balance must be paid before the trip.

REPORT CARDS

A student’s report card will be held at the end of every quarter for unpaid fees. Upon payment in full of fees owed, the report card will be released to the family.

GRADUATION

A zero balance is required for graduating students (both K and 8th graders).

RELEASE OF RECORDS

School records will not be released if there is a fee balance.

MEAL INFORMATION

Hot lunches are available every day. The school lunch menu is available on the school website. Lunch menus are subject to change in case of unforeseen situations. The cost for lunch is \$3.00 and includes milk. The cost of a school breakfast is \$2.00. Students may charge up to \$20 in meals. Parents should check their student’s gradelink account weekly. Payments can be made on Gradelink or in the school office. 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. Families can apply at any time during the school year.

TUITION

Tuition information and your signed financial contract are available on Gradelink.

OTHER FEES

Sports fees are due before the start of official practice. The family facility fee is due before the first day of school. There is \$50 fee for returned checks.

SCHOOL HANDBOOK

13

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.

BIRTHDAYS/PARTY INVITATION POLICY

Birthdays – 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. *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, not contain large amounts of sugar and be individually packaged to go home.

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 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.

Our teachers are responsible to integrate all educational material with a Biblical worldview, and to assist the students in learning to think critically with a Biblical 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

SCHOOL HANDBOOK

Frequency and Amount of Homework

Regular nights for homework will be established by each classroom teacher and communicated to parents. 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:

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.

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. 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%.

Music Grade Affected by Musical/Concert Participation

A significant portion of a student's musical grade will 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. another 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.

STANDARDIZED TESTING

BCA follows the Ohio Department of Education Guidelines in assessing all of our students.

****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, the 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:

SCHOOL HANDBOOK

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).

REPORT CARDS

ReportCards are issued every nine weeks, four times per academic year.

CLASS FIELD TRIPS

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.**

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 assignment. Otherwise, the child will receive an unexcused absence. Siblings are not permitted to attend field trips.

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 to enable each student to reach their fullest potential. On occasion 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), Reading Specialist, Dean of Students and / or Principal.
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

SCHOOL HANDBOOK

16

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 on site at BCA throughout the week:

- Guidance Counselor
- Reading Specialist
- 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 challenges, 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.

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 technology 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.

CLASSROOM 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 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***

SCHOOL HANDBOOK

17

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-alikes, 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 4:00 pm, the education wing will be locked. Students will not be permitted back to get forgotten items. 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. 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.
3. After recess, students should line up, by grade, on the blacktop in designated areas and quietly wait to be dismissed.
4. Children may not enter the school without permission from the duty teacher/volunteer and must have a buddy to accompany them.
5. Always play within sight of the duty teacher/volunteer.
6. 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 HANDBOOK

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.

DISCIPLINE

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 may 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)
 - Spreading rumors or gossip
 - Forgery/theft
 - Bullying
 - Cheating
 - Social media violations (See below).

Level 1 Possible referral to office	Level 2 Possible referral to office	Level 3 Immediate removal to office
Inappropriate Language (Other than curse words)	Physical aggression when angry (pushing, shoving, etc.)	Fighting (Hitting, kicking, spitting etc.)
Horseplay *Excessive playing that interferes with learning. *Hitting, pushing or any physical play.	Lying	Abusive language/ Harassment and Bullying (Threat of physical harm, offensive/ racial / sexual/ personal comments)
Teasing (physical or verbal)	Property damage (Correctable damage)	Vandalism

SCHOOL HANDBOOK

(Rule out bullying)		(Irreversible destruction of school or personal property)
Disruption, excessive talking *Repeated redirection needed, more than 3 times in the day.	Defiance, disrespect, Insubordination, non-Compliance	Spreading rumors and gossip *Shaming, hurtful information or personal insults whether true or false.
	Profane Language	Social media / Internet / Texting / Messaging Infractions(Including Skype and Facetime or other video chat formats.) *This includes outside of school time.
	Skipping class (Not where they are supposed to be at that time.)	Forgery, theft, cheating
		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.
 - **After school detentions:** *After school detentions will be assigned by administration, in a designated room from 3:30pm-5:00pm. Students must work on school work. The student must be picked up at 5:00pm. A fee of \$10.00 is assessed for every half hour late. 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.

SCHOOL HANDBOOK

20

- **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 includes 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 will come right away.

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 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

SCHOOL HANDBOOK

21

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).

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.

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.

SCHOOL HANDBOOK

22

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 a 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 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 or a potentially contagious ailment will be sent home immediately. Students must have been through vomiting/diarrhea for 24 hours before returning to school. If a

SCHOOL HANDBOOK

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 a cough that requires a cough drops more frequently than the package dosage recommends (usually one every two hours) should not be at school.

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 needs; 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 who is ill, it is expected that the parent or their designee will come as soon as possible.

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. The medication must be picked up by an adult.

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 time this medication is self-administered, and this use must be documented.

In addition, 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

SCHOOL HANDBOOK

24

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 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)

*Exceptions will be dealt with on an individual basis.

ELEMENTARY/MIDDLE SCHOOL ADDENDUM – GRADES K - 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 K - 8

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 50 - 59

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. See handbook for detailed information.

Electronic Device Policy

SCHOOL HANDBOOK

25

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 at Brice Christian Academy 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.