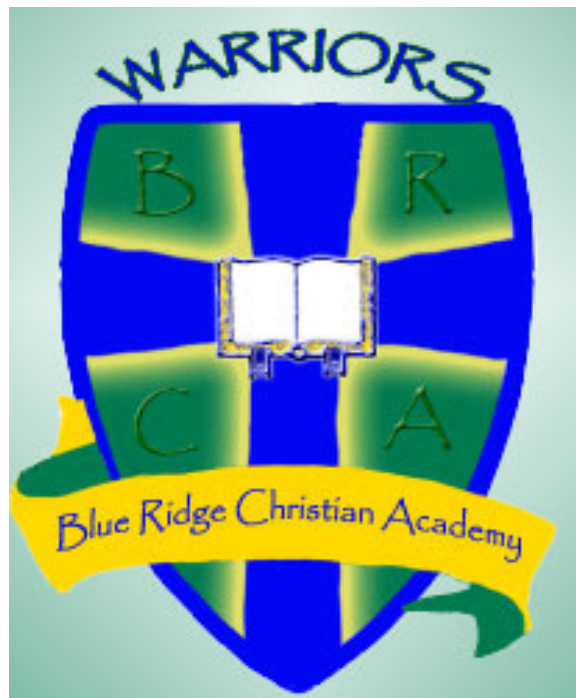


# Blue Ridge Christian Academy

## Parent – Student Handbook



“Equipping students to impact the world for Christ”

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# First Things

## Mission Statement

Blue Ridge Christian Academy offers a non-denominational Christ-centered education that helps children reach their maximum potential through training in Biblical truths, pursuing academic excellence, and embracing aspects of a classical Christian education.

## Vision Statement

Blue Ridge Christian Academy seeks to glorify God by partnering with parents to impart to children a Christian worldview and skills that will make them effective in impacting the world for Christ.

## Purpose Statement

The ministry of BRCA exists so that families in the area can choose Kingdom education for their children in grades K4 through 12. Kingdom education is defined as "the life-long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ." It involves the integration and application of biblical truths provided in the Bible to areas of biblical worldview, educational programs and activities, and personal development and maturity. Students are directed to take captive every thought in obedience to Christ. (2 Corinthians 10:3-5). By doing this, they bring glory to God as they impact the world for Christ.

## Philosophy

Blue Ridge Christian Academy seeks to hold Christ at the center of all we believe and do. God instructs us to hide His Word in our hearts and minds, and to teach it continually to our children (Deuteronomy 11:18-21). God's truth is authoritative and is expressed in the Bible. BRCA believes that Biblical truth is the foundation for the proper understanding of all academic subjects and desires to impart to its students a Christian worldview for both learning and living. We see that the role of BRCA is to come alongside parents in the northern Greenville County of South Carolina and neighboring communities in North Carolina in training their children to impact the world for Christ. BRCA recognizes that each child needs to be challenged to mature spiritually, mentally, emotionally, socially and physically (Luke 2:52). In order to do this, we will encourage students toward a saving knowledge of Jesus Christ as their Lord and Savior (spiritual), provide college-preparatory curriculum (mental), hire personnel that teach and model Biblical truths and Christ-like character while shepherding students' hearts (spiritual, mental, emotional, and social), and provide opportunities for each child's God-given talents and gifts to develop (physical, mental) for His glory.

## Core Values

As BRCA endeavors to fulfill its mission and to realize its vision, our ministry is characterized by the following core values:

**Truth.** We will teach and model biblical truth in order to accomplish several objectives of BRCA: leading children to a personal knowledge of and relationship with Jesus Christ, modeling Christian character, teaching that biblical truth is the foundation for the proper understanding of all academic subjects, and teaching application of biblical principles to every part of daily life.

**Service.** We will encourage development of hearts of service by modeling it to the BRCA community. Students will be encouraged to develop their gifts and talents from the Lord in order to serve Him in the manner designed by Him.

**Excellence.** The curriculum used, opportunities offered, and focus on shepherding hearts will equip students academically and otherwise for college and, more importantly, to impact the world for Christ.

**Partnership.** We will come alongside parents in their primary role of training their child.

**Accountability.** The BRCA community is encouraged to be responsible, respectful and productive in their attitudes and actions.

## Statement of Beliefs

Blue Ridge Christian Academy is a non-denominational school that is run by a Board of Directors including parents with children in the school. While it is not our purpose to promote a particular doctrine to our students, we boldly affirm the following Christian beliefs as stated below:

1. **We believe** the Bible to be inspired; the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15-16; 2 Peter 1:21).
2. **We believe** there is only one God, eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1, 26; Matthew 28:19; John 1:1-3; 10:30).
3. **We believe** in the deity of Christ (John 10:30); His virgin birth (Isaiah 7:14, Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:15-21; 5:24; Romans 3:23-24; 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. **We believe** in the resurrection of both the saved and the lost - those that are saved to the resurrection of life, and those that are lost to the resurrection of damnation (John 5:28-29).
6. **We believe** in the spiritual unity of all true believers in our Lord Jesus Christ (Romans 8:9; 15:5-7; 12:4-18; 1 Corinthians 12:12-14; Galatians 3:26-28; Ephesians 4:1-6).
7. **We believe** in the present ministry of the Holy Spirit whose indwelling and empowering of the Christian enables him/her to live a godly life (Romans 8:13-14; 12:1-2; 1 Corinthians 3:16; 6:19-20; Ephesians 4:17-32; 5:1-21; 6:10-18; Titus 3:1-2).
8. **We believe** in the sanctity of human life concerning both the born and the unborn and acknowledge abortion and euthanasia are contrary to the Word of God (Exodus 20:13; Psalm 92:14-15; 139:13-16; Jeremiah 1:5).

9. **We believe** man is created in God's image, male and female created He them (Genesis 1:27), and sexual deviation and homosexuality are an abomination to God and contrary to His Word (Leviticus 18:22; 1 Corinthians 6:9-11).

## Ministry Outcomes

We look for the following outcomes as a result of the ministry at BRCA:

Students will develop in all areas of their lives - spiritual, mental (academic), physical, social and emotional - so that they will be prepared to impact the world for Christ through God's grace. This will be evidenced when students:

1. Understand and desire a personal relationship with Jesus Christ and then grow in discipleship based, at least in part, on how it is taught and modeled to them at school (realizing this depends upon the work of the Holy Spirit in each student's heart) while being willing to be held accountable and to hold others accountable in love.
2. Know that God's truth is authoritative and is the foundation for all living and learning in order to develop a biblical worldview while both understanding the culture in which they live and being ready to confidently defend their faith.
3. Have an increased understanding of the nature and character of God by appreciating His creativity (science, language arts, and fine arts); His orderliness, precision, absolute truth, accuracy, immutability, and infinitude (science and math); His sovereignty and faithfulness (history, Bible); and His righteousness, mercy, glory, and love (Bible, history).
4. Recognize the value of each person being made in the image of God and appreciate the uniqueness of individuals regardless of their socio-economic status, race, religion, gender, nationality, or other distinguishing characteristics.
5. Develop critical thinking and technology skills enabling them to gather, analyze and evaluate information in order to be effective communicators through spoken and written word.
6. Demonstrate wise stewardship of their God-given gifts and talents by developing them for the glory of the Lord to be used by Him in service as He directs.
7. View their bodies as temples of God, enjoy diverse physical activities, and desire to honor God by living a healthy lifestyle.
8. Develop the knowledge and skills necessary to succeed in their pursuit of higher education in accordance with God's will for their lives.

Successfully meeting goals in relation to parents is evidenced when they are:

1. Supported in their primary role of training their child as we come alongside them.
2. Ministered to as needed and appropriate.

## School Themes

**Scripture:** "For though we live in the world, we do not wage war as the world does. The weapons we fight with are not the weapons of the world. On the contrary, they have divine powers to demolish strongholds. We demolish arguments and every pretension that sets itself up against the knowledge of God, and we take captive every thought to make it obedient to Christ." *2 Corinthians 10:3 - 5*

**Motto:** "Equipping students to impact the world for Christ"

**Mascot:** Warriors

**Colors:** Royal blue and pine green (drink from the Living Water and grow in a personal relationship with Christ)

## Accreditation

BRCA is an interim member of the Association of Christian Schools International (ACSI) and Christian Schools International (CSI). We have begun the co-accreditation process with ACSI and SACS CASI (Southern Association of Colleges and Schools as part of AdvancED). Our accreditation team will visit BRCA during the fall of 2009.

## General Information

## Admissions

### **Notice of Non-Discrimination Policy**

BRCA admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship program, athletic or other school-administered programs.

### **Parents**

Enrollment is a multi-step process:

- Submit a complete application with full disclosure regarding child's prior academic and behavior profile. Failure to provide this information may be grounds for dismissal.
  - Sign "Partnering with BRCA Agreement" that is part of the application.
  - Complete student records should be received prior to final enrollment of a student. The Student Records Request form is part of the application.
  - Provide a copy of your child's birth certificate.
  - Provide a current immunization record on the appropriate SC DHEC form.
  - The Financial Commitment Form should be completed and signed as part of the application.
- The application fee is due when the application is submitted.
- Arrange for readiness testing.
- Complete the parent interview.
- Pay the registration fee to complete the enrollment process (pending receipt of all items for the student file).

### **Students**

Admitted on the following conditions:

- Complete a student interview / assessment.
- Demonstrate grade-level readiness (mental, emotional, social and physical).
- Meet age deadline of turning 5 or 6 by September 1 to apply for K-5 or 1<sup>st</sup> grade, respectively. Exceptions may be granted on approval of Administrator following evaluation.
- Exhibit acceptable prior academic and behavioral performance in school (minimum 6<sup>th</sup> stanine on standardized testing and/or an overall "B" or "S" average based upon last report card). Other factors may be considered by administration.

All new students are on a nine week behavioral / academic probationary period. At the end of the period, BRCA may terminate the enrollment of a student based on academic, behavioral, or other reasons. Unity in Spirit is essential to school success. Therefore, BRCA expects full cooperation from both parents and students. We maintain the right to refuse admission to anyone who fails to meet entrance requirements, anyone whom BRCA feels it cannot help, or whom it feels may not be fully supportive of the philosophies and objectives of BRCA. Further, BRCA also maintains the right to dismiss, suspend, or expel any student who violates the standards explained in this handbook, the "Partnering with BRCA Agreement", and any other rule of conduct as defined by the school administration. Each student's status will be reviewed annually, and students will be re-enrolled on the basis of academic progress, satisfactory attendance, and disciplinary records as well as their family's support of BRCA philosophies, objectives, and decisions.

Students and families who do not agree and cooperate with the overall purpose and program of BRCA will not be admitted or allowed to remain at the school.

## Attendance

### Arrival and Dismissal

Regular and consistent attendance at school is vital to a student's learning experience. School hours are as follows:

K-5 (1/2 day Mon, Wed, Fri)	8:30 - 12:15
K-5 (full day Tues/Thurs)	8:30 - 3:15
1 <sup>st</sup> grade to 5 <sup>th</sup> grade	8:30 - 3:15
6 <sup>th</sup> grade and above	8:15 - 3:15

**Dismissal for all students on school-wide half-days is at 12:15.**

Students may arrive on campus beginning at 8:00 a.m. unless other arrangements are made with their teacher. Students in 6<sup>th</sup> Grade and above should go directly to their first period class. BRCA will provide care in the mornings for elementary students for a brief period at no additional charge beginning at 8:00 a.m. and are released to class at 8:20. We ask that parents are sensitive to the fact that teachers must greet all of their students in the morning and, therefore, parents should not linger in the classroom or in the hallway outside the classroom.

There is limited availability for extended care from 12:15 until 3:15 for K-5 students. Costs for the care are \$36 per week (Monday, Wednesday, Friday) or \$15 per day as a drop-in, if space is available. Cost of extended care is billed in arrears to your account. Please check with the school office for availability of space in the program.

Dismissal begins at 3:15 and ends at 3:30 p.m. Parents should not park in the pick-up lines and then exit their vehicle. Students still on-site at 3:30 will be sent to the school office. Charges for this service are \$1/minute/family. We realize that, occasionally, circumstances will arise that cause tardiness in picking up your child. Please notify us of these instances in order to avoid a charge for after-school care.

Staff meets Monday through Thursday from 3:30 - 4:15 to pray and plan. If you need to meet with your child's teacher after school, please call to arrange a meeting rather than dropping by the classroom. No parents should be in the classroom during dismissal unless requested to be there by the teacher.

Doors are locked at 3:30. Arrangements for entrance for scheduled after-school activities should be made directly with the instructor. Students on campus after 3:30 should either be with a parent or under the supervision of a faculty or staff member or an activity director.

### Absences

In order for students to receive the full benefit of the academic training offered at BRCA, they need to attend classes on a regular basis. While reading, worksheets, and other assignments can be made up when a class is missed, the student cannot recapture the training that those present in class received through teacher instruction, class discussion, hands-on activities, and other in-class teaching tools.

The following are requirements for a student to receive credit for a full day (elementary only) and to participate in athletic or extra-curricular activities on any particular day:

- Elementary students must attend at least 3 hours.
- Middle and High School students (5<sup>th</sup> grade and above) must attend at least 4 class periods. Attendance is taken for each class. A student must be present for at least half of a period of a middle or high school class to be counted present for that period.

The first 10 absences for 180-day courses (2 semesters) and the first 5 absences for 90-day courses (1 semester) are considered excused and no note of explanation is necessary. The South Carolina Code of Regulations states that for the purpose of awarding credit for the year, schools must approve or disapprove absences in excess of 10 days. Such absences will be excused for the following reasons and work must be made up in accordance with the make-up work policy:

- Illness (an original doctor's note required within 3 days of returning to school)
- Medical or dental appointments **that cannot be scheduled when school is not in session** (an original doctor's note required within 3 days of returning to school)
- Death in the immediate family (parent's note required)
- Observance of recognized religious holiday of student's faith (parent's note required)
- Activities approved **at least 5 days in advance** by the Administrator (parent's note and administrator's note required)
  - Permission may be refused because of academic standing, inappropriate behavior, excessive tardies/absences, or scheduled activities/programs.

All other absences over 10 (or 5 for one semester courses) are considered unexcused and zeroes will be given in the grade book for work missed.

Also, in order to receive 1 Carnegie unit of credit for a high school level course, a student must be in attendance at least 120 hours per unit (class) regardless of the number of days missed (60 hours for a half-unit Carnegie credit). Students whose absences **are approved** should be allowed to make up any work missed in order to satisfy the 120-hour (60-hour) requirement. Students may not receive academic credit where there are more than 10 absences (5 for one semester courses) which are not excused.

The **make-up work policy** states that students are allowed one school day for each day absent to make up work. After that, a zero denoted by "INC" may be entered on the grade book for the missed work.

### **Cancellation / Delay / Early Dismissal**

BRCA follows the Greenville County School System's decision to cancel, delay or dismiss early. In the event of inclement weather, please turn to HIS radio (89.3 FM), Fox Carolina 21, or WYFF TV Channel 4 for school closings.

### **Early Departure / Pick-up**

Students are not expected to leave campus during school hours without school and parental permission. Every attempt should be made to schedule dentist, doctor and other appointments before or after school. However, a student should do the following in the event he or she must leave BRCA early:

- Bring a note signed by the parent stating the date, time of check-out, reason and who will be picking up student.
- Student should give the note to the teacher upon arrival in class (teacher will send it to the school office).
- The designated pick-up person must come into the school office to sign the student out.
- Student will meet pick-up person in the school office.
- Unauthorized early departures will result in disciplinary action.
- Parents must keep in mind that missing more than half a high-school course class period counts as an absence in that class. More than 10 absences in a class may result in the student not receiving a unit credit for that course.

### **Tardiness**

Tardiness greatly impacts the learning environment for the tardy student and his/her classmates. All classroom doors will be closed at 8:15 (6<sup>th</sup> grade and above) or at 8:30 (K4 through 5<sup>th</sup> grade) and exterior doors will be locked. Individual teachers will record tardiness. Parents may check attendance daily on ParentsWeb. Students are allowed 3 tardies per quarter - parents should not send in excuses for tardiness.

- Elementary - each additional tardy results in loss of 1 recess. The student will be asked to either make up missed work during that recess or walk around the play area throughout the recess.
- 5<sup>th</sup> Grade and above - each additional tardy results in a half-point deduction on the student's quarter grade for that particular course. This applies to each course taught during the day for which a student is tardy.
  - Middle School and High School students are given three (3) to five (5) minutes between classes to visit the restroom and their lockers. Additional time may be requested by the students from their next-period teacher on an infrequent basis.
- Excessive and chronic tardiness may result in suspension.

## **Celebrations**

### **Birthday**

BRCA requests that parents celebrate their child's birthday during lunch break or at afternoon recess. Please coordinate this with your child's teacher in order to verify whether or not any students in the class have food allergies.

In honor of your child, you may wish to donate a favorite, hard-backed "Birthday Book" to the BRCA library. Such donations will have a sticker placed inside the book in honor of your child.

### **Holiday**

Throughout the academic year, BRCA will endeavor to focus its holiday celebrations from a Christ-centered and biblically integrated perspective.

### **Change of Address, Phone, and/or Email**

Please contact the school office as soon as possible if a change of address or phone number occurs during the year for you or those listed as emergency contacts.

### **Class Size**

In an effort to provide the optimal instructional program, while considering cost effectiveness, the following maximum class sizes are established for Blue Ridge Christian Academy:

- For K-5 through 3rd grades, the optimum class size is 15 and the maximum class size for 1 full-time teacher is 17 students. If this is exceeded, the following action will be taken:
  - 18 students - add a 2 hour aide
  - 21 students - split the class
- For 4th grade and above, the optimum and maximum class size for 1 full-time teacher is 20 students. Once the 21st student is enrolled, the class will split.

### **Communications**

#### **Complaints/Concerns**

Maintaining unity in Spirit is vital to glorifying God in the operation of BRCA. Therefore, any time a complaint or concern arises, parents and students are asked to do the following in keeping with Matthew 18:15 - 20:

- Speak first in a spirit of humility and gentleness with the person directly involved. Accountability is critical, but should be approached with a desire for reconciliation within the body of Christ.
- If needed, then meet with the Administrator.
- Finally, a meeting with the Board of Directors may be arranged by a parent if deemed necessary:
  - Concerned party must put items in writing and submit in a sealed envelope to the Board President.
  - Board President may:
    - Direct concerns to the Administrator.
    - Add issues to Board's next agenda.
    - Call a special Board meeting.
    - Invite concerned party to appear before the Board.

#### **Conferences**

Parent-teacher conferences are scheduled as needed. Scheduled conferences are one of the methods by which the staff and parents can share information, evaluate student progress, and discuss educational

matters. You may also contact your child's teacher via the individual's e-mail address listed on BRCA's web site. Additional conferences may be requested by either the parent or the teacher throughout the year.

### **Emergencies**

You will be contacted via phone, email, or text messaging in the event there is an emergency situation affecting your child. Please follow directions in the message carefully since, in some instances such as a lockdown situation, you may be directed to a location other than the school.

### **Friday Folder (Elementary)**

Important notices, community flyers and information from the student's teacher are sent home in the Friday Folder. The folder must be returned on the following Monday.

### **ParentsWeb (via RenWeb)**

ParentsWeb, offered via RenWeb, is the main communication tool used by BRCA. Through ParentsWeb parents and students may check grades, homework assignments, and attendance at any time. Newsletters, teacher and family contact data, information about upcoming events, field trip permission slips, surveys, and current account balances are also available on ParentsWeb. To access ParentsWeb, you must supply the school office with your email account. Then, go to [www.renweb.com](http://www.renweb.com) and:

1. Enter "BRCA-SC" in all capital letters for the school ID
2. Enter the email address you gave to the school office
3. Next, obtain a password by skipping to the bottom of the page and clicking on "New Parent Login"
  - a. The password will initially be assigned to you by RenWeb
  - b. To change the assigned password that is emailed to you by RenWeb:
    - i. Log out and then log back in using the assigned password and click on "Parent Login"
    - ii. Then, click on "Change Password" and follow the instructions

There is a computer available in the Room 103 that may be used only for logging into the RenWeb system for those of you who do not have access to internet at home. Please contact the school office to determine times of availability.

### **Web Site: [www.brca.us](http://www.brca.us)**

This site contains information about BRCA, the calendar, e-mail addresses and much more. It is a great resource for your friends who are interested in learning more about BRCA.

## **Computers**

BRCA endeavors to provide adequate and age-appropriate exposure to and training on computers. Computers are viewed as a tool, not an end in itself, which can enhance our curriculum. Students have supervised access to the school's computer lab throughout the year and are held to the standards set forth in the Computer Use Agreement signed as part of the annual application. All who use BRCA computers and internet access are expected to use discernment in items accessed or sent. BRCA maintains the network and reserves the right to monitor the network files, emails, and other activity. Abuse of the privilege of computer use on site will result in suspension of the privilege and possible disciplinary action.

At times, teachers will work collaboratively with students on papers (research, science fair, etc). In those instances, students will need to provide the teachers with a Google email account. Parents may set the email account parameters in such a way as to assist them in monitoring their child's email activity.

## Curriculum

Since BRCA has both educational and spiritual goals, our curriculum will challenge the students to think critically from a Christian worldview and to be able to express themselves articulately. A variety of publishers' materials are incorporated into our instructional program including Christian and secular materials where deemed an appropriate and "best" fit.

## Discipline/Shepherding

It is expected that parents/guardians will give their full support and cooperation with the discipline strategies implemented at BRCA. Discipline or shepherding involves training a child so that he or she can someday take moral responsibility for his or her own choices in light of God's Word. We desire that student behavior and changes in behavior stem from heart changes and are not simply outward conformity. Shepherding involves both encouraging positive character traits and correcting negative character traits through focusing on students' hearts. Encouragement may be in the form of verbal praise, tangible rewards, etc. Punishment is sometimes required as a consequence for making poor choices.

Ultimately, BRCA desires that students be guided by a love of virtue and a desire to please God, not a fear of reproof. We want students to recognize errors, ask for forgiveness, and restore relationships injured by thoughtless or intentional disobedience. Having each student accept Jesus as his or her personal Lord and Savior is one of our goals; at that point, the child can learn to "walk in the Spirit" and has a relationship with God that becomes a moral compass.

BRCA will emphasize matters of the heart and character traits from a biblical standpoint as the yardstick for behavioral expectations. These standards will be discussed on a corporate, school-wide level in chapel, devotions, Bible lessons, and throughout other curriculum and discussions as opportunity allows.

We hope to see fruit of the Spirit in the lives of our students and seek to nurture in them the following essential character traits:

1. **Integrity** (a lifestyle above reproach) - Prov 11:3; 20:11
  - a. Honest and trustworthy
2. **Submits to Authority** - Rom 13:1-7
  - b. Respectful
  - c. Follows classroom procedures/obedient
  - d. Responds well to correction
3. **Responsible** - Col 3:23
  - e. Completes assigned work on time
  - f. Uses time and material wisely
4. **Self-Discipline** (controls thoughts and actions) - 1 Pet 5:8-9
  - g. Uses self-control
  - h. Organizes material
  - i. Presents best work/exerts effort

- j. Stays focused on task
- 5. **Service** (humility; not self-centered) - Phil 2:3-11
  - k. Shows consideration for others
- 6. **Thankful** - Phil 4:6-7; I Thess 5:16-18; Col 2:6-7
  - l. Demonstrates attitude of gratefulness
- 7. **Wisdom** - Prov 1:7; 2:1-22; 3:5-6
  - m. Understands what is true
  - n. Does what is right

Students are to follow:

- Teachers' written discipline plans specifying expectations and consequences within each classroom.
- All rules and regulations in this handbook and in any communication from the administration.
- God's Word, which commands us NOT to:
  - Lie, cheat or steal
  - Take the Lord's name in vain
  - Use inappropriate talk (coarse/crude, malicious, gossip, tearing others down, etc)
  - Misuse our bodies

### **Consequences for Inappropriate Behavior**

The school will utilize a variety of methods and strategies in response to inappropriate behavior which, as God's Word tells us, reveals what is in the student's heart. These will include, but are not limited to, the following: discussion of heart attitudes evidenced by behavior, verbal redirection, loss of privilege, time-out, and parent call and/or conference. Corporal punishment will not be administered by BRCA personnel. If additional intervention is needed to address ongoing issues or to address severe or extreme behavior, then the following may apply:

- **Detention** is when a student will be asked to remain for a half hour after school. A letter of explanation will be sent home to parents. Parents are responsible for transportation at the end of the detention period.
- **Probation** is a period of time when academic and / or behavioral progress is closely monitored. All new students are automatically on a nine-week probation. Students placed on probation for non-academic reasons during the year must abide by a behavioral contract developed for the remainder of the reporting period. Violation of the contract will result in suspension or expulsion.
- **Suspension** is a time when students may be temporarily restricted from class for a period of 1 - 10 days when conduct is not in keeping with the best interests of the school (e.g. open defiance or disrespect to authority, flagrant use of foul, profane or abusive language or gestures, theft, fighting, cheating, hazing, or sexual harassment) and/or hinders the successful accomplishment of the school mission. Upon the Administrator's discretion, the suspension may be:
  - **In-school (ISS)**: class work will all be completed; parent will be responsible for paying monitor if deemed necessary.
  - **Out-of-school (OSS)**: considered unexcused absences and a failing grade will be given for class work missed (including homework and tests).

Students who attain 2 suspensions within the school year will be recommended for expulsion.

- **Termination of Enrollment / Expulsion:** BRCA reserves the right to terminate the enrollment of a student rather than expel him or her in light of compelling circumstances. Conditions for termination of enrollment are the same as those for expulsion as defined below:
  - The student is found in possession of and/or use of alcohol, drugs or tobacco products.
  - The student is charged or convicted of violating a county, state or federal criminal law.
  - The student has possession of/uses/or threatens to use weapons.
  - The student communicates a threat to another person.
  - The student demonstrates a pattern of inappropriate behavior in word, action or attitude.
  - The student's academic and/or behavioral record is not in keeping with BRCA's standards.
  - The student willfully causes or attempts to cause damage to BRCA property.
  - The student has delinquent financial accounts.
  - As outlined in the "Partnering with BRCA Agreement", a student may be dismissed due to the failure of the parent to be supportive of BRCA's purpose, policies, and practices. Additionally, parental/guardian or student failure to support decisions made by the Board and/or administration are also cause for dismissal of a student.

Any behavior considered serious by the Administrator may result in an automatic OSS or expulsion. Parents have the option to appeal an expulsion to the Board in writing.

Any student who has had enrollment terminated will not be permitted on the school campus and will be denied admission to school events either on or off campus for the remainder of the school year.

## Dress Code

Clothing and manner of dress is an expression of the uniqueness and creativity of the individual. Cleanliness and modesty are outward signs of a heart that wishes to please God and positively impact others. BRCA appreciates the help of parents in seeing their children dress in a manner that will bring glory to God. Students should adhere to the following standards at all BRCA events:

- No head covering or sunglasses worn in Academy buildings.
- Shorts, dresses, and skirts of modest length (mid-thigh when seated) may be worn any day.
  - Biking shorts are not acceptable.
- Tank tops (boys) and tops with spaghetti straps are not permitted. Sleeveless tops for girls should fit appropriately and not expose undergarments.
- Sneakers or appropriate athletic shoes must be worn to PE and recess (soccer slides, hee-lies, and house shoes are not acceptable on any day).
  - Shoes must be worn at all times unless a teacher asks for them to be removed.
  - Nice flip flops (essentially a sandal) may be worn to classes other than PE and recess.
- Clothes that expose the midriff, undergarments or sides of torso are not to be worn.
- Extreme, ragged, frayed, sloppy, overly tight or inappropriately emblazoned clothing should not be worn.
- Hair should be well groomed and out of eyes (when combed straight down). Boys' hair should also be above the collar.
- All students' hair should reflect natural color with utilization of only modest, natural-hair color dyes.
- Swimsuits should be modest and one piece (girls); trunks should be lined, of modest length and fit at the waist (boys).
- Tattoos (including temporary ones of any kind) and excessive jewelry are not allowed (body piercing jewelry worn only in ears - 1 set; no wallet chains for boys).

- Necklaces and dangling earrings should be removed for PE, recess, athletics and other physical activities.

The administration reserves the right to evaluate and place restrictions upon students' clothing and hairstyles as deemed necessary. Inappropriately attired students will be required to wait in the office for a change of clothing to be brought by their parent. Class work missed while waiting must be completed.

## Electronic Devices and Toys

There is a time and place for everything. Electronic devices including items such as Walkmans, Game Boys, PSPs, iPods, Mp3 players, pagers, etc. are not allowed with students at BRCA at all. If a student needs a cell phone to take with them after school to a place other than their main residence, then the student must leave the cell phone in their backpack, locker or vehicle throughout the day. Any cell phone seen or reported in use during the school day will be collected and kept in the school office until a parent picks it up. Repeated offenses will result in the school office keeping the cell phone for an extended period of time before it may be reclaimed. Cell phones are not allowed on field trips unless prior permission is granted by the administration and, then, use should be restricted to emergencies or touching base with parents. Permission to take other electronic or digital devices on overnight field trips must be pre-approved as well. Any music or movies taken on field trips should be edifying to the body of Christ.

Toys, trading cards, and other treasures should also be left at home for safekeeping unless an elementary class has a "show and tell" time. In that case, the items will need to be stored away in backpacks until the appropriate time.

## Field Trips

Field trips are planned to enrich our instructional program and students are expected to attend. Special care is taken to keep the cost of such trips to a minimum. Parents must complete an online Field Trip Permission Slip available on RenWeb at least two (2) days prior to the field trip. The classroom teacher and an adequate number of additional parent volunteers must accompany the students at all times. Parents should provide medications and instructions for such medications that may be necessary to take on a field trip, such as EpiPens. Students should wear a BRCA t-shirt if possible, and if appropriate, on field trips.

Drivers must complete the Volunteer Driver Application form and submit a copy of their driver's license to the school office. To maximize the learning objectives of the field trip and to insure that safety and supervision are at their highest, siblings are generally not permitted on such trips. Parent volunteers for extended field trips must be approved by the administration. The substance abuse policy applies to all individuals on a field trip.

The following field trips are required in 2008-09 for students. The costs listed are estimates as of July, 2008 and are subject to change. However, estimates are provided in order for families to be able to begin to plan for these expenses. Fundraising efforts to offset costs for these trips may be coordinated between the teacher in charge, parents, and the Fundraising Committee.

4 <sup>th</sup> Grade	Overnight at the Riverbanks Zoo (\$65)
5 <sup>th</sup> Grade	Tour of Columbia, SC (TBD)
6 <sup>th</sup> Grade	Mount Mitchell/Linville Gorge & Caverns (\$20)
7 <sup>th</sup> Grade	Tidal Pools at Hunting Island (\$100)
8 <sup>th</sup> Grade	Charleston forts/The Battery (\$150)

9 <sup>th</sup> and 10 <sup>th</sup>	Ski/Hike (\$35)
11 <sup>th</sup> Grade	Washington DC (and possibly New York City) (\$750)
12 <sup>th</sup> Grade	Senior Mission Trip (to be determined)

### **Charges**

We will try to bill in advance for field trip expenses and appreciate your prompt payment by check. For required field trips with expenses totaling over \$100, you may request that your account be charged on a pro-rata basis over several months. As long as your payments are in arrears for charges for a field trip that has already taken place, then the student will not be allowed to participate in upcoming field trips.

### **Child Passenger Restraint**

South Carolina law requires that:

- Children 1 through 5 years old weighing 20 to 40 pounds must be restrained in a forward-facing child seat.
- Children 1 through 5 years old weighing 40 to 80 pounds must be secured in a belt-positioning booster seat.

Parents who are not driving on a particular field trip should be sure to send in the appropriate restraining seat on the day of the field trip, if applicable.

## **Finances**

BRCA is a non-profit organization under Section 501(c)3 of the IRS code. We desire to offer a quality Christian education at an affordable price while retaining and adequately supporting a highly trained staff. Staffing decisions are made based on enrollment projections and re-enrollment activity. Therefore, parents should understand that enrollment is a financial commitment from the time of enrollment or re-enrollment. Commitment to payment for the entire first semester based on the payment plan selected is effective on acceptance of enrollment of the student. If a student attends one day or more in the second semester, then you have committed to pay for the entire second semester under the payment plan selected. The only exceptions are when a per diem rate applies for the number of days the student is enrolled, as follows:

1. Enrollment at BRCA occurs when a school year is in process.
2. Withdrawal due to parental job change or transfer to another location more than 20 miles from the BRCA campus.
  - a. Withdrawal Form must be completed by parents or guardians in order for the student to receive a transcript if the withdrawal is after the school year begins.
  - b. All books and other school property must be returned and accounts settled before transcript or other records are made available.
3. Termination of Enrollment / Expulsion from BRCA (as defined in section of Parent-Student Handbook titled "Consequences for Misbehavior").

Written requests to be relieved of financial responsibility due to unforeseen circumstances must be presented to the Board of Directors. Unless the Board grants relief, the student's records will be held until all financial responsibilities have been met. Under any circumstances records, final report cards and transcripts will not be released until all accounts are current (tuition, additional fees such as overdue books, damages, etc).

*Please note that parent-choice withdrawal not complying with the above conditions does not relieve financial responsibility.*

Tuition rates, application fees, registration fees, and payment options are outlined on the Financial Commitment Form - Tuition and Fees schedule. Account balances are available on ParentsWeb. Tuition is payable on the first of each month and parents are assessed a late fee after the 10<sup>th</sup> of each month.

**If a tuition balance is not paid within 60 days of the original due date (both months and any late fees), then the applicable student(s) will not be permitted to attend school until the financial obligation is met in full. Such absences for the student(s) are considered to be unexcused. Additionally, access to ParentsWeb will be suspended until the financial obligation is met in full. Extenuating circumstances will be considered on a case by case basis by the Board of Directors.**

Application for tuition scholarship assistance will be processed for a fee by an independent third party - Family Financial Needs Assessment. Scholarships will be awarded based on need and availability of funds (not to exceed 55% of tuition).

Tuition does not cover all of the financial needs of the school. To assist with needs, each new family (K5 and above) will be charged a one-time \$200 fee as a contribution set aside to help fund student scholarships. This Family Scholarship Fee may be added to amounts otherwise due under the payment plan selected by a family. Miscellaneous expenses may be incurred for participation in athletics or other extra-curricular activities, field trips, academic competitions, etc. Costs of required field trips are outlined above. Teachers and parents may work together with the Fundraising Committee to raise funds to offset costs of these required trips.

## Fundraising Activities

As noted above, tuition does not cover all of the financial needs of BRCA. Financial contributions by parents are encouraged. The school will also provide opportunities for families to encourage extended family members and friends to invest financially in the work the Lord is doing in the lives of BRCA students. All fundraising activities (school wide, MVP, grade level, etc.) must be approved by the Administrator. Every family in BRCA must assist with at least one fundraising activity each school year.

There is to be no selling of goods on campus or advertisement throughout the school that is not totally for the benefit of BRCA. Certain exceptions may be granted such as Book Fairs or approved yearbook ads. Parents may provide the school office with information about goods or services available through BRCA families that can be referenced upon request.

## Guidance and Counseling

Guidance is offered for various needs of the students through the faculty, staff, and administration of BRCA. BRCA administration oversees a guidance plan for its students. Included in this plan are exposure to various careers, course selection, execution of standardized and other testing, career and interests inventories, and access to information about college programs.

Generally, a student's Bible or homeroom instructor (elementary) will counsel with students on heart issues - spiritual, social/behavioral. Individual teachers will counsel with students in regards to academic issues in their own classes. Parents are engaged as needed and as appropriate for ongoing or significant concerns. Additionally,

personnel in administration are available for counseling or referral as needed. Concerns about learning issues (speech, hearing, ADD, ADHD, dyslexia, processing, etc) should be brought to the attention of administration immediately for assessment and / or referral.

### **Identification of Special Academic Needs**

All BRCA students receive individualized help as needed throughout the school day from their teachers, and the smaller class sizes provide for more individualized instruction. However, during the application process Administrators endeavor to ascertain if BRCA is the proper placement for a student who has special needs. Applicants who have completed psycho-educational testing, or who have medical diagnoses are not unilaterally refused admission into BRCA. Rather, a thorough look at the testing or medical diagnosis, and a careful review of the student's individual needs, are taken into account during the decision-making process. Students are, regardless of the weakness, accountable for being able to complete assigned work with little to no accommodations or modifications. BRCA is not equipped with a faculty member whose main purpose is to serve the needs of students with special needs. We do, however, have staff members who are trained in special education and who can provide ideas, guidance, and support for teachers and students.

BRCA students are assessed in multiple ways and by multiple teachers throughout the school year. We have a Promotion and Assessment Policy which governs the way and the purposes of assessment of our students. If a student is having continued difficulties in his class, the following steps will be taken by the classroom teacher:

1. The classroom teacher will conference with the parent(s) of the student in order to talk through the difficulties encountered in the classroom. The parent(s) and the teacher will discuss ways to help the child both at school and at home. This conference should be documented by the teacher on RenWeb.
2. The classroom teacher will meet with the applicable Administrator to review the conference notes and will keep the Administrator apprised of whether progress is noted, or whether continued struggles are seen in the classroom.
3. If the student's needs in the classroom continue, the teacher will set up a meeting with the Administrator and the parent(s) in order to address the possibility of referring for additional testing and/or services. During this meeting, agencies which may be able to assist the parent(s) will be discussed. It is the responsibility of the parent(s) to follow up, to schedule appointments for evaluations, and to keep BRCA informed when the results of the tests are ready for parental review.
4. Once the testing reports are received, an Administrator will review the results of the testing and its recommendations with the parents and, together with the teacher, will discuss whether the student's needs can continue to be met here at BRCA. If the school system is involved, a representative from BRCA may be available to attend a meeting with the parent(s) in order to help the parent(s) understand the process and represent the student's current educational environment as decisions are made. In some cases, continued placement at BRCA will be most beneficial for the student. If the student needs more assistance than is available, BRCA personnel will do everything possible to make sure that a smooth transition is made to the new environment.

## Health Issues

### Communicable Diseases

Blue Ridge Christian Academy recognizes the importance of providing and maintaining a school environment which minimizes the risk of the transmission of any significant communicable diseases. It also recognizes the need to ensure that any student or staff member with a communicable disease remain eligible for the benefits of its educational services, as well as his or her rights and privileges provided by law. In order to balance these rights with the school's obligation to protect the health of all students and staff, the following policies and procedures have been developed regarding any student who has a communicable disease.

The diseases to which this policy apply include but are not limited to the following, which have been declared by Public Health to be contagious, infectious, communicable and dangerous to the public:

*Class I:* Measles, meningitis, meningococemia, chicken pox, etc.

*Class II:* HIV infection, encephalitis, viral hepatitis, salmonellosis, shigellosis, tuberculosis, etc.

BRCA will work cooperatively with local, county and state or provincial agencies as appropriate to enforce and adhere to health codes for prevention, control and containment of communicable diseases in our school.

The Administrator has the authority to exclude from school a student who has a communicable disease or infection normally associated with childhood that is known to be spread by any form of casual contact and is considered a health threat to the school population. The affected student shall be excluded only after consultation with the parent/guardian and a review of opinion by a mutually accepted physician.

### First Aid (minor injuries)

Students with minor injuries should report to the school office. If appropriate, treatment will be given by a faculty or staff member.

### First Aid (major / serious injuries)

In the event of a serious injury or illness, BRCA reserves the right to call emergency personnel to assist in the care of the student. Every attempt will be made to contact the parent prior to doing so.

### Illness During School Hours

Students should report to the Administrative Assistant in the office who will call parents to come for the student if deemed necessary. An early dismissal is required whenever a student's body temperature is 100 degrees or higher. It is the parent's responsibility to come or send someone for the sick student. Parents must come to the office to check their child out.

### Immunizations

South Carolina law requires schools to have a file of each student's immunization record. There is a required official form (DHEC #1125) that can be completed by any Health Department branch or physician. Please verify that the student has all required immunizations. These records should be part of each student's file prior to the first day of attendance. In lieu of immunizations, parents may complete the immunization waiver

form that can be obtained from the Greenville County Health Department and submit a notarized copy to BRCA.

### **Insurance**

BRCA purchases insurance covering each student for an injury that occurs:

- In or on the school grounds or premises during a period of regular attendance when school is in session.
- Traveling to or from a school activity or with a school-sponsored group, or in transportation arranged by the school.
- Participating in or attending activities directly sponsored by the school and continuously supervised by a school designated official or employee.
- For school-time sports (excluding Interscholastic Football) while
  - Practicing or playing interscholastic sports.
  - Traveling to or from the game.
- There are several exclusions detailed in the brochures and information kept in the school office, including, but not limited to, injuries obtained during travel or activity outside the United States and while snowboarding, skateboarding, parachuting, and bungee-cord jumping.

This coverage is excess coverage that is secondary to any primary major medical insurance coverage for the student. Benefits are payable for covered expenses when they are in excess of amounts paid by any other health care plan, and without regard to any Coordination of Benefits provisions in any other health care plan. It is the responsibility of each child's parents to ensure that adequate insurance coverage is in place for their child.

### **Medications**

Students who are taking prescription and/or nonprescription medication during school hours must leave the medicine in BRCA's office (with the exception of inhalers, EpiPens, blood-sugar remedies, etc if the school office is notified in advance) with a note of instruction from the parents on dosage. Teachers or administration should assist in giving any type of medication. All directions should be in writing. The medication must be taken in the presence of adult BRCA personnel. All medication in the office will be stored in a secure cabinet or, if necessary, in a secure refrigerator.

- Prescriptions taken for longer than 3 weeks require a note from the doctor and from the parents.
- Prescriptions taken for less than 3 weeks require a parental note.
- Over-the-counter medications such as cough drops require a parental note.
- All medications left in BRCA's office at the end of the school year will be discarded if not picked up by a parent.

### **Special Physical Needs**

Please notify the BRCA office of special needs if your child returns to school with a cast and/or sutures or following a medical or dental procedure. Your child should have a doctor's note regarding activity restriction and when the child can return to normal activities.

### **Substance Abuse Policy**

Blue Ridge Christian Academy has adopted a substance abuse policy that is presented in summary format below. You may ask the school office for a copy of the detailed policy.

**Purpose**

- Ensure a standard that is consistent with our belief that school employees and volunteers must be appropriate models for our students;
- Ensure a safe environment for students, employees, and volunteers;
- Protect school property;
- Increase productivity; and,
- Enhance school security.

**Application**

- This Policy applies to all employees, volunteers, and students in this school when they are on school time or on school premises, including but not limited to all property, facilities, land, and vehicles, whether owned, leased, or used by the school or its volunteers.
- The Policy also prohibits the use of "prohibited substances" (see below) while off school premises if such use in any way affects or may affect the ability to safely or competently perform his/her job or if such use results in the presence of detectable levels of prohibited substances in the body while on school time or premises.

**Confidentiality**

The administration of this Substance Abuse Policy, including access to information, as well as testing and searches, will be conducted, to the extent possible, with due regard for the personal privacy of each employee, volunteer, and student. It should be noted, however, that discussions with affiliated individuals may be necessary to clarify a substance abuse situation.

**Policy**

At any school-related event or on the school premises, employees, volunteers, and students may not use or demonstrate the negative effects of prior use of controlled substances such as alcoholic beverages, illegal drugs, or any other substance whose effects endanger the employee, volunteer or others, limit abilities to effectively carry out duties and responsibilities, or reflect negatively on the Christian witness of the employee, volunteer, student or school.

**Prohibited Substances**

This policy prohibits the use, possession, concealment, transportation, promotion, transfer or sale by school employees, volunteers or students on school premises, at school events, or while escorting students to these events, of "prohibited substances" defined as:

- Illegal drugs, controlled substances, including trace amounts;
- Alcoholic beverages;
- Tobacco products;
- Any other substance that affects or may affect the employee's, volunteer's, or student's ability to competently or safely perform (this may include prescriptive or over-the-counter medications that are taken irresponsibly).

## Searches

Employees, volunteers, and students while on "school premises," shall be required to submit to searches of their persons, vehicles, lunch boxes, personal effects, desks or similar repositories, etc., when school authorities have a reasonable suspicion that the person possesses or has used a prohibited substance.

## Testing

Employees, volunteers, and students may be required to submit to substance testing including, but not limited to, urinalysis, blood tests, hair tests, or breath tests. The Board may immediately suspend and ultimately dismiss an employee whose confirmed substance abuse is judged to be detrimental to the mission of the school; a volunteer may be removed immediately from duties and responsibilities; a student may be expelled.

## Human Dignity

Blue Ridge Christian Academy intends to provide its faculty, staff, and students an environment that is free of offensive kinds of behavior. Conduct -- whether intentional or unintentional -- that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are made to reflect God himself. These are the features of the policy:

1. We do not condone or allow harassment of others by teachers, the Administrator, support staff, students, or other persons present in our facilities.
2. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher or the Administrator. Teachers should report an offense to the Administrator. Each report will be given serious consideration and investigated thoroughly.
3. Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
4. Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for faculty or staff) or expulsion (for students).
5. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning environment.
6. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment; persons engaging in this misbehavior will be disciplined.
7. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

## Lost and Found

All lost and found items are stored in the office area. Items not claimed are donated to worthy causes on a regular basis.

## Lunch and Snacks

Snacks are always brought from home. Students are allowed to bring lunch on any day to school. Microwaves are available to use for items that need to be heated up. All necessary utensils and dishes must be sent with lunches brought from home.

We offer hot lunches for purchase on Tuesdays, Wednesdays, and Thursdays. Families should plan to send a sack lunch on Mondays and Fridays as the kitchen will not be open. Your account on ParentsWeb will be charged for lunches ordered. See ParentsWeb for details on how to place orders and information on the timing of charges to your account.

In order to encourage children to develop a healthy lifestyle, please send healthy lunch and snack items, limit sweets, and do not send sodas to drink. The students are asked to not trade food due to the presence of food allergies. We also ask that they not be wasteful with what parents purchase or take time to prepare. During elementary lunches, there will be a few minutes of silence at the beginning of the lunch period to help students settle in, offer thanks, and begin eating.

## Parental Involvement

Parents are encouraged to be involved in the life of the school. Parents may contribute their time, resources and energy by being involved in any of the following areas:

**MVP (Mission Volunteer Partners):** is a volunteer parent organization made up of committees that allow parents to support students, faculty, and staff in a hands-on way. All committees will have a chairman who will also serve on the Steering Committee. The Steering Committee's purpose is to help with communication between the various committees and administration as well as to foster a community of sharing information and pooling resources. In addition to the Steering Committee, other MVP Committees are:

- Education Enrichment
- Facilities Support
- Fundraising
- Hospitality
- Library Support
- Teacher Support/Appreciation
- Warrior Spirit

**PIP (Parents in Prayer):** parents meet once a week to pray for their children, the faculty and staff, the administration, the Board, and identified needs.

**Room Parent:** obtain volunteers for classroom activities and field trips, make phone calls (early dismissals, emergency closings, delays, reminders of classroom and school events), assist classroom teacher in preparing Friday folders, and host a welcome coffee for classroom parents.

**Substitute Teacher:** qualified parents may substitute in classes. "Qualified" is defined as having current or prior certification by a state or ACSI **OR** as having prior experience as a home school or substitute teacher. Other individuals may be approved at the Administrator's discretion. All substitutes must be willing to submit to a background check. Parents who serve as substitutes help reduce the cost of running BRCA. A

qualified parent who agrees to serve as a long-term sub will be paid an amount equal to amounts paid to non-parent substitutes. Parents must complete a W-4 and an I-9 if total substitute pay is greater than \$600.

All organizations and committees are under the auspices and authority of the Board of Directors of BRCA.

## Playground and Sports Fields

The playground and sports fields are an integral part of both BRCA and Overflow Ministries, owner and maintainer of the sports fields. The following guidelines are given to provide a safe environment and one that is conducive to learning.

- When gates to BRCA are locked, there is no access to the playground or sports fields.
- During normal school year operating hours or altered summer hours, families desiring use of the playground should first come to the office to ask for permission. Permission for use of the sports fields should be obtained from Overflow Ministries at 895-9949 or 895-9209.
  - During the school day, only enrolled BRCA students or guests of the school should be on the playground or sports fields during recess and/or PE.
  - Parents with non-enrolled siblings of BRCA students must supervise their child(ren) while using the playground or sports fields.

## Property Damage

Parents are responsible for any damage to or loss of school property or other student's property by their children. Textbooks and library books are the property of BRCA. Students are expected to take care of the books.

Teachers reserve the right to monitor such care and to collect for damages from the student to whom a book is issued no matter how the damage occurred. All lost books must be replaced by the student. Payment for lost or damaged books must be made before release of report cards, transcripts, or other student records.

## Recess

Elementary students generally have two recesses per full day of school - one in the morning and one at lunch break. Teachers will take students to the outdoor playground and sports fields unless the temperature (with wind chill) is below 35 degrees or weather is inclement. Your child should come to school with appropriate clothing to be outdoors.

Please do not request that your child remain in the classroom during recess unless he/she has been ill or is currently demonstrating respiratory difficulties. Recess is a time for students to refresh their bodies and minds and for the teachers not on recess duty to execute planning for their classes.

## Solicitations

Solicitations or petitions of any kind by students or parents are not permitted. Additionally, the school directory is published only for use by BRCA families and is not permitted to be used for any business solicitation or personal solicitation of any kind.

## Student Records

Student files are considered confidential and may only be reviewed by appropriate school personnel, legal personnel, parents or guardians under administrative supervision.

## Telephone / Messages

The office phone is reserved for official BRCA business and emergencies. No personal messages will be delivered, and students will not be called to the phone except in case of an emergency. Arrangements for transportation must be made before school.

## Visitors

All visitors must register in the office and receive a pass. Appropriate clothing should be worn while on campus or attending a BRCA event (see "Dress Code"). Visitors are not allowed into classrooms unless pre-approved by the office and/or the teacher. Passes must be returned to the office when visitors sign out upon leaving campus.

## Volunteers

All volunteers are asked to complete a "Volunteer Form" (available in the school office) that clearly expresses the beliefs of BRCA and the school's expectations for those who serve in a volunteer capacity. Included on the form is a request for information that enables BRCA to perform a background check. This check is necessary for any volunteer who may work directly with students in either a supervised or unsupervised situation, such as assisting in the classroom or chaperoning a field trip. Other volunteers or special guests, such as chapel speakers, will not be subject to the background check. Determination of the need for a background check will be made by administration on a case-by-case basis, as needed. Personnel needing the assistance of a volunteer use their discretion as to how best to engage a volunteer.

# Elementary School Policies

## Academics

### Class Placement

Students are prayerfully placed in classes based upon feedback from prior teachers, from parents, on male/female ratios, social and academic needs, and on ability.

### Evaluation / Grading

Grades are recorded using both letters and percentages (3rd grade and above). Report cards are issued 4 times a year via email using RenWeb. All incompletes must be completed before the end of the next grading period or a failing grade will be given.

### Grading Scale for K-5 through 2<sup>nd</sup> grade

Performance feedback will include evaluation of curricular areas based on whether a student's exhibited skills are proficient "P", expanding "E", or need improvement "N". Grade specific skills will also be assessed in an effort to provide more detailed feedback to parents regarding their child's progress.

P = 98 - 100	E = 85 - 92	N = 76 and below
E+ = 93 - 97	E- = 77 - 84	

For papers graded with "check marks": "Check +" = 98, "Check" = 88, "Check -" = 78

### Grading Scale for 3rd grade and above

A+ = 98 - 100	A = 95 - 97	A- = 93 - 94
B+ = 90 - 92	B = 87 - 89	B- = 85 - 86
C+ = 83 - 84	C = 79 - 81	C- = 77 - 78
D+ = 74 - 76	D = 72 - 73	D- = 70 - 71
F = Any grade below 70		

### Homework

Homework is an important and integral extension of the class work. It is intended to promote relevant, meaningful learning and stimulate thinking and creativity. BRCA also recognizes that there are many worthwhile interests and activities outside the school that contribute to the well-being, learning and maturation of students. Attempts will be made to keep homework to a minimum on Wednesday nights. Recommended maximum daily guidelines are:

- **Kindergarten:** 15 to 30 minutes
- **Grades 1 - 5:** 30 to 60 minutes

The actual time may vary due to the aptitude, attitude and ability of the individual student, as well as for occasional special class projects.

### Honor Roll 3<sup>rd</sup> - 5<sup>th</sup>

BRCA likes to recognize the academic efforts of its students. Therefore, the following guidelines are used in determining Honor Roll status on report cards.

- "A Honor Roll" = All A's (grades of 93 or higher)
- "A/B Honor Roll" = No grades below B- (or 85) and a minimum of one A (93 or higher) in math, language arts and science.

### Late Work

Homework, projects or other assignments that are turned in late (other than under the allowances of the absence make-up policy) are assigned the following penalty:

- 1 day late = 10 point reduction
- 2 days late = 20 point reduction
- Turned in more than 2 days late = "0" for assignment denoted by "INC" on grade book

### Promotion

Promotion to the next grade is contingent upon:

Demonstration of age-appropriate emotional and social progress

**AND**

- Academic readiness.

For 3<sup>rd</sup> grade through 8<sup>th</sup> grade, academic readiness is defined as 77%/C- in math, language arts, and science. All other subjects in aggregate must be passed with a 77%/C- or better. A student failing any individual subject for the year may be, at the teacher's and Administrator's discretion, required to:

- Repeat the subject the following year (for example, a student failing Latin 1 would need to repeat this class before entering Latin 2)

**OR**

- Retake the subject during the summer with a re-evaluation before classes begin again.

The student must attain a grade of 77%/C- for any course retaken during the summer. If a course is taken in the summer, it is the parents' responsibility to arrange for tutoring with a school-approved tutor using the approved BRCA curriculum. BRCA teachers may be available for the required tutoring.

Students who are recommended for retention based on grades or social/emotional development may be placed in the same grade for the following school year.

### Testing

- All students applying for admission to BRCA will be readiness tested based on our curricular offerings.
- Standardized tests are annual tools for assessing the academic ability and achievement of the students and the effectiveness of teachers and curriculum. BRCA utilizes the Stanford Achievement Test for 2nd through 5th grades.

## Community Service

BRCA endeavors to develop hearts of service in our students and, therefore, requires community service of all of our students K5 and above. These services may include making gifts for and visiting with nursing home residents, involvement with disaster relief projects, participating in Operation Christmas Child, or preparing items of encouragement for use by those involved with prison ministry. Some community service opportunities may be service projects related to the care of BRCA or providing assistance to BRCA faculty and staff.

## Extra-curricular Activities

BRCA is committed to the development of the whole student - spiritual, mental, social and physical. Our athletic and other extra-curricular offerings support this commitment. We are part of the Blue Ridge Christian Conference (BRCC) with schools of similar size and development. BRCC is initially offering athletic competition for middle and high school students, with plans to add school-wide competitions in academics and fine arts in 2009-2010. We participate in various school-wide academic competitions offered through ACSI. In 2009-10 BRCA plans to offer the following activities. Additionally, we hope to offer various club and sports activities to our elementary students by encouraging BRCA parents to sponsor or coach within an area of interest.

	<b>Elementary</b>
Academic and Fine Art Competitions	1st - 5th
Keyboarding (piano)	1st and above
Band (beginning in 3 <sup>rd</sup> grade)	Beginner and Intermediate
Clubs (science, math, geography, etc)	Determined by interest and sponsors
Sports and cheerleading	Determined by interest and sponsors

# Middle and High School Policies

## Academics

### Course Load

The BRCA middle and high school offers eight class periods per day. BRCA students should plan to earn six to seven unit credits per year in order to meet the graduation requirement of 26 Carnegie unit credits. Several courses generally available in 8th grade for high school credit include Honors Algebra 1 (1.0), Physical Science (1.0), Tech 1 (0.5), and PE (1.0). Juniors may request permission for dual credit coursework if courses needed are not available at BRCA. Seniors who meet graduation requirements by enrolling in at least 5 classes at BRCA and are paying full tuition to BRCA may be allowed to take dual credit courses at local colleges or participate in a work-study program.

### Graduation Requirements

The state of South Carolina requires a minimum of 24 Carnegie units of credit to receive a diploma. BRCA is a college preparatory school with an Honors Diploma program and requires 26 Carnegie units of credit. The Honors Diploma is offered to students with a 4.0 or higher GPA who have taken an additional unit of foreign language (third year of same language), and six Honors and Advanced Placement (AP) level courses, including at least four AP level courses. Graduation requirements are as follows:

Course	College Prep Credit	Honors Credit
Bible *	4	4
English	4	4
Foreign Language (same language)	2	3
Mathematics (Algebra 1 and above) **	4	4 or 5
Science (3 labs excluding Physical Science) ***	4	4
Social Studies	3	3
Computer Science	1	1
Fine Arts	1	1
Physical Education ****	1	1
Electives	2	1
Minimum Total Credits	26	26
Minimum Total Service Hours (20 per year)	80	80

\* Students must have a half-unit credit for each semester they attend BRCA from 9<sup>th</sup> through 12<sup>th</sup> grade.

\*\* SC public colleges and universities require 4 math courses taken from 9<sup>th</sup> - 12<sup>th</sup> grades. Therefore, students beginning Honors track math in 8<sup>th</sup> grade will take 5 math courses.

- \*\*\* Physical Science taught as a high school lab science is not considered a lab science which meets requirements for SC public colleges and universities who mandate 3 lab sciences. Students will receive a unit of credit for Physical Science, but will need 3 additional high school lab sciences as well.
- \*\*\*\* Students participating in four seasons of JV or Varsity sports (in at least 2 different sports) may receive 1 unit of PE/Sports credit.

A community service component of 20 hours per year for 9<sup>th</sup> - 12<sup>th</sup> graders is part of the graduation requirement. The hours will be verified by the applicable Bible course instructor unless otherwise indicated. Examples include activities such as summer mission trips, working with special needs children / adults, serving in a soup kitchen, and offering an after-school club such as Chess Club for younger BRCA students.

Commencement Ceremony: Graduation is a special time of celebrating the students and the work the Lord has done in and through them. Therefore, all graduates are required to participate in the graduation rehearsal and ceremony. Prior to graduation, ACT or SAT testing must be completed, and results must be on file in the school office.

- Seniors failing one core course will be allowed to participate in the commencement ceremonies. However, a diploma will not be given until the coursework is successfully completed. Any coursework needed to fulfill graduation requirements must be completed before the beginning of BRCA's next school year.
- Seniors failing two or more core courses will not be allowed to participate in commencement ceremonies. All other details above apply.

### **Honors and Advanced Placement Classes**

Students who demonstrate an aptitude and ability for working beyond our standard offering of college preparatory (CP) courses may participate in honors and advanced placement (AP) level courses as such courses are offered. Participation is dependent upon:

1. Recommendation by prior teacher in the subject area, approval by current teacher in the subject area, and approval by the Administrator.
  - a. Prior participation in a higher level course is also considered (for instance, if a student transfers to BRCA)
2. Demonstrated academic success in the prior year in the subject area by maintaining an "A" average for the year (to begin an advanced level track).
3. Demonstrated ability to work responsibly on an individual basis, being self-motivated and disciplined, and with a desire to further develop his/her God-given abilities.

A student may move from a higher level course into a CP course of the same subject matter (if offered) during the first 10 days of participation in the course. After 10 days in a course, a student must remain in the course.

- The grade earned in the course during the time (up to 10 days) before transferring to a CP level course is averaged with the grades earned in the CP level course.
- Quality points for the course are assigned based on participation in the CP level course.
- If a CP level course in the subject matter is not offered, then the student must remain in the higher level course.

The intent is for students who participate in higher level courses to continue to do so through graduation. Most colleges and universities encourage students to take advantage of as many advanced level courses as

possible. Participation in one higher level course does not mandate participation in other higher level courses, even within the same subject area from year to year. Students may enroll in a course that is a half-quality point lower than the level taken for that subject area in the previous year. Therefore, a student may elect to take AP Language and Composition with an American Literature emphasis in 11<sup>th</sup> grade but may elect to take Honors British Literature in 12<sup>th</sup> grade. Students participating in any AP course are required to take the applicable AP exam, at the student's expense, in order to receive AP quality points in their GPA calculation.

A student may demonstrate the desire and ability to join an advanced level class for which another class is a prerequisite. If meeting approval guidelines established for participation in advanced level courses, the student may do an independent course of study by either of the following methods:

1. Utilizing the same curriculum as the normal BRCA class for that subject. A BRCA teacher will administer the quizzes and tests for the independent study. The cost for the independent study course is 1/7 of the current high school tuition rate, rounded to the nearest \$50.
2. Taking the course through BRCA Online, if it is available, at a determined cost.

Successful completion of the course earns the student the appropriate College Preparatory (CP) level unit of Carnegie credit.

### Evaluation / Grading

Report cards are issued 4 times a year via email using RenWeb. All incompletes must be completed before the end of the next grading period or a failing grade will be given.

### Grading Scale

A+ = 98 - 100	A = 95 - 97	A- = 93 - 94
B+ = 90 - 92	B = 87 - 89	B- = 85 - 86
C+ = 83 - 84	C = 79 - 81	C- = 77 - 78
D+ = 74 - 76	D = 72 - 73	D- = 70 - 71
F = Any grade below 70		

### Homework

Homework is an important and integral extension of the class work. It is intended to promote relevant, meaningful learning and stimulate thinking and creativity. BRCA also recognizes that there are many worthwhile interests and activities outside the school that contribute to the well-being, learning and maturation of students. Recommended maximum daily guidelines are:

- **Grades 6 - 8:** 1 - 2 hours / day (more if participating in Honors level classes)
- **Grades 9+:** 1  $\frac{1}{2}$  to 2  $\frac{1}{2}$  /day (more if participating in Honors or AP level classes)

The actual time may vary due to the aptitude, attitude and ability of the individual student, as well as for occasional special class projects.

## Honor Roll

BRCA likes to recognize the academic efforts of its students. Therefore, the following guidelines are used in determining Honor Roll status on report cards.

### 6th - 8th

- "A Honor Roll" = All A's (grades of 93 or higher)
- "A/B Honor Roll" = No grades below B- (or 85) and a minimum of one A (93 or higher) in math, language arts and science.

### 9th - 12th

- "High Honors" = grade average of 97 - 100 with no grades in any class below A- (or 93)
- "Honors" = grade average of 93 or above with no grade below B- (or 85) and at least two A's (93 or higher) in math, language arts, and science.

For purposes of calculations, an average grade with .5 or higher will be rounded up to the next grade (e.g. 92.5 will be considered a 93). Also, all subjects are included in the calculations.

## Late Work

Homework, projects or other assignments that are turned in late (other than under the allowances of the absence make-up policy) are assigned the following penalty:

- 1 day late = 10 point reduction
- 2 days late = 20 point reduction
- Turned in more than 2 days late = "0" for assignment denoted by "INC" on grade book

## High School - Grade Point Conversions, Averages, and Rank-in-Class

The standard course offering at BRCA is a College Preparatory (CP) course. High school students will receive a numeric grade for each subject. The numeric grade and category of the course will determine the quality points earned for each subject. CP and Advanced courses earn the base weight; Honors courses earn an extra one-half quality point; Advanced Placement (AP) and dual credit courses earn a full quality point more than the base weight. A grade of 61 or below for any high school course will result in earning zero quality points.

Students enrolled at BRCA must receive prior permission from the Administrator to take courses at another secondary institution for credit or post-secondary institution for dual credit. Approval for a dual credit course will generally only be granted to students during their junior or senior year at BRCA as outlined in the "Course Load" section above. A dual credit course allows students to earn both Carnegie units toward graduation requirements as well as college credit. See "Honors and Advanced Placement Classes" section above for policy regarding taking a pre-requisite course to switch from CP to Advanced Level classes.

Students transferring to BRCA will transfer credits and their cumulative GPA's. BRCA reserves the right to determine the transfer of credits based upon compatibility with the BRCA curriculum. Therefore, transfer students may receive lower than a CP quality point based on the content of courses taken elsewhere. GPA's and numerical grades will then be averaged into the student's cumulative GPA at BRCA.

- Transcripts received with only letter grades recorded or grades given by post-secondary institutions for dual credit courses will have the following numerical value assigned:

- A=96, B=88, C=80, D=73, F=61

The table below assigns "quality points" to each numerical grade depending on the grade earned and the category of weight assigned to the course taken. For example a student who earns a 100 in a CP or Advanced course receives 4.875 quality points whereas a student with a 100 in an Honors course receives 5.375 quality points and a student who receives a 100 in an AP course receives 5.875 quality points.

Average	Grade	CP/Adv	Honors	AP/Dual	Average	Grade	CP/Adv	Honors	AP/Dual
100	A+	4.875	5.375	5.875	80	C	2.375	2.875	3.375
99	A+	4.750	5.250	5.750	79	C	2.250	2.750	3.250
98	A+	4.625	5.125	5.625	78	C-	2.125	2.625	3.125
97	A	4.500	5.000	5.500	77	C-	2.000	2.500	3.000
96	A	4.375	4.875	5.375	76	D+	1.875	2.375	2.875
95	A	4.250	4.750	5.250	75	D+	1.750	2.250	2.750
94	A-	4.125	4.625	5.125	74	D+	1.625	2.125	2.625
93	A-	4.000	4.500	5.000	73	D	1.500	2.000	2.500
92	B+	3.875	4.375	4.875	72	D	1.375	1.874	2.375
91	B+	3.750	4.250	4.750	71	D-	1.250	1.750	2.250
90	B+	3.625	4.125	4.625	70	D-	1.125	1.625	2.125
89	B	3.500	4.000	4.500	69	F	1.000	1.500	2.000
88	B	3.375	3.875	4.375	68	F	0.875	1.375	1.875
87	B	3.250	3.750	4.250	67	F	0.750	1.250	1.750
86	B-	3.125	3.625	4.125	66	F	0.625	1.125	1.625
85	B-	3.000	3.500	4.000	65	F	0.500	1.000	1.500
84	C+	2.875	3.375	3.875	64	F	0.375	0.875	1.375
83	C+	2.750	3.250	3.750	63	F	0.250	0.750	1.250
82	C+	2.625	3.125	3.625	62	F	0.125	0.625	1.125
81	C	2.500	3.000	3.500	Below 62	F	0.000	0.000	0.000

- All students who have attended BRCA for 5 consecutive semesters prior to final identification of valedictorian and salutatorian will be included in the Rank-in-Class (RIC). All courses in grades 9 through 12 which carry unit credit will be included in the ranking. Courses taken prior to 9th Grade for Carnegie unit credit will be included.
- A preliminary RIC will be determined at the end of 11<sup>th</sup> Grade and after the first semester of 12<sup>th</sup> Grade based on GPA calculations. The final GPA and RIC will be determined at the end of 12<sup>th</sup> Grade.
- In order to determine grade point average, quality points will be assigned to the final grade given at the end of the course (semester or year).
- GPA will be calculated by the following formula:  $GPA = \text{Total Quality Points} / \text{Total Units Attempted}$ 
  - Quality points will be earned on all courses according to the table above.
  - A course for which no credit was earned (including a dual credit course for which no credit was earned) will count as a course/ Dual attempted with zero quality points.

- If a student attempts a course twice or more for any reason, all attempts and grades will be counted in calculating GPA and RIC with the exception noted below in "Retaking a Course"; however, only one credit may be counted for a diploma.
- RIC will be calculated by placing students in order beginning with the student having the highest GPA and continuing until all eligible students have been ranked.
- GPA and RIC shall become a part of the individual student's record and transcript.

GPA and RIC for an individual are confidential and may be given only to the individual or someone he/she designates in writing, such as colleges, etc.

- A list of student rankings will not be made public in its entirety.
- Except for specified honor students, such as valedictorian and salutatorian, any listing of top 10%, top 50%, or other such special groups will be listed in alphabetical order by name without regard for exact rank.

Selection of valedictorian and salutatorian will be made according to BRCA's Board policy. The Valedictorian will be the graduating senior with the highest GPA and Salutatorian will be the graduate with second highest GPA. Candidates must have been enrolled at BRCA for 5 consecutive semesters prior to the final identification of the recognition AND earn Carnegie unit credits at a rate of at least 5 per year for the period they are enrolled at BRCA.

### **Retaking a Course**

Students may retake the same course at the same difficulty level under the following conditions:

- Only courses in which a grade of D or F was earned may be retaken depending on the availability of the course.
- Courses that are prerequisites must be successfully completed before advancing to the next level course
- Such course may only be retaken during the current academic year or no later than the next academic year.
- The student's record will reflect all courses taken and the grade earned with the following exception: students taking courses for a Carnegie unit prior to their 9<sup>th</sup> Grade year may retake any such course during their 9<sup>th</sup> Grade year. In this case, only the 9<sup>th</sup> Grade retake will be used in figuring the student's GPA and only the 9<sup>th</sup> Grade attempt will show on the transcript. The rule will apply whether the grade earned is higher or lower than the pre-9<sup>th</sup> Grade attempt.
- A student failing any individual subject for the year may be, at the teacher's and Administrator's discretion, required to:
  - Repeat the subject the following year (for example, a student failing Latin 1 would need to repeat this class before entering Latin 2)

**OR**

- Retake the subject during the summer with a re-evaluation before classes begin again.

The student must attain a grade of 77/C- for any course retaken during the summer. If a course is taken in the summer, it is the parents' responsibility to arrange for tutoring with a school-approved tutor using the approved BRCA curriculum. BRCA teachers may be available for the required tutoring.

## Test Scheduling

In middle and high school where students rotate to various teachers for instruction in their subject areas, the teachers must use the test calendar feature on teachers.brca.us. A student should generally have no more than two major tests on one day. Additional quizzes are possible. Occasionally, three tests on one day are permitted, but the student may request a postponement of one test from the applicable administrator, and the test must be taken as soon as possible.

## Testing

- All students applying for admission to BRCA will be **readiness** tested based on our curricular offerings.
- **Standardized tests** are annual tools for assessing the academic ability and achievement of the students and the effectiveness of teachers and curriculum. BRCA offers the following:

Stanford Achievement Tests	6 <sup>th</sup> through 8 <sup>th</sup> grades
ACT EXPLORE	Fall of 9 <sup>th</sup> grade
ACT PLAN	Fall of 10 <sup>th</sup> grade

We recommend that students also take, at parents' expense, the PSAT in October of 10<sup>th</sup> grade by going online to [www.collegeboard.com](http://www.collegeboard.com). Participation in the PSAT testing is required in October of 11<sup>th</sup> grade and determines eligibility as a National Merit Scholar. Parents should sign their student up to take the ACT and / or SAT in spring of 11<sup>th</sup> grade. Students may re-take the ACT and / or SAT in the fall of their senior year if needed or desired. Results of either the ACT or SAT testing must be in the student's file prior to graduation.

- **Semester exams** - All math, language arts, and science courses taken for a Carnegie unit of credit will have a semester exam that counts as 20% of the semester grade. Other courses earning a Carnegie unit of credit may have a semester exam at the teacher's discretion. If an exam is scheduled in these other courses, then students with a 93% average or higher may be exempt from the exam.
- **Senior exemptions** - Seniors with a 93% average or higher in a given subject area are exempt from end of course exams for that subject area (not including semester one of a two semester course).

## Withdrawal from a Course

Students may withdraw only during the first 5 days of a course with no reflection of the course on their transcript. If the course was offered through BRCA Online, then payment of the entire course cost is due to the school at the time of withdrawal unless the student transfers into another BRCA Online course. In this case, the cost is \$100.

Students who drop out of school or are expelled after the allowed period for withdrawal but before the end of the grading period will be assigned grades in accordance with the following.

- The student will receive a WP if he/she was passing the course. The grade of WP will carry no Carnegie units and no quality points to be factored into the student's GPA.
- The student will receive a WF if he/she was failing the course. The grade of WF will carry no Carnegie units but will be factored into the student's GPA as a 61.

If a student fails a course due to excessive unexcused absences, the school will record an FA on his/her transcript. The grade of FA will not carry Carnegie units but will be factored into the student's GPA as a 61.

### **Written Assignments**

Students in 6th grade and above are expected to use the BRCA style sheet, based on the MLA (Modern Language Association) style, when submitting typed assignments for any course. The BRCA style sheet format is:

1. Use 8 ½ x11 white paper (type appears only on one side)
2. Double space the entire paper, except for the heading
3. Use 1-inch margins at the top, bottom, and sides
4. Indent each paragraph ½ inch (5 spaces) from the left margin. You can generally hit "Tab" to accomplish this
5. Indent long quotations 1 inch (10 spaces) from the left margin
6. Use Times New Roman font, size 12
7. Use a header placed ½ inch from the top and flush with the right-hand margin to place student's name and page number on each page
8. Place a four-line heading on the first page of the paper (when no title page is required) which includes student's name, teacher's name, course title, and paper's due date

A helpful website which addresses how to cite works and treat items such as book title, periodicals, etc is located at [www.owl.english.purdue.edu /owl/resource/747/01/](http://www.owl.english.purdue.edu/owl/resource/747/01/) . This information is also included in the BRCA language arts textbooks for 6<sup>th</sup> grade and above.

### **Athletics and Extra-Curricular Activities**

Students participating in athletics and extra-curricular activities must adhere to the following standards for the quarter in which they would like to participate:

1. 77%/C- in math, language arts, and science, respectively.
2. All other subjects in aggregate must be passed with a 77%/C- or better.
3. May not have an F in any individual subject.
4. Must be in good standing with all of his or her teachers in regards to classroom behavior.
5. If participating in athletics, the student must submit a sports physical form signed by their physician. These forms are available in the school office. Physicals are valid for one calendar year unless the physical is dated after April 1. In that case, the physical will be valid for the entire following school year.

Grades are determined:

1. Initially, from the most recent progress report or report card.
2. On a weekly basis for students who have been considered ineligible or are having difficulties.
  - a. Will monitor weekly grades only in subjects where failed to meet criteria.
  - b. All teachers asked for input at Progress Report time at mid-quarter.
  - c. Not ask for weekly feedback from teachers of subject areas in which a student failed to meet criteria in a prior quarter - only monitoring from most recently completed quarter and, then, considering only grade-to-date in current quarter for renewed eligibility.

Students who are ineligible or having difficulties may practice with the team but may not participate in official competitions unless it is determined before the beginning of the competition that his/her grades meet requirements.

BRCA is committed to the development of the whole student - spiritual, mental, social and physical. Our athletic and other extra-curricular offerings support this commitment. We are part of the Blue Ridge Christian Conference

(BRCC) with schools of similar size and development. BRCC is initially offering athletic competition and plans to add competitions in academics and fine arts. We participate in various academic competitions offered through ACSI. In 2009-10 BRCA plans to offer the following activities. Additionally, this year we hope to offer forensics and spring sports such as co-ed golf. As our student body grows, we plan to offer soccer, baseball and softball. We encourage BRCA parents to sponsor/coach various teams or after-school club activities for our elementary students.

	<b>Middle School</b>	<b>High School</b>
Academic and Fine Art Competitions	6 <sup>th</sup> - 8 <sup>th</sup>	9 <sup>th</sup> and above
Beta Club		9 <sup>th</sup> and above
Honor Society		10 <sup>th</sup> and above
Spanish Club	6 <sup>th</sup> - 8 <sup>th</sup>	9 <sup>th</sup> and above
Warrior Spirit Club	6 <sup>th</sup> - 8 <sup>th</sup>	9 <sup>th</sup> and above
Chorus (Performing Arts Company)	Girls' and Boys'	Girls' and Boys'
Drama (Performing Arts Company)	Girls' and Boys'	Girls' and Boys'
Volleyball	Girls'	Girls' Varsity
Cross Country	Girls' and Boys'	Girls' and Boys' Varsity
Basketball		Girls' and Boys' Varsity

### College Campus Visits (Pre-Arranged)

BRCA offers college preparatory training and encourages students to begin early to consider college options. Incorporating a college campus visit into family vacations is an excellent way to gain knowledge of college offerings. However, BRCA recognizes that there is also benefit in visiting a campus while it is in session during the fall or spring semesters. Therefore, sophomores are allowed the privilege of 2 college visits, and juniors and seniors are allowed the privilege of 5 total college visits (generally 1 day each; 2 if necessary for travel or other substantive reason). Two or three of these visits may be during the junior year and the remainder during the senior year. Additional college visits may be requested for special circumstances such as scholarship interviews. For a college campus visit to count as a field trip rather than an absence:

- Visit must be pre-arranged.
- School office must be notified in writing of visit at least 5 days in advance through completion of a "College Visit Request" that has been signed by each of the student's teachers and parents / guardians.
  - The form addresses the academic and behavioral status for each class as well as verifying no major conflicts with class or other activities.
- Visits must be spread out so that the student is not missing too much consecutive class time, unless approved by administration to do otherwise and noted on the Request form. Visit should not be scheduled during exams or activities/programs in which the student's participation is critical.

The administration of BRCA reserves the right to deny approval of a college campus visit if the student has excessive absences or for academic or behavioral reasons. Abuse of this privilege, such as not actually visiting the campus or extending a trip unnecessarily, will result in loss of the privilege for the student and in the trip counting as an unexcused absence.

## Discipline/Shepherding - Additional

### Off-Campus Behavior

Just as BRCA encourages Christ-likeness on campus, it also encourages it off campus. While parents are the primary instructors of their children's hearts (and, thus, of their behavior), BRCA does reserve the right to enact disciplinary measures for off-campus behavior when deemed appropriate and necessary.

### Social Practices

There should be no inappropriate physical contact or display of affection on the school campus or during officially sponsored school activities.

## Laptop Computers

Students may be issued a BRCA laptop computer for use when taking BRCA Online courses. Participation in BRCA Online courses is accompanied by additional expectations which are outlined in the online materials for the courses. Also, students who are issued a BRCA laptop for use must understand and acknowledge that they are responsible for replacing or repairing damaged laptops and for accessing only those programs/sites necessary for completion of the course. Students should not add any program or game to the assigned laptop or access non-approved web sites or email online:

1. 1st Offense - verbal warning and removal of program/game as applicable
2. 2nd Offense - \$100 fine and removal of program/game as applicable
3. 3rd Offense - \$200 fine and removal of program/game as applicable
4. For each additional offense, the amount of the fine doubles (e.g. \$400, then \$800, etc)

## Lockers and Personal Storage

Lockers are made available to upper level students for their convenience. Items posted on the interior of the locker should be done so with magnets (not tape) and should be appropriate in content (line up with BRCA philosophies and objectives).

The administration reserves the right to inspect lockers, storage space, and personal property from time to time to insure compliance with school policy. Items deemed inappropriate will be removed by staff and administration during locker checks. Neither necessary nor probable cause need be present for an inspection to take place. It is the responsibility of each student to keep his/her space clean and organized at all times.

## Student Drivers

Driving to school as a student is both a privilege and a responsibility. Students are reminded this privilege may be revoked for a period of time to be determined by administration for failure to operate a vehicle in accordance with state law and school policy and procedures. Blue Ridge Christian Academy will not be held responsible for any loss, theft, or damage to vehicles. Each school year, the student is required to register his/her car in the school office within 5 days of beginning to drive to school. A "BRCA" sign must be prominently displayed on the dashboard. Students must be aware of restrictions and obey the following school regulations:

- Courteously obey traffic directions of any person in authority at BRCA.

- Obey speed limit of 15 mph on campus and posted directional signage.
  - Driving deemed dangerous is a violation and may result in revoking the student's campus permit.
- Park in assigned area by trees to the right of the entrance drive loop at allowable times. Do not loiter by vehicles.
- May not access vehicle or leave campus during the school day without permission from the school office.
- Must list any student on their Parking Permit Applicant whom they have permission to drive to/from school (approved by driver's parent when signing student's application)

BRCA reserves the right to:

- Remove any offensive material from a student's vehicle (bumper sticker, etc)
- Conduct routine searches of student's vehicle without necessary or probable cause.
- Revoke student's campus permit and privilege to drive on campus at Administrator's discretion.

## Study Hall Guidelines

Beginning in middle school, most students have the opportunity to participate in a monitored study hall. Guidelines are as follows:

1. Students should arrive with their assignments, study materials or a reading book in hand
2. Tardiness to study hall is not acceptable and will have consequences if the student does not have a note from a teacher excusing the tardiness
3. Students should respect others by not talking, eating, chewing gum, writing on the board, or sleeping
4. Requests to leave the study hall should be minimal and not a regular occurrence

*The Board of BRCA reserves the right to amend (add, delete, or change) policies and procedures contained in this handbook as deemed necessary. A current handbook is always available via ParentsWeb.*

*Number and Gender: Unless the context clearly indicates otherwise, the singular includes the plural and vice versa. Whenever the masculine, feminine, or neuter gender is used inappropriately in this document, this document shall be read as if the appropriate gender were used.*