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**Believers In Christ
Christian Academy/
High School of Excellence**



**“Committed to Love, Motivate,
Educate and Empower...”**

**Cheryl McBride Brown, Ph.D. Director of Education
Candace Covington M.Ed., Principal
4065 N. 25th St., Milwaukee, WI 53209
414-444-1146 (phone) 414-444-5378 (fax)**

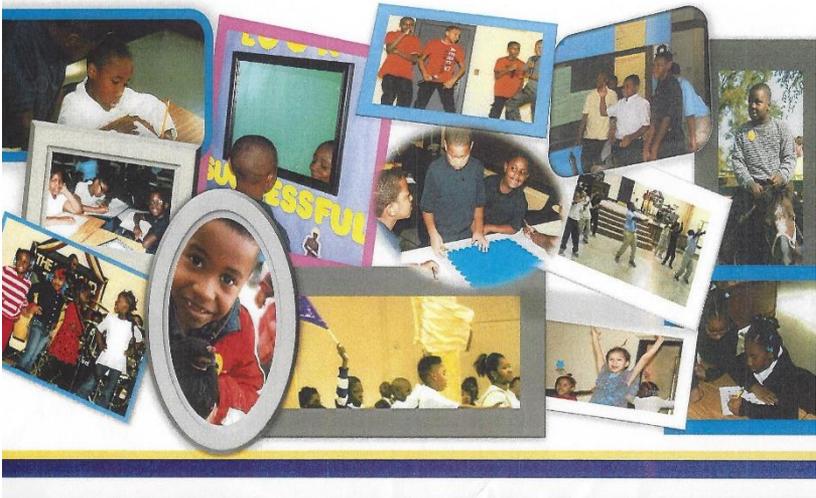
BELIEVERS IN CHRIST CHRISTIAN ACADEMY

THE VISION

We provide a challenging and multifaceted education in a safe, nurturing and respectful environment that is grounded and rooted in Christian principles.

We shall see God's word in action and His love manifested through well-educated children navigating life as:

Capable Problem Solvers
Successful Lifelong Learners
Productive Moral Citizens



WELCOME TO SUCCESS

Our goal is to empower every child to see themselves as capable, caring, competent, compassionate vessels of honor.

Every day, every child, every adult, every encounter, promotes advancement, accomplishment, and achievement.

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Believers In Christ Christian Academy

ADVISORY BOARD MEMBERS:

Cheryl M. Brown, Ph.D.

Jocelyn Hall, Ph.D.

Denise Patton

School Officials:

Cheryl Brown, Ph.D. Director of Education

Candace Covington M.Ed., Principal

Believers In Christ is a non profit organization. A full copy of our 501 3C status is listed with the IRS and is available to you upon request.

Internal Revenue Service
District Director
P O BOX A-3270 DPN 22-2
CHICAGO, IL 60690
Date: JUN 25 1989
Believers In Christ Ministries
Inc
P O Box 1253
Milwaukee, WI 53201
Employer Identification Number:
361285560
Contact Address:
Contact Telephone Number:
(312) 886-1270
Accounting Period Ends:
December 31.
Form 990 required:
NO
Addendum Applies:
No

Dear Applicant:

Based on information supplied and assuming operations will be as stated in your application for recognition of exemption we have determined you are exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(i).

Beginning January 1, 1984, unless you are specifically exempted, you must pay taxes under the Federal Insurance Contributions Act (social security taxes) for each employee who is paid \$100 or more in a calendar year. If you are a church or qualified church-controlled organization as defined in section 513(c)(3) of the Code however, you may elect to exclude the wages paid to your employees (other than for services performed in an unrelated trade or business) from social security taxes. This election must be made by filing Form 9274 by the day before the date your first quarterly employment tax return would be due under the revised law. If you make this election, your employees who earn \$100 or more during a calendar year become liable for the payment of self-employment tax under section 1402 on the wages that you pay them. For further information regarding this election please contact your Key District Director. You are not required to pay taxes under the Federal Unemployment Tax Act (FUTA).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise employment, or other Federal taxes, please let us know.

Note: The following is **BELIEVERS IN CHRIST'S** policy revised and adopted by our school board on **10/07/2014**, to satisfy the requirements of 119.23(6m) (a) (8); and updated on **10/14/2018**.

Accredited by: Wisconsin Religious Independent Schools Association
Recognized by: The National Federation of Non Public Schools

BELIEVERS IN CHRIST CHRISTIAN ACADEMY

(BICCA) is first and foremost a Christian school established in 1990 by our founder, Cheryl McBride Brown, PH.D. Our mission is to educate and train children in a loving, nurturing, yet challenging environment that has its foundations in the principles of Christian living.

Our goal is to prepare each student for college and life. We provide a safe, nurturing environment where every student has the opportunity to discover their potential, develop their intelligence, and demonstrate mastery of critical concepts, philosophies and abilities required for higher learning and life.

Our administrators are intimately involved in the daily lives and learning of students, (teachers/guides), and families.

Contact Information for Administrators

Office Hours: Monday – Friday

7:30 am -3:30 pm

Phone: Elem. 414 444-1146

HS: 414 444-2776

- Cheryl McBride Brown, Ph.D. Director of Education
Email: cmb0191@yahoo.com
- Candace Covington, M.Ed., Principal
Email: candace@biccamilw.net
- D'Artagnan Brown, Dean of Students
Email: Dart@biccamilw.net
- Wanda Austin, M.A.
Email: Wanda@biccamilw.net
- Reginald Johnson, M.Ed. Technology
Email: reggie@biccamilw.net
- Sandra Butler, Human Resource/Guidance-
Email: stb4065@aol.com

THE MISSION

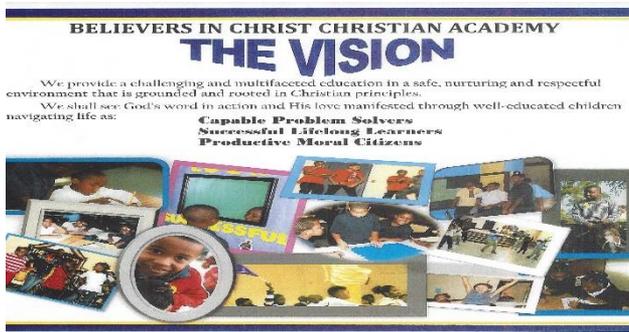
“Committed to Love, Motivate, Educate and Empower...”

The school vision is a simple statement of what we expect to see in our students and learning environment. It is the unifying aim for all we do from recruiting staff, creating academic curricula, preparing lessons, selecting field experiences, relating to parents and the community, and ultimately working with our students. Writing a vision is biblically grounded in Hab2:2. **Write the vision and make it plain.**

THE VISION

We provide a safe, nurturing, respectful environment, grounded and rooted in Christian principles, offering a rigorous, challenging multifaceted holistic education. We shall see God’s word in action and His love manifested through well-educated children, displaying their Multiple Intelligences and creativity, navigating life as

**Successful Life Long Learners
Capable Problem Solvers and
Productive Moral Citizens.**



OUR PHILOSOPHY

MINISTRY WITH A MISSION: Excellence in Education OUR VALUES: NURTURING LIVES THAT REFLECT...

- A personal relationship with God
- Evolving personal growth development
- Understanding connections to the world
- Oneness in Christ
- A Love of learning

God is the Creator of all things.

We believe that Believers In Christ Christian Academy and High School of Excellence have been entrusted with a mission by God to teach and love His People so they will know Him, love Him and serve Him with excellence. We therefore, seek to provide experiences that promote an atmosphere in which young people can grow towards Christian maturity in every area of intelligence.

We believe in an integrated curriculum which allows for independent learning through the use of Howard Gardner's Theory of Multiple Intelligences. The Multiple Intelligences Theory emphasizes that people are smart in different ways and therefore allows students various avenues to grasp and demonstrate understanding of information and become lifelong learners.

Qualified staff, which recognize the importance of individual, supports our program and group needs, thus enabling students to master the learning processes through which individuals realize their potential. With the help of God, the family, and the community, students are guided to become contributing members of society by integrating Christian values into their daily lives.

SCHOOL OBJECTIVES

For the Spiritual and Moral Development of the student, the school aims to

1. Teach that the Bible is God's inspired Word and to develop attitudes of love and respect toward it.
2. Teach the basic doctrines of the Bible.
3. Lead the student to a personal belief in Christ as Savior and Lord through a confession to God of sin.
4. Develop a desire to know and obey the will of God as revealed in the Scriptures.
5. Equip the student to carry out the will of God on a daily basis.
6. Encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authorities.

For the Academic Development of the student, the school endeavors to

1. Promote high academic standards and provide help to the student in realizing full personal potential.
2. Help each student gain a thorough comprehension and command of the fundamental processes used in reading, writing, speaking, listening and mathematics.
3. Teach and encourage the use of good study habits.
4. Teach the student how to do independent research and to reason logically.
5. Motivate the student to pursue independent study in areas of personal interest.

6. Develop creative and critical thinking and proper application of Biblical criteria.

7. Promote good citizenship through developing the understanding and appreciation of our Christianity

8. Produce an understanding and appreciation for God's world

For the Personal and Social Development of the student, the school aims to

1. Help the student develop a proper understanding of being a unique individual, created in the image of God and to help develop individual capabilities to the fullest extent possible.

2. Teach the student to treat everyone with love and respect since all are made in God's image.

3. Make the student a contributing member of society, realizing a mutual dependency on others and the need to be a servant.

4. Promote an understanding of time as a God-given commodity and the individual responsibility for effective use of it.

5. Show a realistic and Biblical view of life and work and to provide skills for personal relationships and future endeavors.

6. Promote physical fitness, good health habits and wise use of the body as the temple of God.

7. Impart the Biblical attitudes toward material things and to encourage individual responsibility of using them for God's glory.

SCHOOL POLICIES /NON DISCRIMINATION

NON DISCRIMINATION POLICY

Admissions Statement

Believers In Christ Christian Academy is an equal opportunity school that believes in diversity. We recognize the uniqueness of every student.

It is the policy of Believers In Christ, that no person will be denied admission or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Applications for admissions are accepted during open enrollment periods throughout the year beginning in February. Applicants are accepted on the basis of timely submission of completed applications and space availability.

As in accordance with the Milwaukee Parental Choice Program, preference may be given to current students and their siblings as well as membership of the Believers In Christ Worship Center.

ENROLLMENT POLICIES AND PROCEDURES

BICCA participates in the Milwaukee Parental Choice Program (MPCP) and complies with all related requirements regarding student eligibility.

Students will not be enrolled in the school until the appropriate application and other required documents are submitted for review and approval. A complete list of required documents is available in the school office and can be found on the website-dpi.wi.gov/choice .

REGISTRATION PROCESS

New Parents / Guardians – Parents/guardians must complete an application and all related forms for each child. If applying for the voucher program, it must be done through the online application system. If more students apply than can be accommodated in each grade, the selection process will be determined by a random selection. Parents/Guardians will be notified within 60 days as to whether or not their child was selected.

Current Parents/Guardians - Each year parents/guardians must complete an application form and update all other forms with current personal information for each child accepted into BIC, even if previously enrolled. Seats cannot be held for current students. **YOU MUST RE-ENROLL.** If your information changes during the school year, please contact the school promptly to keep our records current.

APPEALS PROCESS

Under 119.23(6m)(a)(4) all schools in the Milwaukee Parental Choice Program (MPCP) must provide to every MPCP applicant “A copy of the appeals process used if the private school rejects the applicant.” The following is the School’s policy adopted by our school board on February 1, 2010 to satisfy the requirements of 119.23(6m)(a)(4): Under 119.23(2)(a) Any pupil in grades kindergarten to 12 who resides within the city may attend any private school if all of the following apply:

1.a. The pupil is a member of a family that has a total family income that does not exceed an amount equal to 3.0 times the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. In this subdivision and sub. (3m), family income includes income of the pupil’s parents or legal guardians. The family income of the pupil shall be verified as provided in subd. 1.b. A pupil attending a private school under this section whose family income increases, including a pupil who attended a private school under this section in the 2010-11 school year and whose family income has increased, may continue to attend a private school under this section. 119.23(3)(a) states that a school must, “Within 60 days after receiving

the application...notify the applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include the reason.” A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery. Under the School’s appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school board that the applicant was improperly rejected. The evidence must include income and residency documentation from the original open enrollment period. The school president, principal or executive director shall respond to the applicant’s appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

TUITION POLICY

The Academy participates in the Milwaukee Parental Voucher Program. As a participant in the Milwaukee Parental Choice Program (MPCP), Believers In Christ is an option for students of all socioeconomic backgrounds. Students whose families meet the MPCP income requirements may be eligible to receive state-funded tuition dollars.

Please contact the BICCA Main Office for more details.
Information on MPCP is also available online at : www.dpi.wi.gov/choice.

Detailed Tuition Information is available upon request.

ACADEMICS

Promotion Standards

Believers In Christ has tough standards for promotion. We want to ensure all students are ready to move to the next grade level. Promotion decisions are based on student’s readiness as noted on the report cards, test scores, attendance, developmental readiness, and other measures.

Hours of instruction are in accordance with state requirements for grades 1-6 :1050 hrs. & grades 7-12: 1137 hrs.

ACADEMIC STANDARDS

At Believers In Christ we measure student growth against the standard set by our *Student Performance Outcomes* and the state of Wisconsin for each particular grade level. If a student is 2 years or more below grade level in reading, writing or math, promotion to the next grade will be at the discretion of the principal/teacher.

At the beginning of each school year, all students are assessed to determine appropriate grade placements and levels of instruction. Our program uses ongoing tools of assessment in addition to the following to determine skills students have mastered and need to build.

Developmental Readiness

Some students are not ready for the curriculum or challenges faced socially in the next grade level. This will be determined by their organizational skills, social skills, and emotional readiness in current grade level. The teacher and the administration will promote students based on observations in these areas throughout the year.

Standardized Testing

Decisions to promote or retain students will also be based on their performance on the standardized test used at each grade level. Minimal performance in any core areas is a reason for retention and student will only be moved on to the next grade at the Principal's or Director's discretion.

Testing Requirements:

All private schools in the MPCP must administer the following tests to MPCP students:

- The Wisconsin Forward Examinations for grades 3-10. Science and social studies are tested in 4th, 8th and 10th grades as required of public schools under state law.
- The ACT Aspire for grades 9-10 effective 2014
- The ACT Examinations for grade 11.
- Students must pass a Civics Test prior to graduation.
- Students in grades 7-12 must receive first aid and CPR Training.

Grade Academic Subjects Assessed

3rd, 5th, 6th, 7th, 9th	Reading/Math
4th 8th 10th	Reading/Math/Science/Social Studies/Writing/Language Arts

Schools have the option of exempting from or making special accommodations for state testing of limited English pupils. Limited English pupils must be labeled as such by DPI prior to receiving special accommodations.

Special needs students must be given the regular state tests unless their specific IEP calls for special testing accommodations or alternative assessments.

Every Child is a Winner /Excelling in Learning

We believe it is important to discover each child's:

Learning style

Area of giftedness

Area of need

Dominant intelligence

EXTRA-CURRICULAR ACTIVITIES

Believers In Christ will offer a variety of extra-curricular activities, including: debate, Explorers Club, sports, drama and fine arts.

Students must meet academic and behavioral criteria to participate.

TECHNOLOGY POLICY

The use of computers is an integral part of education. Teachers plan engaging lessons by integrating technology into the classroom objectives. However, inappropriate use of technology will result in a cancellation of computer privileges and potentially other disciplinary action. Students will be held responsible for their actions and activity while using computers at school.

GRADUATION/DIPLOMA POLICY

Students must successfully complete the course of study as outlined. All courses must be completed with a “C” or higher in order to receive credit. A total of 22 core credits are required to graduate from high school. Teacher recommendation and student academic performance are criteria for consideration in granting a diploma.

HS Graduation Requirements:

Math	<i>Alg. I, II & Geometry</i>	3 credits
Social Studies	<i>Required: Civics & US History</i>	3 credits
Literature		4 credits
English	<i>Grammar/ Composition</i> <i>Creative Writing / Formal Writing/ Speech</i>	3 credits
Science	<i>Required: Biology & Chemistry</i>	3 credits
Computer Studies		2 credits
Religion *		2 credits
Foreign Language	<i>(same language)</i>	2 credits
Electives		3 credits

**Students who participate in the MPCP have the option to substitute
2 crs. of general electives for religion course requirements.
Civics Test & First Aide Training Required.*

Grading:

Students will achieve a grade of 80 (C) or higher for each course to receive credit and maintain a GPA which facilitates college admission.

Students with a GPA below 2.0 will be placed on academic probation, be ineligible for sports and be provided mandatory tutoring for the following semester

Any student having a GPA below 2.0 for 2 semesters will be tested by the Director of Education to determine if they are capable of meeting the rigors of a college preparatory curriculum. Following testing, a conference will be held with the student, parent and teachers to determine best course of action.

Transfer Credit Policy

Under 119.23(6m)(a)(8) all schools in the Milwaukee Parental Choice Program (MPCP) must provide to every MPCP applicant “A copy of the policy used by the private school for accepting or denying the transfer of credits earned by a pupil attending the private school under this section for the satisfactory completion of coursework at another school.”

BELIEVERS IN CHRIST CHRISTIAN ACADEMY will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with **Believers In Christ’s** academic standards as adopted under 118.30(1g) (a) 3. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school’s Director/Principal.

Transfer of Records Policy

All records requests must be requested in writing whether sending or receiving records.

Believers In Christ will fax or send a written request to the records secretary of the school that the student last attended using a standardized form.

Records should be transferred within five days of receipt of request. If the records are not received, we will contact the school principal to expedite. If records are still not received in 2-3 days from contact with the Principal, we will fax the written

request to Program Administrator, Student Services at MPS or Fax 475.8626. They will contact the principal of the school to facilitate transfer of records. The same process will be followed obtaining records from other school systems public or private.

Believers In Christ Christian Academy will maintain all progress reports for current students in the cumulative folder.

Believers In Christ Christian Academy will maintain progress records for each pupil while the pupil attends the school and, unless the school ceases operation, for at least **5 years** after the pupils cease to attend the school. Files of students will be kept in the office file room.

Upon request, we will provide a pupil or the parent or guardian of a minor pupil who is attending the private school, a copy of the pupil's progress records.

If **Believers In Christ Christian Academy closes**, all records will be immediately transferred to the Family, Parent and Student Services Division at the MPS Central Services Building located on 52nd and Vliet Street, room 133.

Parents/Guardians of a minor pupil will receive written notice that the records have been transferred to MPS.

WI Dept. of Public instruction will receive copies of consent letters for records sent to other organizations per parent requests.

MULTIPLE INTELLIGENCES

We actively pursue the development of our students' talents using Dr. Howard Gardener's Theory of Multiple Intelligences. This model emphasizes how people are smart and that people are smart in different ways. The foundational intelligences are:

Verbal/Linguistic, Visual/Spatial, Musical/Rhythmic, Bodily/Kinesthetic, Mathematical/Logical, Naturalist, Spiritual, Interpersonal and Intrapersonal.

	<i>Traditional Definition</i>	<i>Multiple Intelligences</i>
<i>Definition</i>	Intelligence is a general mental ability encompassing problem-solving, logical learning, and verbal faculties.	Intelligence is the ability to solve a problem, fashion a product, devise a process, or provide a service that members of a culture would value, including problem- finding.
<i>Nature vs. Nurture</i>	Fixed for life.	A combination of fixed ability and experienced learning.
<i>Focus</i>	Speed and accuracy for finding meaning, patterns, and solutions.	Skillfulness and effectiveness for one's future.
<i>Question</i>	How intelligent are you?	How are you intelligent?
<i>View of mind</i>	Singular, generic, unitary	Pluralistic, ensemble of intelligences

Portfolio Assessments *Authentic student portfolio assessments demonstrate mastery of state and national standards*

Report Cards

Our progress report marking periods are quarterly. Students receive report cards every nine weeks. However, ongoing mid-quarter progress is available to parents. Parents may also review students' progress at anytime throughout the year.

To reach our goal, every student must commit to the following core requirements to enter and remain in our program.

TUTORING/ACADEMIC SUPPORT

Tutoring services are available for students needing help with specific subjects or general skills. Tutors will include Believers In Christ students and Believers In Christ Staff. We also partner with Catapult Learning to provide Title I services in Reading, Math and Language Arts.

COMMUNICATION

We believe that communication with families is key to a child's success. We recognize that the parents/guardians are the primary educators of their children. Communication between parents/guardians and teachers is an essential ingredient for success in school. Successes and challenges that a student faces will be communicated. In addition, we expect that our families also communicate with staff members about issues concerning their child. Parents/guardians are strongly encouraged to frequently initiate contact with the teachers, communicate questions or concerns before they turn into major issues, and avoid emotional responses to concerns before discussing the matter with school personnel.

We have formal ways to communicate:

- **Parent/Teacher Conferences.** Twice a year, parent/teacher conferences are scheduled. Attendance by a parent/guardian is mandatory. Students will not be permitted to return to school until a conference has taken place. These conferences give parents and teachers the opportunity to discuss the progress and areas of growth of the students. The conferences also allow

parents/guardians to problem solve with the help of the teachers to determine strategies for maximizing student performance.

- **Report Cards** - Report cards are sent home at the end of each school quarter (please see school calendar for these dates).

- **Progress Reports**

- **Student Folders/Student Work/Assignment Notebooks**

- **E-mail**

- **Faculty members can be contacted on a school phone** that parents and students can call when questions or concerns arise. Return phone calls will be made upon the teacher's availability. Teachers will not speak on the phone when they are teaching a class. Phone calls, notes home, and email messages are all less formal ways of communication that may be utilized daily.

HARASSMENT POLICY

Any behavior, physical, verbal or virtual that hinders the learning/teaching environment or that can be interpreted as threatening to others will not be tolerated. Believers In Christ is determined to have an environment that is free from sexual harassment and violence, where all employees and students can work and study comfortably and productively.

Believers In Christ prohibits any form of sexual harassment or violence.

Examples of prohibited behavior that is unsolicited and unwelcome and/or sexual in nature include:

- **Visual Contact**—gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazines, Face Book, Twitter or other social network postings.
- **Written Contact**—sexually suggestive or obscene letters, notes, invitations, or drawings. This also includes computer or mobile phone-generated messages, e-mails, or internet postings, text messaging and instant messaging.
- **Verbal Threat**—sexually suggestive or obscene comments, threats, jokes including those about racial and gender specific traits, any sexual propositions, as well as

comments about another student's body that are negative or embarrassing.

- **Physical Contact**—any intentional pats, squeezes, touching, punching, pinching, repeatedly brushing up against another's body, assault, or blocking free movement of any person.
- **Verbal Harassment**—ribbing or joking, including sexually suggestive language.

PROCEDURE FOR REPORTING-

All complaints of harassment will be investigated by the Principal/Director promptly.

- All complaints will be documented using the incident report form.
- Interviews will be held
- Investigation performed
- Action Taken
- Findings reported

Suspected Harassment by a student

Suspected harassment by a student toward another student should be reported immediately to the teacher. Harassment by a student toward a teacher should be reported to the Principal. An incident report will be completed by the teacher and given to administration in both cases. An investigation will be within 5 working days. If harassment is found, disciplinary action will be taken. Notification to involved parties/parents of results will be given within 5 days of the findings.

A confidential record of the proceedings and the outcome is kept at the school.

Suspected Harassment by Staff

Students, staff or parents/guardians who suspect harassment by staff may make a complaint to the following and the above mentioned process will begin.

Report to:

1. School Principal
or
2. Director of Education
or
3. Human Resource Manager
at

Believers In Christ Christian Academy
4065 N. 25th Street,
Milwaukee, WI 53209
414 444-1146

Harassment is cause for disciplinary and/or police intervention and could lead to a student being expelled from Believers In Christ or an employee being terminated from employment when appropriate.

BULLYING

The school is committed to being a safe and caring place for all students. We will treat others with respect and will refuse to tolerate bullying in any form. Bullying is antisocial behavior and affects everyone; it is unacceptable and will not be tolerated. This includes face to face interactions and electronic bullying/harassment of any kind. All adults in the school, including administrators, custodians, teachers, office personnel, aides, and food service staff, need to help in the prevention of bullying. Students/staff violating any of the above will be disciplined.

CONDUCT / DISCIPLINE POLICIES

Conduct must be appropriate for an academic Christian setting. Students are expected to adhere to the rules and regulations which are in keeping with the purpose of an educational institution. Each student is a representative of our school wherever he/she may be. Therefore, inappropriate behavior toward fellow students and staff will be subject to disciplinary action. Examples of inappropriate behavior include but are not limited to the following examples:

cursing	fighting*
stealing*	bullying of fellow students
vandalism*	inappropriate physical contact
disrespect of staff	drug activity or paraphernalia *

** These activities will be grounds for immediate termination.*

We are committed to using discipline in a godly way to help students grow and mature spiritually, academically, emotionally, and physically.

DISCIPLINE

Discipline is progressive. It begins with instruction, correction and guidance for non-violent offenses. Discipline for repeated non-violent offenses includes conferences, behavior plan development, suspensions, possible professional counsel and termination if interventions fail to bring correction to behavior which disrupts instruction and learning.

Disciplinary efforts are most effective when the home and school work in harmony (Proverbs 19:18, 1 Timothy 3:4, 5, 12).

When disciplinary action becomes necessary, it is consistently carried out, tempered by good judgment, prayer, and understanding.

Students will **S.C.O.R.E.!**

S use SELF-CONTROL

C be COURTEOUS

O OBEY school rules

R be RESPONSIBLE

E Excel

Parents will be informed of and involved in disciplinary actions.

Believers In Christ Christian Academy
Honorable Code of Conduct

We, the staff and students of Believers In Christ Christian Academy, agree that honorable students are able to display the following behaviors:

- Participate in praise and worship with high-energy
- Obey all appropriate directions from proper authority
- Pay attention to classroom instruction (respectfully listen to teachers and peers while they are speaking)
- Demonstrate respect toward teachers, peers, staff and Believers In Christ property and equipment
- Complete all assigned work
- Receive correction appropriately
- Obey redirection after correction
- Solve problems appropriately and effectively



"Committed to Love, Motivate, Educate and Empower..."

SCHOOLWIDE CODE OF CONDUCT

1. Any student disturbing the learning environment verbally or using gestures will be removed from the classroom. A disruptive student consists of any student who stops students from learning or teachers from teaching.
This will result in immediate removal from the classroom, loss of a field trip and a parent/teacher conference. Students will not be allowed to attend class until a conference is held.
2. There will be no disrespecting of teachers at any time. Talking back, yelling, ongoing arguments and inappropriate gestures are signs of disrespecting a teacher.
This will result in immediate removal from the classroom, loss of a field trip and a parent/teacher conference. Students will not be allowed to attend class until conference is held.
3. At the start of class, all students are to be silent, seated, still and waiting for instructions.
4. Students must follow all verbal, written or any other instructions given by the teacher.
5. You must seek the teacher's permission to freely move about the classroom.
6. Students are not allowed to correct or assist another student without a teacher's permission.
7. Students will not chastise or put down another student at any time.
8. When a person is speaking, students must listen and be still.
9. There will be no gunning, ribbing or passing of notes.
10. There will be no personal grooming, grooming of others, or cleaning anything from another students' body.
11. There will be no borrowing of another student's property.

12. No **cell phones** are allowed in the classroom. Students must check cell phones in the office when entering the building.

Any two violations of code's #3 through #12, throughout the school day, will result in immediate removal from the classroom, loss of a field trip and a parent/teacher conference. Students will not be allowed to attend class until conference is held.

A total of three violations, during a three-month period will result in removal from Believers In Christ Academy.

SUSPENSION POLICY

The Director or Principal reserves the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policy. The suspension will last until a parental conference can be arranged. Suspension lengths are determined by the Principal/Director. These range from one day to a week, depending on the severity of an act. Any student who is suspended is prohibited from participation in any school activity on or off campus. The student is prohibited from being on school property until a conference has been held with the parent/guardian. Suspensions are either in-school or out-of-school depending on the offense.

EXPULSION POLICY

Expulsion is the legal termination of a student's privilege to attend school. Under Wisconsin state law, that student is required to attend another school until he/she reaches eighteen years of age or when his/her high school class graduates. Only the Principal or Director of Believers In Christ School has the right to expel a student.

Official transcripts will be released only after all outstanding financial obligations (tuition, TAP, etc.) have been met and all school property (uniforms, books, etc.) has been returned.

Any student expelled or withdrawn may not be on Believers In Christ school property or be present at school functions without the permission of the Principal or Director. Students expelled from Believers In Christ will not be allowed to return.

DUE PROCESS

Students who are expelled or suspended may appeal their disciplinary action. Appeals are directed and handled by the Director. They must be in writing within 5 days of the decision.

UNIFORM POLICY

Clean **uniforms** are required in grades **K-8** only. Colors for the uniform are: Navy or Khaki Bottoms and White, Navy, Light Blue and Light Yellow tops.

The **high school dress code** is age appropriate. Slacks and skirts should be belted and shirts tucked in. Students should present hair and other grooming as appropriate for a Christian school. Small silver or gold hoop or post earrings are allowed.

No earrings for boys. No tattoos, body or tongue piercings allowed. Detailed information will follow.

ATTENDANCE POLICY

Attendance

Attendance is imperative for the learning process to be effective. Accordingly, parents/guardians should schedule doctor and dental appointments after school hours.

Students will be present and on time daily – **7:30 am in HS & 8:00 am in the Elementary.** They are considered tardy 15 minutes after any class begins.

ABSENCES

Excused absences are to be reported by 8:15 each morning. Parents are to contact the office at **444-1146(Elem.) or 444-2776(HS).** Signed documentation from a medical professional

should accompany the student upon his/her return to school in order for the absence to be excused.

There is a limit of 10 unexcused absences allowed to obtain credit in the high school or 15%.

Students missing 15 or more days of a school year may be retained. It is crucial that students be in school and on time consistently to obtain the necessary skills to move to the next grade level.

Consequences for exceeding 2-5 unexcused absences per quarter. Call from the office – documentation of communication on the 4th absence .

Call from the Principal – documentation of communication on the 6th absence

Certified Letter home -7th absence

Parent Meeting - 8th absence the student will be placed on attendance probation. The student's status as a BICCA student will be reviewed by Administration.

Wisconsin Statute 118.15 requires all children between the ages of 6 and 18 “to attend school regularly during the full period and hours that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.” The state legislature has made it clear that children with exceptional educational needs are covered by the requirements of the law.

The compulsory school attendance law (Wis. Stat. 118.15) puts the burden on any person having a child under his or her control to ensure that the child attends school. Parents/Guardians who do not comply with the law may be guilty of a misdemeanor punishable by a fine and/or imprisonment.

DISMISSAL PROCEDURES

Students must leave the building by 3:30 p.m. unless they are working with a teacher or they are in a pre-approved after school activity. In those cases, the teacher is responsible for the students. Each student should make prior transportation

arrangements if he or she participates in after school activities. A student may stay after school only with the approval of his or her parent/guardian. Parents must inform main office personnel if students are to be picked up by daycare providers. Any students who participate in Before and After Care Program should report immediately to the Before and After Care room. Students will not be released early from school unless there is a scheduled medical appointment or family emergency. Please make arrangements to have children remain in school until dismissal.

If a child is on the school premises after 3:45 p.m., he or she will be referred to an administrator. At the administrator's discretion, the child may be charged a fee for each occurrence. Administrative consequences, including a student's withdrawal from the school, may occur if a child is consistently not picked up from school in a timely fashion.

HEALTH POLICY

SUDDEN ILLNESS DURING SCHOOL HOURS

If a child becomes ill during the school day, the parent will be notified and requested to remove their child from school until the child is well. For the wellbeing of the student body and staff, children who are ill should be kept at home. As a general rule, students will not be sent home for upset stomachs, common colds, sore throats without fever, or headaches (unless noted on the health form). The office secretary will record the student's name, the time, the nature of the illness and call the parent/guardian.

For accidents and injuries requiring medical attention, parents will be notified immediately and, if necessary, the paramedic emergency unit will be called.

Universal precautions will be used at all times to prevent the spread of blood-borne pathogens.

MEDICATIONS

If a student requires medication during school hours, the distribution of the medication will be supervised by the school office staff under the following guidelines required by law:

- Parents/guardians must sign the appropriate administration forms
- All medications must be supplied in the original container and must be accompanied by written instructions from a physician and consent from parent/guardian
- The container must be identified with the following information: student's name, name of medication, doctor's name and phone number, pharmacy and phone number
- If at all possible, medications should be taken at home.

The designated school officials are authorized to administer medication. All medication must be placed in a locked box in the main office (not in students' possession, with the exception of an inhaler). In order to administer any prescribed medication or over-the-counter medication to a child, there must be a doctor's note on file.

Students are responsible for coming to the main office to receive their medication at the appropriate time.

COMMUNICABLE DISEASES

If a child is suspected of having a communicable disease such as chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, scarlet fever, whooping cough, diphtheria, meningitis or other reportable diseases, the school principal will contact the Milwaukee Health Department and follow their current regulations and procedures.

In the case of communicable diseases, the parents/guardians must provide a written statement from a physician stating that the child may return to school.

STUDENT IMMUNIZATIONS

The parent must provide a current student immunization record and submit it to the school office on or before the first day of

school. Students with improper documentation can be asked not to return to school until the proper immunizations are administered.

POLICY ON MANDATED REPORTING OF ABUSE/NEGLECT

All school staff members are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have “reasonable cause to believe that a child who is seventeen years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed physically, sexually, or through neglect, and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.”

SCHOOL NUTRITION POLICY

We participate in the Federal School Nutrition Program. (More details available-CEP) Breakfast and lunch are provided at no cost. Students may also bring their lunch.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Discrimination is not acceptable. Our practice at Believers In Christ is to ensure our nutrition program is presented in compliance with the program guidelines. Any program complaints can be submitted to local school authorities in writing to seek resolution first. Resolutions should be found within 10 business days. If you require further assistance you may submit complaints to the USDA.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA.

This institution is an equal opportunity provider.

School Cancellations/Emergency Closings



The decision to close school during severe weather is made from a practical aspect. When these conditions occur, it is the parent's responsibility to monitor news reports and emails for information regarding school closing. Announcements are broadcast by 6:45 A.M. on **Channels 4, 6, & 12**. In the event our school is not listed, please follow the announcement for Milwaukee Public Schools unless otherwise notified. Cancellations occurring during school hours will be announced to students and students will be allowed to call home.

VISITOR POLICY

Anyone entering the building must stop in the main office. Only prospective students are allowed in the building through scheduled visits.

Parental Access to the Classroom

Parents are welcome and encouraged to participate in daily activities at the school.

Parents may also observe their children's classes provided that the observation is scheduled in advance or the parent has received permission from an administrator to observe the class. The school administration is committed to providing teachers with advanced notice of guests in the classroom. This is done not only as a courtesy to teachers but also to ensure that the educational process is not disrupted and as an added security measure. Parents must also sign in at the front office. Parents may be denied the opportunity to observe a class if the school administration has determined that the parents' presence has had, is having, or may have a negative impact on the educational process.

VOLUNTEERING

Parents are invited to join the students by assisting with field trips, acting as a mentor, tutoring, assisting students during school hours, hobbies, joining recreational activities, or working on behind-the-scenes planning activities.

All parents wishing to volunteer must be interviewed, complete our volunteer information form and agree to a criminal background check.

Office: Elementary 414-444-1146 HS: 444-2776.

We expect parents, students and teachers to support and promote our school's vision and mission.

This document is in compliance with WI-DPI statutes that govern the MPCP.

Signed acknowledgement that I received a copy of the policy handbook.

Name:

Date:



Soaring to New Heights



Believers In Christ Media Dept. 3/14/19

LOVE + NICENESS + KINDNESS = SUCCESS