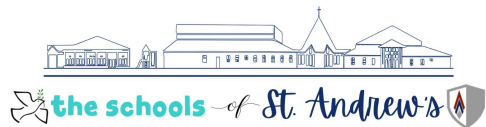


Family Handbook

2024-2025 School Year

2727 S.W. 119th Street
Oklahoma City, OK. 73170
Phone: 405-691-4769
Fax: 405-692-4217
www.sacsokc.com

Heather Ward, Director/Head-of-School



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Section 1 – Letter from the Director/Head-of-School

Dear Students, Parents & Families,

Welcome to our new academic year! As we begin this year together, I look forward to it being filled with a sense of community, a love of learning, and spiritual growth.

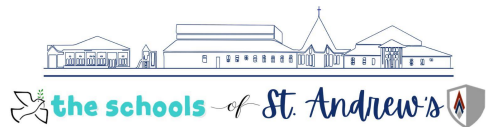
Our school is privileged to partner with you in your child’s education. Our hope is that together, we can create an environment where students can flourish academically, spiritually, and emotionally. This handbook contains essential guidance, policies, and resources that will shape your experience within our school community. It is a tool to help you navigate school with wisdom and understanding and to empower you to make the most of your time here.

I encourage you to study this handbook attentively, as it holds the keys to a successful school year for both students and parents alike. We look forward to a great school year with your family!

Blessings,

Heather Ward

Director/Head-of-School



Section 2 – School Character

2.1 - School History & Identity

In the summer of 2006, the staff of St. Andrew’s Community Church initiated discussions that would lay the foundation of a school that is now affectionately known by so many as Blessed Beginnings Preschool. By May of 2007, Heather Ward took on the role of Director, charged with building the framework and organizing the details and teams necessary to begin operations.

Together with our ministry team, we fervently prayed over every detail, every space, every family, and every child. God made a way for the doors of our school to open in September of 2007. We offered a 2-day program that included five classes and twelve staff members.

In 2010, we added a kindergarten, and after numerous requests from school families, and after much prayer and petition, we were able to open the doors of our elementary school, St. Andrews Christian School. Located in an adjacent building, first grade classes began in 2018, and we have steadily expanded, adding a grade every year until we reached sixth grade in the 2023-24 school year. Our growth has been a testament to God’s goodness and provision, enabling us to equip servant leaders from the tender age of two through sixth grade, fostering spiritual, academic, and social development. Looking ahead, our hope is to continue expanding The Schools of St. Andrews, guided by divine direction, until our walls can contain no more.

2.2 – Philosophy: Statement of Faith, Mission, Vision, Core Values

Statement of Faith

As a ministry of St. Andrew’s Community Church, The Schools of St. Andrew’s (“The Schools” – which includes both *Blessed Beginnings Preschool* and *St. Andrew’s Christian School*) uses the Apostle’s Creed as a base of understanding the Christian faith.

We believe in God, the Father Almighty, creator of heaven and earth (Gen. 1:1). We believe in Jesus Christ, the Father’s only son, our Lord (John 3:16), who was conceived by the Holy Spirit, born of the Virgin Mary (Matthew 1:20), suffered under Pontius Pilate, was crucified, dead and buried (Mark 15:15). He descended to the dead. On the third day He rose again (I Cor. 15:4). He ascended to heaven, is seated at the right hand of the Father (Acts 1:9) and will come again to judge the living and the dead (Matthew 25:31-32).

- We believe in the Holy Spirit (John 14:26),
- The holy universal church (Eph 1:22-23),
- The communion of saints (Eph 1:22-23),
- The forgiveness of sins (I John 1:9),
- The resurrection of the body (I Cor. 15: 52-53),
- And the life Everlasting (John 3:16).



Mission

Our mission is to make early disciples of Jesus Christ by encouraging the spiritual, academic, social, and physical development of each child in the framework of His love. This supports the mission of St. Andrews Global Methodist Congregation (St. Andrews GMC) to make disciples of Jesus Christ.

Vision

We are guided by a shared vision of providing children with a well-rounded education of Christian values, biblical teaching and academic excellence.

Our teachers are selected, in part, because of a commitment to their Christian faith and a life lived according to their faith. Our philosophy is shared by, and taught to, our teachers, staff, and students. Aspects of our faith are regularly reviewed in weekly student chapels, and during frequent classroom biblical teachings. The church pastoral staff is consistently included in these teachings.

Core Values

In order to successfully fulfill our mission, The Schools of St. Andrews will give priority to four core values: Spiritual Growth, Family, Academic Distinction, Community.

By agreeing to send your children to The Schools of St. Andrews you agree on their exposure to a Bible-based and God-honoring curriculum as well as to abide the policies, rules, and procedures outlined in this Family Handbook.

2.3 - Goals of the Family Handbook

The purpose of the Family Handbook is to present an easy reference of official policies that guide student life. This is done in the spirit of helping all our families and faculty members act in unity to lead children to the knowledge of God and prepare them for a life of service to God. All questions about the content of the Family Handbook are welcomed and should be posed to the Director.

School families should, in no way, consider the content of the Family Handbook to supersede or override any laws or regulations that govern the operations of private schools. The Board Members, the school Director, and St. Andrew's Community Church reserve all rights to enforce or make exceptions to the policies contained herein within their sole discretion.

Section 3 – School Procedural Policies

3.1 - Enrollment Information

Students are placed in classes based on a first come, first served basis once all enrollment fees are paid in full. Enrollment and curriculum fees may vary from year to year and from grade to grade. Such fees will be announced annually at the time when enrollment is opened. All required enrollment forms must be completed, signed, and submitted by the parents/guardians of the enrolling student(s). These forms include, but are not limited to, tuition agreements, authorized pick-up lists, emergency medical authorizations, immunization records/immunization exception forms, birth certificates and photography release forms. It is requested that families submit a voided check to set up ACH payments capabilities.

3.2 - Tuition

School tuition is calculated as annual amount with three payment plan options for families as follows:

- Plan A – Annual Installments: Payment may be made in full for the school year. This payment is due via ACH (automatic bank withdrawal), personal check, or in cash, on or before the first school day in August.
- Plan B – Semester Installments: Payment may be made in two installments. Each installment shall be for one-half of the annual tuition. The first payment must be made via ACH, personal check, or in cash, on or before the first business days in August and January respectively.
- Plan C – Monthly Installments: Payment must be made via monthly installments based on a yearly cost divided into ten equal months. Payments are due the first school day of each month, beginning in August and ending in May. August payment may be made by personal check or in case. Each subsequent monthly payment is due via ACH withdrawal on the first school day of each month.

Tuition payments not received by the tenth day of each month will be considered late and a \$25 late fee will be added to the amount due. If tuition remains unpaid, the school has the right to request that the student be withdrawn from school. All insufficient check fees must be paid in full. Tuition is non-refundable.

Families participating in the Oklahoma Parental Choice Tax Credit program should review the program requirements and details on the state website, parentalchoice.ok.gov. Inquiries on Enrollment Verification Forms can be posed to the school office. Because the State of Oklahoma

does not immediately issue checks, tuition payments must be made regardless of qualification for the tax credit.

3.3 – Enrollment Withdrawal

At least two weeks' written notice is required when withdrawing your student from school. Parents will be responsible for the full, current month's tuition even if there is partial attendance.

3.4 - Days & Hours of Operation

The following instructional program times are available based on age and grade level of the student:

- The following Preschool programs meet each school day from 9:45 a.m. to 2:45 p.m.
 - Two-year-old preschool provides a 1-day program on Wednesdays, a 2-day program on Tuesdays and Fridays.
 - Three-year-old preschool provides a provides a 1-day program on Wednesdays, a 2-day program on Tuesdays and Fridays and a 3-day program on Tuesdays, Wednesdays and Fridays.
 - PreK classes provide a 3-day program on Tuesdays, Wednesdays and Fridays.
- Kindergarten provides a 3-day program on Tuesdays, Wednesdays and Fridays with a fourth optional day on Thursdays. Classes meet each day from 9:45 a.m. to 2:45 p.m.
- St. Andrews Christian School (1st through 6th grades) provides a four-day program Tuesday through Friday with a fifth optional enrichment day on select Mondays for 3rd grade through 6th grades only. Each day, classes meet from 9:25 a.m. to 3:55 p.m.

The main school office is open Tuesday through Fridays from 9:30 a.m. to 4:00 p.m. Parents/guardians may reach the office by phone or email, or drop-in during open hours. A parent/guardian that desires an extended conversation or has complex questions are highly encouraged to make an appointment with the Director via email. The office staff will endeavor to promptly answer all incoming emails and voice messages within 24 *business* hours of receipt.

3.5 - Attendance

Regular and punctual attendance is important for every student. Student attendance will be tracked each day that school is in session. Please make it a priority to arrive on time to drop off or pick up your student. Arriving late or leaving early on a consistent basis can negatively impact a student's success. If there are any necessary reasons for your student to be absent consistently, please discuss this with your child's teacher and/or the Director.

Structured and sequential teaching makes it difficult for teachers to recreate lessons for students who spend excessive time away from the classroom. The school is under no obligation to modify,



amend, or otherwise provide alternative programs for students missing school. It is expected that parents will support the policy's intent and encourage their children to strive for excellent attendance. In this spirit, please avoid all unnecessary absences.

Parents/guardians will be notified when their students accumulate 8 or more absences in a semester. If a student reaches 8 absences before the end of the semester, a meeting may be required with the student's teacher and the Director. Excessive absences could result in the failure of that grade and the student's need to be retained.

3.6 - Absences Due to Illness

Parents/guardians are requested to inform your child's teacher before school begins on the morning that the student will be absent from school. Any schoolwork missed because of illness will be given one calendar day to complete for each day of absence. For example, if Tuesday is missed, the schoolwork will be due on Thursday – giving Wednesday to complete the missed assignments. Communication between parents/guardians and teacher are encouraged when organizing the turn in of make-up work.

The school may request a doctor's note from a student who is returning from any extended absence due to illness. Please refer to the information below in this Handbook for guidelines to assist parents/guardians in assessing the specific protocols for student absence due to illness.

3.7 - Tardiness

Tardies can negatively impact a student's academic performance. A student is considered tardy when they arrive more than 5 minutes after the school's scheduled start time. Tardy students must report to the school office. Parents/guardians will be notified when their students accumulate 10 or more tardies in a semester. Once a student reaches 15 or more tardies in a school year a meeting may be scheduled with parents/guardians, teachers, and the Director. During the first two weeks of school, leniency will be given for tardies until everyone gets into a routine using the carpool line.

Any combination of three tardies/early-pickups will equal one absence and will be recorded as such on the student's report card.

3.8 – Early Pick-Up

Important instructional time is diligently planned by our teachers for the entirety of the school day including the teaching of important academic subjects through the last minutes of the

instructional day. For these reasons, early pick-up of students is greatly discouraged and should be done only in limited and necessary circumstances. Early pick-up is defined as any removal of a student from class prior to the school's scheduled dismissal time. In the event that early pick-up is needed, arrangements should be made as far in advance as possible with the student's teacher. On the day of the early pick-up, parents/guardians should report first to the school office to sign their student out. A staff member will retrieve the student from class and escort them to the parent/guardian.

Again, any combination of three early pickups/tardies will equal one absence and will be recorded as such on the student's report card.

3.9 – Planned Vacation/Travel

A spirit of respect and cooperation is essential between teachers, families, and administration regarding days absent due to planned family travel. Parents are strongly encouraged to plan travel during school holidays and breaks. Any work missed while on a trip outside of a school break must be completed and turned in on the day the student returns from the trip unless other arrangements have been made with the teacher. Teachers will not be expected to alter assignments or due dates for any student who is traveling while school is in session. It is the responsibility of the parent/guardian to contact the teacher with enough notice for the teacher to assemble the work and provide it to the student before the trip commences.

3.10 – Daily Arrival & Departure Procedures

Preschool & Kindergarten Arrival/Departure

There are two entrances to the preschool/kindergarten building. One is located in the glass connector between the gym and main church building. The other is the double door at the north side of the gym.

The doors will open at 9:40 a.m. for arrivals and 2:40 p.m. for departures. Students will be signed in and out at their specific classroom door. Students cannot be sent out of the classroom alone or with another student's parent to a waiting vehicle. They will only be released to individuals listed on their enrollment form with verified by valid government issued photo identification. If someone other than those listed on these forms will be picking up the student, teachers must be notified in advance. The individual will be required to show proof of identity with a photo ID.

It is important that your student arrives and gets picked up on time each day. If students have not been picked up by 2:55 p.m. each day, they will be taken to the Director's office to await pick-up.



There will be a late fee of \$5 for every ten minutes late after 2:45 p.m. Such fees may be collected via ACH payment along with the following month's schedules tuition.

Elementary Arrival/Departure

Parents will line up for drop off on the road east of the elementary campus. Parents will pick-up in the location designated to each grade. Teachers will help unload and load each vehicle. Teachers will be outside by 9:20 a.m. for arrivals and 3:55 p.m. each day for departures.

The drop-off time is at 9:25 a.m. and will conclude immediately upon the drop-off of the last vehicle in line. If arriving after 9:35 a.m., please park and walk your student to the elementary school office on the west side of the building. Sign them in at the office and a staff member will walk them to class.

3.11 - Parking

To ensure the safety of your student, we ask that you refrain from parking an unattended vehicle in the fire lanes when dropping off or picking up your student(s). Parents must maintain a speed of 5 mph or less in the parking lot/loading zone. Please remember to lock your car doors when you exit your vehicle.

Parents/guardian's may not leave other students/children unattended in their vehicle while picking up another student. Parents/guardians are required to closely monitor their student(s) while walking through in the parking lot/loading zones.

3.12 - Personal Student Supplies

Preschool & Kindergarten Personal Supplies

Every student will need a full-size backpack, lunch box and refillable, leak-resistant water bottle. Each student will also need to bring a full change of clothing (appropriate for the weather) each day, including shoes. The students in the two-year-old classroom will need to bring a nap mat, blanket, and pillow. These items will travel to and from school with the student each school day.

Please label all personal items with your student's first and last name (lunch boxes, coats, mats, backpacks, etc.)

Elementary Personal Supplies

Every elementary student will need a full-size backpack, lunch box and refillable, leak-resistant water bottle. These items will travel to and from school with the student each school day.

3.13 – Required School Supplies

Each July, a complete school supply list for every grade (2-year-old through 6th grade) is posted on the school's website. Some grades/classes may have a supply fee in lieu of a supply list which will be posted at the same time as the supply lists. These supplies are required to be purchased for each student and delivered to the classroom teacher's during open house just prior to the start of the school year.

3.14 – Prohibited Items

All weapons are prohibited including, but not limited to, guns, knives, toy guns, lighters/matches, etc. Discovery of any such item is grounds for immediate and permanent expulsion from the school and may extend to all students within the same family or household as the offending student.

Students should not bring items to school that are not part of the educational program, unless specifically requested by the teacher. This includes toys, games, balls, scooters, trading cards or collectibles.

Any personal property brought to school for any reason is the responsibility of the student who brings it. The school is not responsible for any loss or damage to personal items brought to school. Parents are urged to put names on all personal belongings including backpacks, coats, hats, etc.

Communication devices are not allowed at school. This includes but is not limited to, cell phones, cellular watches, and electronic gaming devices. This includes wearable items that can be used as a phone, two-way communication, or gaming device. However, if it is necessary to have a phone, it must be turned off and kept in the backpack or teacher designated location. Student cell phones/devices will not be allowed to be used or charged during the school day, including lunch or recess. If the phone is accessed during school hours, it will be confiscated by school personnel and will be held until a parent/guardian is able to retrieve them in person. Students who choose to bring cell phones or devices to school do so at their own risk. The school assumes no liability for lost, stolen or damaged devices.

3.15 – Non-discrimination In Admissions

The Schools of St. Andrews does not discriminate against students based on race, color, national or ethnic origin. The Schools of St. Andrews will admit a student of any religious affiliation, provided the student abide by all our standards of discipline, dress, academic, and spiritual instruction.

Section 4 – Behavioral Policies

4.1 – Student Behavior & Guidance Philosophy

Behavior and guidance is an on-going process. Methods are determined by the student's understanding and their stage of cognitive and social development. Generally, our procedure is to first redirect and/or talk with a student about what limits are and what is not acceptable. At no time will a student be subjected to physical or emotional punishment, verbal abuse, or humiliation. We feel students are best helped by a firm-but-gentle, calm, matter-of-fact, and consistent approach.

Persistent behavioral issues, as measured by the teachers and Director, will be addressed as follows:

- Teachers use methods of natural and logical consequences, re-direction and limit setting.
- Teachers notify the parents concerning the methods being used to handle misbehavior. Consistency in guidance strategies is highly encouraged between home and school.
- The teachers meet with the Director and develop strategies to help the student with the behavior.
- If the misbehavior persists, consultation will take place between the teacher, parents, and Director.
- Parents who do not wish to work with the school cooperatively, and to address behavior issues, will be asked to leave the school. This may happen with or without notice. Any refunds on tuition would be within the sole discretion of the Director and/or Board of Directors.

4.2 - Student Code of Conduct

The following is a list of behaviors expected of all students who attend The Schools. Those students who do not conduct themselves in accordance with these rules will be subject to the disciplinary practices outline in this handbook:

- All students must practice courtesy, kindness, and consideration in all interactions with teachers, faculty, fellow students, church staff, and visitors.
- All students will respect the authority of teachers, faculty members, and church staff.
- Students are expected to come to class prepared to work. This preparation includes having all appropriate supplies and completed assignments.
- Leave all disruptive or distracting items of any type at home. See additional information in this Handbook regarding prohibited items.

- Respect school property and the property of others including cleaning up messes, disposing of trash properly, and using restrooms in a respectful manner. Theft or willful damage of other's property or the property of the school is considered a serious offense.
- Students may not chew gum on campus unless given permission for special occasions.
- Practice honesty in all situations. Plagiarism and cheating of any kind is strictly prohibited. Do not give or receive help on tests, classwork or homework unless the teacher has granted this privilege on a particular item.
- Physical fighting/attacks/biting/hitting/taunting, verbal or written threats, verbal or physical abuse will never be tolerated. Please also see the section on bullying and cyber-bullying.
- *Early Age Preschool Biting* - In an early age preschool setting, every effort is made to quickly eliminate biting behavior. We endeavor to balance our commitment to the family of the biting student with that of other families.
- These conduct rules apply during all school-sponsored events.

4.3 – Student Discipline

The school will provide an atmosphere of order and grace that is essential in allowing students to strive toward Spirit-controlled, Christ-like lives. The student “Code of Conduct” is only a simple outline of acceptable and unacceptable behavior. It is the responsibility of the Director and the teachers to define additional behavioral boundaries consistent with biblical principles and developmental capability. It is our goal that students will understand there are natural consequences for behavior and will develop ownership for their own actions. While we strive for consistency and fairness, we realize each child is uniquely created by God; therefore, each disciplinary situation is treated uniquely with consequences appropriate to that child's behavior, age, and level of development. Parents/guardians will be contacted and requested to attend a conference at the school to discuss a behavior plan if this approach is not effective.

A student may need to be a “watcher” instead of a “doer” for a time. The following guidelines apply:

- The student should remain a watcher one minute per year of age (i.e. five-years-old = five minutes of time out)
- Discuss with the child the reason the student was a watcher. Talk about how you and the student are going to correct the situation.
- If you have attempted reasonable solutions to the problem and it is still out of hand, please alert the Director.

4.4 - Student Disciplinary Probation

Any repetitive disciplinary difficulties that cause a teacher to spend a disproportionate amount of time with one student may result in the student's probation, suspension, or expulsion. The student's parents/guardians, relevant faculty, and the Director will conference regarding the student's conduct. Unless the behavior presents a danger to others, has been repeated, or other inappropriate behaviors have been observed, a plan of action will be implemented to provide the student with motivation and assistance to change his/her behavior.

Furthermore, any physical, verbal, and/or written violence, or threat of violence, by or against any student or faculty member is a serious offense and, upon investigation, may result in:

- An immediate suspension, the length of which will be determined by the Director.
- Probation for a period with terms to be determined by the Director.
- Immediate and permanent expulsion from school.

Aggressive Behavior: If the student acts in an inappropriate manner or is exhibiting behavior that poses a danger to other students or staff, the Director will require that the student be picked up from school immediately. If the behavior continues, the student will be asked to withdraw from the program. If the behavior is considered so aggressive that they cannot be welcomed back on campus, expulsion from the program may be immediate.

4.5 - Statement Against Bullying

The Schools of St. Andrews expressly prohibits bullying and cyber-bullying, of any person, by any means.

We define bullying as any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so. Bullying is also defined as any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, intimidate, disrupt, or injure. Bullying may also be any such act that is so severe, persistent, or pervasive that it creates an intimidating or threatening environment.

The term "bullying" applies to acts that occur on school property or at school-related functions or activities. The term "cyber-bullying" applies to acts of bullying that occur through the use of electronic communication, whether or not such electronic acts originated on school property, or whether or not they were done with the use of school-owned electronic communication equipment. Depending on the situation, bullying may be defined as the use of announcements, signage, mail or packages in the act of bullying.

Bullying or cyber-bullying may include, but are not limited to, threats that:

- Are directed specifically at students, school, or church personnel.
- Creates a reasonable fear of harm to such persons or to school/church property.
- Are maliciously intended to substantially disrupt the orderly operation of the school.
- Has a high likelihood of succeeding in these purposes.

4.6 - Expulsion

If a student or family in our school program creates an unhealthy, disruptive or unsafe environment for the other students, families, or school/church staff, the Director reserves the right to expel the student immediately. This may happen with or without notice. Any refunds on tuition would be within the sole discretion of the Director and/or Board of Directors.

4.7 – Due Process & Grievance Procedure

It is the responsibility of the administration to address reasonable concerns expressed by students, parents/guardians, staff members, and friends of the school. The following procedure is designed to help the administration and Board address such issues and make a final determination. Anyone who feels compelled to raise concerns to school administration should use the following procedure:

- Contact the person most closely responsible for your area of concern and give them a reasonable amount of time to investigate and access relevant information.
- If your initial contact does not respond promptly, or if their response deserves further consideration, then please bring the concern to the Director, again giving a reasonable amount of time to investigate. In most instances, the decisions of the Director will stand as final.
- If the issue remains unresolved, you may present your concern in writing and have it submitted to the school's Board of Directors via the school or church office. If the area of concern involves an issue of school policy, overall school direction, or school financial activity, the Board will be happy to address the concern once all other avenues for resolution have been exhausted. Please assist the Board by providing a written account of your attempts to solve the issue including any applicable research and pertinent information for their review. In all instances, the decision of the Board of Directors will be considered final and will be communicated to the affected parties in writing.

Section 5 – Student Health, Safety & Security

5.1 – Student Illness

The following guidelines assist parents/guardians in assessing the protocols for student absence due to illness:

- A student who is running a fever of 100 degrees or higher will not be permitted to attend school until he/she has been fever free for at least 24 hours without fever-reducing medication.
- Any student who has experienced vomiting or diarrhea should remain at home until symptom-free for at least 24 hours.
- Any student should remain home if he/she has a continual cough that may be disruptive to classroom instruction or that distracts the student from their classroom routines.
- Any student exhibiting the symptoms of (or confirmed to have contracted) a communicable disease, or who is residing with anyone diagnosed with such an illness, will require a physician's note before returning to campus. The note must list that the student is symptom free or is no longer contagious. A list of such illnesses includes, but is not limited to, the following: chicken pox, measles, influenza, Covid-19, head lice, strep throat, measles, impetigo, MRSA, pin worms, roseola, conjunctivitis (pink eye), Hand, Foot, & Mouth, etc.
- If a student develops symptoms of any illness or condition while at school, the parents/guardians will be notified and required to pick up immediately.

5.2 – Anaphylactic Allergies

All reported anaphylactic allergies must be accompanied by a doctor's note along with a treatment plan. The school will make every effort to reduce the risk of exposure to allergic triggers, but it is never possible to achieve a completely allergen-free environment in any service that is open to the general community. Please see the medication section in this handbook regarding Epi Pens.

5.3 - Medications

The school recognizes that some children suffer from health problems that range in degree of severity from mild to life-threatening. The school does not administer or store any prescription or over-the-counter medications for students. Extremely limited exceptions will be made for life-threatening conditions and for prescribed ADHD medications. Such exceptions must meet the specifications and provision outlined herein.

The school will administer the following medications with the express written consent of the parents/guardians and the student's physician:

- EpiPens for anaphylactic food or insect sting allergies
- Insulin
- Inhaler
- Prescribed ADHD medications (where doses are required during school hours)

Such written consent must be accompanied by a treatment plan, with instructions on dosing and administration of medication as applicable. All consent and documentation must be reviewed and acknowledged in writing by the Director and the student's teacher before initial administration of the medication can begin. Approved medications must be in their original labeled container with the student's name and must be brought in by the student's parent/guardian. Under no circumstances should a student be in possession of or share any medication, vitamins, or pills with another student. This includes over-the-counter medications, vitamins, nutritional supplements, or gummy vitamins. It is the responsibility of the parent/guardian to provide refills/replacements for expired and approved empty medications as needed. The school will not be responsible for any medications left at school at year-end. If medications are not picked up by the end of the school year faculty will make reasonable attempts to contact parents/guardians to pick up the medication. If these attempts fail, medication will be disposed of regardless of re-enrollment status.

For all unapproved medications and vitamins, parents/guardians are advised to give the medication(s) at home and on a schedule other than during school hours. Teachers are not allowed to administer any medication unless they have met the conditions listed above.

By accepting this policy, parents/guardians acknowledge that The Schools, its teacher's, and faculty are not equipped, educated, or trained in the area of healthcare, and therefore, the responsibility for a student's health conditions falls entirely upon the parents/guardians.

5.4 - Emergency Care

In the event of an emergency, staff will attempt to contact the parents/guardians, or emergency persons listed. Should the student need immediate care, he/she will be transported by ambulance to the nearest emergency room.

5.5 - Student Custody

The school must have on file a copy of any legal documents concerning the visitation and/or custody arrangements for students whose parents are separated or divorced. Subsequent

changes in the status of visitation or custody must also be filed with the school office. We strive to exercise reasonable control when there is a custody dispute. If there is any form of custody dispute that occurs on campus, police will be called.

5.6 – Campus Visitors & Security

All visitors must check in and out at either the main school office or at the elementary office. A visitor is defined as anyone who is not a currently enrolled student or current faculty member. All visitors must be escorted while in the classroom areas.

These additional guidelines are in place to enhance campus security:

- External doors will remain closed and locked at all times.
- Campus Police Officer is employed on campus Tuesdays through Friday from 9:00 a.m. to 4:00 p.m. Officers are scheduled based on availability and funding. The officer will patrol the campus with regular walkthroughs and has permission to enter classes as needed. All students, families, and faculty members should obey the instructions of the Campus Police Officer, and any first responder, who arrives on campus.
- Security cameras are located inside and outside all campus buildings with videos being monitored in both school offices.
- Crisis Management Plans are regularly updated, and training is provided to teachers each school year.

5.7 - Solicitation

The school does not allow solicitation of any kind on school or church property unless approved by the Director. The school has developed fundraising guidelines to protect the school, students, parents, and the community from being burdened by multiple fundraisers and to maintain the integrity of all fundraising activities.

5.8 - Inclement Weather & School Closures

The faculty will notify families of school closures due to inclement weather by email, *Remind* OR other social media platform used for usual school communication. Please listen for announcements of school closings or delayed openings on your local television stations and then refer to school announcements to confirm if we are closed. There may be times when closures/openings differ from local public schools. Any such difference will be made within the sole discretion of the Director. Please see additional information in this handbook regarding the designation of school closure days as “Virtual Days”.

5.9 - Potty Training (Early Age Preschool Only)

All three-year-olds must be potty-trained to attend BBP. If a student (age 3 +) has more than 3 accidents in a one-month period, the student will be asked to take a two-week break from school to potty train at home (the student's spot in the class will be reserved and tuition is still due.) After these two weeks, if the student continues to have accidents, the student may be asked to withdraw from the program.

Teachers will use verbal guidance with students in the bathroom but are limited in ability to physically assist in toileting. In the event of an accident during class time, the change of clothes from the student's backpack will be used, and the parents/guardians may be called.

Section 6 – Educational Policies

6.1 – Grading & Report Cards

Second through Sixth Grade Report Cards

The elementary students in second through sixth grades are regularly evaluated on their work to provide an understanding of their achievement and to assess readiness for matriculation to the next grade. Report cards and progress reports are issued at a minimum of three times per school year. Academic grades are evaluated on a combination of completed in-class work, homework assignments, virtual assignments, exams, and oral presentations, when applicable.

Letter grades are determined on the following scale:

- A = 90% to 100%
- B = 80% to 89%
- C = 70% to 79%
- D = 60% to 69%
- F = 59% or below
- For work not completed, an incomplete (I) may be given at the teacher's discretion.

In addition to grading in academic subjects, report cards and progress reports may include observations of the student's attitude, in-class behavior, and preparedness. These will be marked as follows:

- E: Excellent/Exceeds Standards
- S: Satisfactory/Meets Standards
- N: Needs Improvement/Needs Support
- U: Unsatisfactory

Parents/guardians are encouraged to discuss their child's grades with their teacher(s) and to review grades with their student(s). If a student is at risk for grade retention, this will be noted on the report card.

First Grade, Kindergarten, Pre-K & Pre-School Report Cards

First grade and kindergarten report cards vary from elementary level report cards in that letter grades are not given, but competency in academic subjects is still evaluated.

Preschool and Pre-K report cards assess the skills specific to the age and development of the children in that class. Children in Pre-K and Preschool are evaluated on their mastery of the *Oklahoma State Standards Curriculum* for their age level. The goal of these report cards is to

inform parents/guardians of their child's achievements and their readiness for the next level of schooling.

6.2 - Standardized Testing

Gesell Testing: Pre-K students who are being considered for matriculation to kindergarten will be required to participate in a *Gessel Assessment (by Yale University)*, a one-time, teacher-guided assessment, usually conducted in the spring or summer prior to the kindergarten year. Scheduling of *Gessel Assessments* will be done via the school office.

Diebel's Testing: All first through sixth graders are required to complete *Diebel's Testing (University of Oregon)*, to assess grade level literacy skills.

Other statewide standardized testing may be administered to students as is required by ACTS accreditation.

6.3 – Parent/Teacher Conferences

All parents/guardians will be offered a minimum of two teacher conferences per year, one in each semester. If a parent/guardian wishes to schedule other conferences during the school year, you may request one with the teacher or the Director by contacting the school for an appointment. Dates for these conferences will be communicated by the school via email and an electronic link will be provided to allow parents/guardians to sign up for a specific appointment time. Sign up for time slots is on a first click, first serve basis using the online sign up/email notification system called *Sign Up Genius*. Students, or other children, should not be brought to conferences. The school does not offer childcare during conferences. Please consider your childcare needs when selecting your appointment time.

6.4 - Virtual Days

First grade through 6th grade students will have weekly, regularly scheduled “Virtual Days”. Kindergarten may have virtual days as needed. These days are at-home learning days where assignments are made via an online learning platform. These assignments are considered regular schoolwork. They have due dates and will count towards a student's final grades. Failure to complete assignments within the assignment window could result in an absence for that day.

Should an inclement weather day be designated as a “Virtual Day”, teachers will communicate assignments for their students via email to parents or via Remind.

Section 7 – Miscellaneous Policies

7.1 – Dress Code

The following requirements make up the Dress Code for all students:

- Students are to be fully dressed when they arrive at school, including all clothing and shoes. Pajamas are only to be worn on specially designated “pajama days” as announced by the school administration or by a specific classroom teacher.
- All clothing should be neat, clean, and modest. Clothing must always cover a student’s undergarments, chest, and midriff (even when arms are extended over the head). Longer shirts are to be worn with leggings to maintain modesty. Shorts must always be worn under girl’s skirts, (skirts are not permitted for boys). The hemline of shorts and skirts must come below fingertips when hands are placed at a student’s side. Tank tops are not acceptable.
- Athletic/tennis shoes are requested to be worn every day. These shoes must completely cover feet and toes and have non-marking, athletic, rubber soles. Weather appropriate, cold-weather, flat boots may be worn in times of inclement weather if they have non-marking soles. Crocs, “Yeezys” slides, sandals or the like, are not permitted on P.E. days. Dress shoes are permitted for special programs or graduations.
- Jackets, sweaters, and/or sweatshirts should always be worn unless the weather is warm. Students will usually have recess unless temperatures are below freezing or there is precipitation. Students may travel outside between buildings daily to attend chapels and special classes.
- Clothing or accessories with offensive writing, suggestive slogans/words/images, hate speech, logos that pertain to drugs/alcohol/tobacco or that promote violence are not permitted.
- Hats must meet the above requirements. They may be worn outside only as sun or cold protection.
- Excessive clothing, accessories, or embellishments are only permitted on special dress-up days or designated costume days.
- Even special dress-up or pajama days must still meet all the above requirements.
- Earrings are allowed for female students only and must be studs or small in size for safety reasons. Earrings are not acceptable for male students. No other body piercings should be worn during the school day (nose, naval, etc.)
- For the younger classes, or as requested by some teachers, students must pack a daily, weather appropriate change of clothes, including shoes. Please see the Student Supplies section for more information on this.

7.2 - Lunches

Students are required to bring a packed lunch in a designated and fully enclosed lunch bag or pail. Lunch should not include juice, or any drinks other than water, as such drinks pose a clean-up problem if spilled. Teachers cannot heat or refrigerate any items for the students. All lunches should be in easy open containers or packages. Each class has a limited amount of time for lunch and it is important the students can open their lunches as independently as possible.

The teachers will advise classroom parents/guardians if there are any student food allergies in the class. Such allergies may be severe or life-threatening and may result in restrictions on what can be brought in other students' lunches (or snacks).

Students in the first through sixth grades will have the opportunity to order hot lunches from a local cafeteria or restaurant on designated days with a pre-set menu. Additional information is provided to parents at the beginning of the school year.

7.3 – Snacks

Preschool, Pre-K, and Kindergarten classrooms have a snack card or snack bag that is sent home with each student on a rotating basis. The snack card/bag is a reminder for you to supply a healthy, low-sugar snack for all the students in your child's class the following school day. Often teachers supply a snack calendar well in advance of the snack card/bag being sent home. If you have questions about what type of snacks are considered appropriate, please do not hesitate to ask your child's teacher for suggestions. We ask that snacks come to the school in the original store packaging. The teachers will advise you if there are any food allergies or other restrictions within your student's classroom that must be taken into consideration when supplying the snack.

Each classroom will have their own specific snack policy which will be outlined in orientation materials from each teacher.

7.4 - Birthdays

Student Birthdays may be celebrated with a special in-class snack or lunch. You may include special napkins, cups, and plates if you wish, but please **no** favors, prizes, balloons or "parties." Please do not ask any teacher or faculty member to distribute birthday party invitations to students unless all the students in your child's class are invited.

7.5 - Transportation

The school does not provide any student transportation to or from school. We have no school buses, vans, or other vehicles. Parents/guardians are fully responsible for transportation of their students to and from campus each school day.

In some limited circumstances, school field trips may be conducted with the assistance of parent/guardian transportation. In these instances, parents/guardians are required to transport only their own children unless a special waiver is signed by the parent/guardian of a student passenger. The Director must be in possession of a fully signed and completed waiver before transportation may take place to or from any school sponsored event. Even if such a waiver is signed, the parent bears full responsibility for their child while in the care or transport of the person the parent authorized to transport their child.

7.6 – Book Damages

Textbooks, workbooks, and some specific in-class materials, will be provided directly to students by the school and are paid for by tuition and curriculum fees. At the specific request of teachers, some books are required to be covered by a paper book cover. Damage beyond normal wear and tear will result in a damage fee to the student for the full replacement cost of the item. School library books are also subject to the same replacement fees if a book is lost, stolen, or damaged.

7.7 - Photography

All parents/guardians are presented with a photography release form during the enrollment process. This policy gives teachers and faculty permission to photograph your student(s) and disseminate such photographs on class and school social media channels. The school may grant authorization to a professional photographer of our choosing to meet our photography needs. Photographs of all students will be included in annual yearbooks. We do not give authorization for any parent or staff member to photograph the students for profit. Cameras and video recorders may be used at performances and programs for personal use only.

7.8 – Social Media Policy

In addition to the regulations outlined in the cyber-bullying policy in this handbook, parents/guardians and students must implement their best judgment and exercise caution/modesty when posting to social media accounts. When making decisions about the content of social media posts, the privacy and dignity of all persons should always be paramount. Students should also carefully consider the images and words they post about themselves. It is the parent's/guardian's responsibility to monitor all student social media to ensure that students remain in compliance with all social media and cyber-bullying policies. It is also their responsibility



to carefully oversee the images and words used when they, or their student(s), post about The Schools, other students, teachers, premises, property, and events.

Social media and cell phones may never be used for:

- Public humiliation of individuals or groups.
- Social exclusion, including incitement and/or coercion.
- Circulation of gossip, rumors, innuendo or falsehoods.
- Stalking/Cyber-stalking.
- Engaging in conduct to communicate, or to cause to be communicated, words, images, or language aimed at causing substantial emotional distress to anyone.
- The use of cameras or camera phones to take embarrassing and/or unauthorized photographs of students or school employees and/or posting them online.
- Sending abusive or threatening text messages, instant messages, or emails.

We look forward to a great school year, learning and growing with your family.

Those that hope in the Lord will renew their strength.

They will soar on wings like eagles; they will run and not grow weary; they will walk and not be faint. Isaiah 40:31