

North Bay Haven Charter Academy

K-12 Student/Parent Handbook



School Info:

Address- 1 Buccaneer Drive, Panama City, FL 32404

Phone- 850-248-0801

Website- northbayhaven.org

NBH High School Administration:

HS Principal- Matt Tate- tateme@bayhaven.org

HS Assistant Principal- Crystal Woodford woodfca@bayhaven.org

HS Administrative Assistant- Cas Gant gantc@bayhaven.org

MS/HS Office Manager- Kelly Lightsey- lightkr@bayhaven.org

MS/HS Athletic Director- Steve Gillispie - gillise@bayhaven.org

NBH Middle School Administration:

MS Principal- Nakia Morris- morrinm@bayhaven.org

MS Administrative Assistant- Justin Bell-bellj@bayhaven.org

MS Administrative Assistant- JD Stukey -stukejd@bayhaven.org

K-8 Administrative Assistant- Jennifer Shoults shouljb@bayhaven.org

NBH Elementary Administration:

NBHE Principal- Mike McLaughlin mclaum@bayhaven.org

K-8 Administrative Assistant- Jennifer Shoults shouljb@bayhaven.org

K-5 Office Manager- Roxie Tripp trippn@bayhaven.org

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HISTORY

On August 9, 2001, Bay Haven Charter Academy (BHCA) opened in Panama City, Florida, with 225 students in grades K–5. By 2009, Bay Haven enrollment topped 1,000 students in grades K-8 with hundreds more on the waiting list.

On August 11, 2010, North Bay Haven Charter Academy (NBH), made up of North Bay Haven Elementary, Middle and High Schools, and a Pre-K program, opened in Panama City, Florida, with full enrollment in grades K-9. Each school year, a grade level was added until the high school consisted of grades 9-12.

In July, 2014, North Bay Haven Middle and High Schools moved to the new facility at 1 Buccaneer Drive. In August, 2017, North Bay Haven Elementary School joined the MS and HS and moved into the 1 Buccaneer Drive campus with full enrollment of 6 classes in grades K-5 and a Pre-K program that accepts children ages 3-5. Currently, NBHCA has an enrollment of just under 2,100 students with large waiting lists at all grade levels. All BHCA, Inc. schools have received high rankings from the Florida Department of Education since opening.

VISION

High Expectations / High Achievement

MISSION

As a school of excellence and diversity, we value rigor, relevance, and relationships thereby empowering students to become lifelong learners and contributing members of society.

CORE BELIEFS

We Believe:

1. Learning is a life-long process.
2. Students learn best in a safe and caring environment.
3. All students can learn and achieve success.
4. Children deserve high quality instruction that meets their individual needs.
5. Literacy is a fundamental key to success.

6. Public education is a team effort including the home, school and community.
7. Relationships are the foundation of a highly effective learning environment.



BHCA, Inc. schools offer a first-class education for students with an emphasis on building **good character** and cultivating **strong values**. This is accomplished through the collective efforts of all adult stakeholders at each of the schools. As stated in BHCA, Inc.'s *Gold Standards of Excellence: The Basics*, adults are expected to "Be consistent, be prepared, and be fair, equitable and compassionate. Demand and expect the best from all students and adults in the organization." As active participants in the development of each student, **parents, teachers, staff, and administration shall hold all students to the following standards of behavior. All adults (Parents and Staff) will do their best to ensure that each student will:**

1. Wear their uniform with pride and adhere to the uniform policy according to the student handbook.
2. Be involved- attend meetings and after school events, be part of our clubs- this is your school.
3. Study for tests, complete assigned work and do his/ her homework.
4. Be on time each and every day- "15 Minute Rule."
5. Get the planner signed every day.
6. Come to school clean daily.
7. Clean up after him/ herself and help keep our school clean both inside and out.
8. Accept consequences for his/her actions.
9. Adhere immediately to "give me five" call for silence.
10. Keep hands and feet to him/ herself.
11. Walk on the right side of the hallway in a quiet, calm manner while moving around campus.
12. Not use inappropriate language.
13. Say "please" and "thank you" and will write a "thank you note" when appropriate.
14. Say "ma'am" and "sir" when responding to any adult.
15. Hold open doors for others.
16. Offer to help others by asking them "can I help you?"
17. Say "good morning" each day to the adults in the building.
18. Not walk between adults who are speaking.
19. When listening to someone speak, give them eye contact and do not talk while someone else is talking.
20. Say, "I'm sorry" when my actions hurt others and do not do it again.
21. Not spread, start rumors or engage in gossip.
22. Use kind words by being respectful each and every day.
23. Not argue with adults.
24. Be respectful during the pledge of allegiance and the moment of silence.

25. Show character and be a leader at all times!

Schedules

North Bay Haven Elementary Schedule

7:00 Elementary Opens- Students report to cafeteria/playground/breakfast in main cafeteria

7:30 School Starts

12:10-1:20- K-5 Lunch (times vary in main cafeteria)

2:30-2:45- K-2 Dismissal (Gym Loop)

North Bay Haven Middle School Schedule

1st Period 7:55 - 9:15

2nd Period 9-19 - 10:34

Lunch 10:34-11:04

3rd Period 11:08 - 12:22

4th Period 12:26-1:41

5th Period 1:45-3:00

North Bay Haven High School Schedule

7:15-8:05 Zero Period

8:25-10:00 First Period

10:05-11:35 Second Period

11:35-12:05 Lunch

12:10-1:40 Third Period

1:45-3:15 Fourth Period

Board Adopted Policies and School Procedures

Listed below are various school related policies. Please click on the Policy Title and you will be directed to the school website and specific board adopted policy. There are numerous policies in our board handbook that may be viewed at bayhaven.org, but listed below are some of the more pertinent policies with regards to day to day operations at school.

NEOLA Policies updated and Board Adopted 7-1-23

<u>Policy Title, School Procedures, Brief Description and Number</u>	Policy
<p><u>Attendance Policies</u></p> <p>The attendance policies address the following topics: Excused and Unexcused Absences, family leave policy, religious leave policy, the Out of School Suspension (OSS) and Unexcused Absence policy, how to report an absence, make-up work policy, tardy policy, early dismissal policy and the habitual truancy policy. Here are a few of the policies but to see more please check out the actual policies.</p> <p><i>Early Dismissal</i></p> <p>*From 5200- Any student leaving school prior to dismissal will have an early dismissal entered to the attendance record which will be considered unexcused. Early dismissals are excused for medical or dental appointments if documentation from the medical or dental office is received within three (3) days of the early dismissal and may be excused for extreme emergencies at the discretion of the principal. Early dismissal from a field trip is only permitted in emergency situations and with prior written consent from the principal.</p> <p>*From 5230- Any student leaving school prior to dismissal will have an early dismissal entered to the attendance record which will be considered unexcused. Early dismissals are excused for medical or dental appointments if documentation from the medical or dental office is received within three (3) days of the early dismissal and may be excused for extreme emergencies at the discretion of the principal. Students who leave a class more than fifteen (15) minutes prior to the end of that class will be marked with a "Late Absence". The Principal will determine if the period of "late absence" is considered excused or unexcused. Early dismissal from a field trip is only permitted in emergency situations and with prior written consent from the principal.</p> <p><i>Tardiness</i></p> <p>*From 5200- After the official beginning of the school day, a parent must check in the student in the front office of the school. A student must be inside the classroom prior to the beginning of the official school day or he/she will be marked as "tardy". Students who leave a class more than fifteen (15) minutes prior to the end of that class will be marked with a "Late Absence". The Principal will determine if the period of "late absence" is considered excused or unexcused. Five (5) tardies is equivalent to one (1) unexcused absence.</p> <p>*From 5230- After the official beginning of the school day, a parent must check in the student in the front office of the school. A student must be inside the classroom prior to the beginning of the official school day or he/she will be marked as "tardy". Any student arriving fifteen (15) minutes or more after the beginning of the school day, or class period for middle and high school, will be marked</p>	<p>5200, 5215, 5223, 5225, 5230</p>

<u>Policy Title, School Procedures, Brief Description and Number</u>	Policy
<p>with an absence (THIS IS A NEW POLICY). The Principal will determine if the period of absence is considered excused or unexcused. Five (5) tardies is equivalent to one (1) unexcused absence. No student shall be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a school employee, a police officer with judicial authority, a court official, or the parents of the student unless the permission of the parent or guardian of record be first secured.</p> <p>Family Leave</p> <p>* From 5200- Although the school does not support students missing school for vacation purposes, any student missing school for vacation must notify the administration in advance and receive approval in order for the absences to be excused. Family Leave may be approved by the principal if the following criteria are met, regardless the principal has the authority to disapprove leave requests:</p> <ul style="list-style-type: none"> ● Notification has been made in writing using the appropriate form at least two (2) weeks in advance; ● Requested Family Leave days do not exceed five (5) days per school year; ● The student does not currently have a "D" or "F" in a class ● The student does not currently have a 2.0 or lower GPA in core subjects ● Requested days do not conflict with semester exams, final exams, or state testing. <p>Students who fail to meet the criteria in item "C" or "D" above are strongly encouraged not to miss school.</p> <p>*Note- NBHCA procedure with regards to the handling of makeup work from approved family leave: <i>It is the teachers discretion to either give all work out ahead of time OR when the child returns. All work may be made up at 100% following the 1:1 excused absence policy.</i></p> <p>Make-Up Work for Absences</p> <p>*Excused Absences From 5200- the student must contact the teacher on the first day back in order to make arrangements to make up work. Missed work is to be made up on a 1:1 ratio. If the student is absent one (1) day, s/he has one (1) day to make up homework or classwork. If the student is absent two (2) days, s/he has two (2) days to make up missed classwork or homework, and so forth. The teacher or the Principal may grant extensions to the make-up time limit for extenuating circumstances.</p> <p>*Unexcused Absence From 5200- all work missed must be completed within the same 1:1 timeframe as stated above. The student will receive a grade of no higher than sixty percent (60%) on all work made up during an unexcused absence. All passing grades will be recorded as a sixty percent (60%). All earned grades below sixty percent (60%) will be recorded as the earned grade.</p> <p>*Out of School Suspensions (Unexcused Absences) From 5200- the student must contact the teacher or check the online site to obtain assignments to complete while suspended. Parent(s)/guardian(s) are responsible for contacting the school to obtain any additional work needed. All work must be turned in to the teacher on the day the student returns to school and will be graded according to the policy for unexcused absences stated above.</p> <p>*Procedures- Parents are to pick up missed work each day at the end of the day (teachers are not responsible to provide work ahead of time for students on OSS).</p> <p>Reporting Absences- NBHCA Procedure If a parent is calling to report an illness, for the elementary, please send email to: nbheattendance@bayhaven.org, or you may call the office and ask for the attendance clerk.</p>	

<u>Policy Title, School Procedures, Brief Description and Number</u>	Policy
<p><u>Parental Involvement Policies</u></p> <p>This section of policies refers to parental involvement with schools. It discusses various topics that include: Haven 20 hour volunteer policy, school improvement and curriculum, controversial issues, chaperoning field trips, how to check into the office, fingerprinting and background checks, visiting campus and more.</p> <p><i>Section 1002.33(10)(e)5.,F.S., states that a “charter school may limit the enrollment process only to target the following student populations: ...students who meet reasonable academic, artistic, or other eligibility standards established by the charter school and included in the charter school application and charter or, in the case of existing charter schools, standards that are consistent with the school’s mission and purpose.” Consequently, if a new charter school includes the parent volunteer requirement in its application and charter, or if the requirement is consistent with the mission and purpose in an existing charter school, the parent volunteer contract is enforceable under Florida law. Failure of a parent or parent(s)/guardian(s) to uphold or fulfill their responsibilities under that contract would be sufficient grounds for that charter school to deny admission to the child the following year.</i></p> <p>In general, we expect our parents to be highly involved. There are numerous opportunities to volunteer in the classrooms, on campus, at events and special activities, over the weekend, after school hours, and in the summer. Please reach out to your child’s teacher to find out how you can be involved.</p> <p>Procedures- Where to log your hours and what counts/ does not count? Please visit our website at northbayhaven.org, click on “Our School- Volunteer Log” and then follow the directions. When you login, you will have various options of the specific type of volunteer work you completed. There is even an option where you can type in the specific event. Per state statute, we are not allowed to approve purchasing of items for classes or activities in exchange for volunteer hours.</p>	2111, 2121, 2210, 2240, 2260, 9200, 9150, 9160
<p><u>Student Drop off and Pick up Procedures</u></p> <p>Arrival Procedures Students are expected to be at school 15 minutes before the first period begins. No students are to be on campus before 7:00 AM as there is no supervision. See below for drop off/start times and drop off zones.</p> <p>Student Dismissal/Pick Up Pick up plans should be finalized before the student comes to school by communicating with your child’s teacher and your student. However, should an emergency arise and the parent has to phone to leave a message for a student regarding pick up, the parent must do so one hour before school gets out. If a parent calls after this time we cannot guarantee that the student will receive the message. See below for pick up times and zones.</p> <p>In order for traffic to move smoothly, please make sure you show up at the appropriate time to get in line to pick up your child. If a parent shows up early and holds up traffic, in order to keep the car line moving efficiently, they will be asked to move to the parking lot or to re-enter the car line at the beginning.. Also, please talk to your child about getting directly to the pickup loading area to keep things moving quickly. Again, if your child is not where he/she needs to be causing a car to hold up traffic, the parent will be asked to move to the parking lot to keep the line moving. Thank you in advance!</p> <p>Drop Off Zones *Elementary Loop - Elementary students only *Gym Loop- K-12 students (elementary will walk to the front entrance of the elementary and MS/HS must walk to the front of the campus to the main MS/HS entrance.</p>	n/a

<u>Policy Title, School Procedures, Brief Description and Number</u>	Policy
<p>Pick Up Zones **K-2nd grade will be picked up in the gym loop only- Times are 2:30-2:45 **3-5th grade will be picked up in the elementary loop only- Times are 2:45-3:00 **K-5 Students with MS/HS siblings will use the elementary loop between 3:00-3:30. **K-5 Parents will be required to have car tags showing in their window for safety and efficiency. **Please do not show up early- if your child is not out of school yet you will hold up the car line and be asked to move to the parking lot until the proper time. Thank you in advance.</p> <p>Where to NOT drop off or pick up students 1- Parking lots 2- On the roads 3- Bus Loop (in front of the MS/HS admin building)</p> <p>Parking to walk your child to the front entrance or to pick up from the front entrance * Elementary parents may use either the elementary parking lot in spots labeled "Visitor" or the gym parking lot to park to pick up their child. Please do not park in front of the elementary or gym during the day- use the parking lots. *For safety and campus security reasons, parents are allowed to walk their child to the front door, but are not allowed to walk their child to or from class. *All parents must remain outside the school buildings prior to dismissal time. *If you walk up to get your child you must bring your child's car tag and show staff. If you do not have the car tag you will be asked to go to the office with your ID. Car tags will be handed out during supply drop off/ parent open house prior to school starting. They will also be available the first day of school so please be prepared and ready to go.</p>	
<p><u>Student Dress Code Policy</u></p> <p>A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. These dress code guidelines indicate appropriate school dress during normal school days. The school reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student in attendance shall wear the school uniform once on campus-no exceptions. Parents select to have their children attend Haven Schools with full acknowledgement of the expectations and policies. Purchasing uniforms from Haven designated and approved vendors is a policy requirement. Parents may not purchase an article of clothing and have it embroidered with a Bay Haven or North Bay Haven logo This is a copyright infringement. Section 5511 discusses the specific dress code for boys and girls at the elementary, middle and high school levels.</p>	5511
<p><u>Field Trip Policy and Chaperone Procedures</u></p> <p>This Policy defines what is allowed and not allowed on field trips, along with the guidelines that administration follows when setting up field trips. Below are the procedures for parent volunteers and chaperones for various activities that occur both on and off campus:</p> <p>Chaperone and Visitor Check In Procedures Due to school safety, everyone on campus needs to have a badge or they will not be allowed on campus. Staff members and board members are to wear their badge every day. Here are some of the other non-staff members that may visit from time to time and what is expected of them.</p> <p><i>Check In Procedures</i> All visitors to the campus must stop in the office and register through the Raptor system using their ID. There is never an occasion where it is acceptable that any adult is on campus without an ID badge. No parents, visitors, or non-staff are allowed on campus during school hours without going through the office and check-in procedure.</p>	2340

<u>Policy Title, School Procedures, Brief Description and Number</u>	Policy
<p><i>Parent Volunteers/ Guest Speakers/ Field Trip Chaperones</i> When parents volunteer/ guest speakers are in class they are to use the Raptor badge system. Parent volunteers are never allowed to be alone with students.</p> <p><i>Haven Board Members/ PTSP Board Members</i> Haven Board Members and/or PTSP board members are on campus often and have their own school approved badge.</p> <p><i>Chaperoning and/or volunteering on a Field Trip</i> All volunteers, parents attending a school sponsored field trip must get a background check at the security office at Bay District Schools. This process may take up to two or more weeks. Please visit the NBHCA office to get the registration packet. Once cleared, the chaperone may use the badge for the entire school year.</p>	
<p><u>Wireless Communication Device Policy</u></p> <p>This policy defines Wireless Communication Devices (WCD's) as the various forms of technology found on campus, and what is allowed and not allowed on campus, technology use policy, social media policy, .</p> <p>Telephone Use Procedures- Front Office Only The school has a business telephone to help transact the business of the school and the lines must be kept open. Students may not use the telephone except for emergencies. Students may also use their own personal cell phones in the front office area with permission. We cannot deliver a personal message to an individual student or teacher without interrupting the instructional program. Please do not ask the office staff to deliver messages to students or teachers except in an emergency.</p>	5136, 7540, 7544
<p><u>Academic Policies</u></p> <p>This section of policies addresses the following academic related policies:: Student Progression, Promotion, Retention, Student Grading, Class Rank, Graduation Requirements and Special Diplomas, ESE Program and Student Assessments.</p>	5410, 5421, 5430, 5460, 2460, 2623
<p><u>Right of Student Dismissal Procedure</u></p> <p>FS 228.056 10(a) 7 identifies the charter school's authority to develop and implement admission procedures and dismissal procedures. The charter contract between Bay District Schools and Bay Haven Charter Academy, Inc. affords the charter school the right of dismissal. Per Bay Haven Charter Academy, Inc. Board Policy, students eligible for dismissal are those who meet the established thresholds for three or more of the following criteria:</p> <p>Tardies: Five (5) unexcused tardies within 30 days or ten (10) unexcused within a 90 calendar day period and improvements are not made after strategies have been implemented.</p> <p>Attendance: Five (5) unexcused absences within 30 days or ten (10) unexcused absences within a 90-day calendar day period and improvements are not made after strategies have been implemented.</p> <p>Behavior: If the child study team and the principal have determined that a student attending the school has documented repeated acts in violation of the School's Behavior Policy including violations of the School's policy regarding wearing of approved uniforms and significant improvements are not being made.</p> <p>Parent/guardian volunteer hours not being adequately met per the School's policy.</p>	n/a

<u>Policy Title, School Procedures, Brief Description and Number</u>	Policy
<p><i>Student dismissals will be reviewed at the end of each semester. However, in the case of extreme non-compliance, dismissal can be made anytime during the school year once dismissal criteria have been met and no significant improvements have been made.</i></p> <p>In the event a student is recommended for dismissal by the Principal of the affected school to the Chief Educational Officer, the CEO will then review for compliance of due process and forward the recommendation to the Bay Haven Charter Academy Inc., Board of Directors for consideration and official dismissal. If the Board approves the dismissal, the parent or guardian has the right to appeal the dismissal to the Principal of the affected school within 5 business days. If the appeal is not granted, the student will be withdrawn at the close of the 5th business day. If the appeal is rescinded, after Board approval, the student may remain at the affected school pending ratification of the dismissal by the Board at the next regular scheduled Board meeting.</p> <p>Dismissal Procedures</p> <ol style="list-style-type: none"> 1. Letter to parent regarding intent to dismiss and requesting a dismissal hearing. 2. Final declaration of dismissal or option of withdrawal. 3. Transfer records to Home-zoned School. <p>Steps taken prior to dismissal</p> <p><i>Documentation</i></p> <ol style="list-style-type: none"> 1. Document discipline violations and notify parent. 2. Document parent volunteer hours and notify parent of volunteer opportunities. 3. Document attendance and notify parent. 4. Document tardies and notify parent <p><i>Conferences</i></p> <ol style="list-style-type: none"> 1. Refer for Child Study Team (CST) as appropriate. 2. Hold conferences with parent(s)/guardian(s) and student regarding violations. 3. Hold dismissal hearing with parent(s)/guardian(s) and student 	
<p><u>Communication Procedures</u></p> <p>Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communications with parents at all times. It is extremely important that any change of address, telephone numbers, email address or other vital communications information or pick-up authority must be completed by the legal parent.</p> <p>Student Planners</p> <p>Student planners are utilized in grades 2nd-8th grades throughout North Bay Haven. Teachers utilize these planners to teach critical organizational skills, document homework assignments, keep track of student life activities and communicate with parents on the progress of student academics and behavior. This is a crucial part of student progress for our school expectations of “High Expectations, High Achievement”. In most circumstances, this is the teacher’s first line of communication with you on the progress of your student.</p> <ul style="list-style-type: none"> ● Families should make time every evening to review the planner with their student. ● Parents are expected to sign the planner nightly to indicate that they have reviewed the day’s happenings and communication from teachers. <p>FOCUS</p>	n/a

<u>Policy Title, School Procedures, Brief Description and Number</u>	Policy
<p>FOCUS is a tool used to monitor student grades, attendance, discipline, test scores, etc., and is available for all parent(s)/guardian(s). FOCUS is updated every week. Directions on how to set up your FOCUS account will be sent home the first week of school OR, click here for a link to directions: https://drive.google.com/file/d/1J0jouabKzmmZYfougRadH4XoQ3qaHBQ/view?usp=sharing</p> <p>School Email Blasts and Etexts The school sends weekly communication to parents via email. These email blasts contain important information—be sure you read these and let the office know if you are not receiving these. In some instances, an e-text will be sent to your phone (registered numbers in FOCUS) for emergencies or extremely important information.</p> <p>School Website/Calendar The school website and website calendar are updated daily with regular events- please watch for upcoming events. The school website and calendar can be found at northbayhaven.org.</p> <p>School Social Media Sites NBHCA has a very active and current Facebook and Instagram page. These sites are meant to highlight and showcase our students, staff and families. Occasionally we will push out information as well.</p>	
<p><u>Summer Work Procedures</u></p> <p>The NBH <i>Summer Work</i> program is an important part of the High Expectations/High Achievement vision of our school. Research shows that students experience what is called a “summer setback” if they do not participate in activities which will reinforce learning over the summer months. To minimize this, North Bay Haven has developed a Summer Work Program.</p> <p>Details</p> <p>For students in grades K-8, summer work is expected. Students who complete all the work assigned for the grade level they are moving into or participate in a summer enrichment or summer remediation program at our school will be counted as completing the summer work. Students complete the work for the grade level or course they are moving into this fall. For grades k-8, students who complete all the summer work are eligible to attend an incentive party. Summer work will be posted on the school website each summer.</p>	n/a
<p><u>Application and Admission Process Policy</u></p> <p>The policies address the procedures to apply for the elementary, middle and high school lotteries, entrance requirements, application and admission process, lottery preferences, how to withdraw from the school, foreign exchange students, and more details.</p>	5112, 5114 5121, 5130
<p><u>Health Services and Medication</u></p> <p>This policy addresses the various health services available at the school, how to properly use medication at school and the process and procedures in place, student accidents, emergency medical authorization, and more..</p>	5310, 5320, 5330, 5340, 5341
<p><u>Student Discipline and Character Education Policies</u></p> <p>The following policies address the expectations of our students, the code of conduct, proactive measures in place to teach character education, state statute and law enforcement in student investigations, suspensions, expulsions, due process, and more.</p>	5500, 5516, 5517, 5540, 5600, 5605, 5610, 5611, 5771,
<p><u>School Facility Policies</u></p>	7434, 7510,

<u>Policy Title, School Procedures, Brief Description and Number</u>	Policy
<p>This section of policy refers to using school facilities, and also addresses how the school is a “Weapon Free Zone” and “Smoking and Tobacco Free Zone.” There are also policies with regards to what is allowable with animals on campus (such as pets), student driving privileges, flying drones near the campus, and more...</p>	<p>7217, 8390, 5515</p>

NBHCA Family Expectations



I understand that NBHCA is a challenging school with high expectations of everyone. To be part of our family, staff, students and parents at NBHCA agree to:

- Have your child at school on time every day prepared to do their best
- Have your child in his/her uniform and prepared to do their best every day
- Trust the process
- Show support and appreciation to the staff and often
- Communicate through the proper chain of command- start with the teacher
- Keep social media posts positive
- Be more focused on your child getting a great education than on getting good grades
- Don't email when you are angry
- Speak positively about staff members and the school in front of your child at all times
- Don't complain- trust the process.
- You are an "Owner not a Renter"- Please help us take care of our school by helping on volunteer days, helping keep our campus clean, and having 100% all in all the time!
- Don't talk negatively about staff, students or other parents
- Grades are earned not given here
- When another adult is being negative, get away from that conversation quickly!
- Read your emails from the school thoroughly
- Don't make excuses for your child
- Be an involved parent at the school- we need you.
- When your child is struggling, contact the teacher and see how you can help
- Never pick up your child early from school unless it's a major event
- Allow NBHCA to push and academically challenge my student
- Communicate with my child's teacher when a question or concern arises before going to administration.
- Fulfill my 20 hours of volunteer hours at a minimum
- We have dues at the school that must be paid- we will work with you if you are having financial difficulties
- We are a uniform school and if your child does not have on his/her uniform I will be called to bring a change of clothing for my child.
- Realize we are all about your kids. We have dedicated our lives to nurturing them, supporting them, loving them, and guiding them. It is our purpose, and it is our vow to you! Thank you for being part of our family! Let's all work together!
- It's not always easy, but trust the process!

Signature Pages to be Returned

**PLEASE SIGN AND RETURN THIS PAGE
TO YOUR STUDENT'S TEACHER**



*Acknowledgement of Information in
Handbook*

I acknowledge that I have read the
NBHCA K-12 Handbook.

Parent _____

Date _____

Student _____

Date _____

