



# **Student Handbook 2014 - 2015**

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# Mission Statement

*Bluegrass Christian Academy provides a Christ-centered environment where all students are challenged to achieve academic and spiritual excellence while committed to integrating Biblical doctrines and values into the life of each child.*

## **...About BCA**

Founded in 2004, Bluegrass Christian Academy is a non-denominational, Christian day school dedicated to providing a quality education with rigorous academic standards from a Biblical perspective. Offering K-3 through 8<sup>th</sup> Grades and located in the educational wing of Parkway Baptist Church, BCA offers students a wholesome learning environment with low student to teacher ratios. BCA offers the A Beka Christian school curriculum, considered by many to be the gold standard in Christian educations, as its core curriculum.

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## Statement of Faith

**WE BELIEVE** the Bible to be verbally inspired in its original form, the only infallible authoritative Word of God (II Timothy 3:16-17, II Peter 1:20-21).

**WE BELIEVE** that there is one God Eternally existent in three persons: Father, Son and Holy Spirit.

**WE BELIEVE** in God the Father, Creator of the universe and in His all powerful, all knowing and ever present nature.

**WE BELIEVE** in the deity of Christ (John 1:1-4, John 14:9, Colossians 1:15-17) in His conception by the Holy Spirit (Luke 1:35), in His virgin birth (Matthew 1:18-25), in His sinless life (II Corinthians 5:21), in His miraculous works (John 11:45), in His substitutionary death through, in His shed blood (I Peter 2:24), in His literal, bodily resurrection (John 20:20-29), in His bodily ascension to the right hand of the Father (Mark 16:19, I Timothy 2:5), and in His premillennial, imminent, bodily return (Acts 1:11, Revelation 20:1-9, Matthew 24:26, I Thessalonians 4:12-17).

**WE BELIEVE** in the totally depraved and lost condition of man by nature (Jeremiah 17:9, Romans 3:23), and in the salvation by grace through faith in the Lord Jesus Christ wholly apart from works (Ephesians 2:8-10, John 1:12-13, John 3:3-7, Titus 3:5-7), the evidence of which is works of righteousness (Ephesians 2:10, Romans 4:4-5).

**WE BELIEVE** that all who receive by faith the Lord Jesus Christ as personal savior are born again of the Holy Spirit and thereby become children of God (John 3:5 and 16, Romans 3:21-30, Galatians 4:4-7).

**WE BELIEVE** in the resurrection of both the saved and the lost. Those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation (John 5:28-29). First resurrection (I Thessalonians 4:13-17). Second resurrection (Revelation 20:14).

**WE BELIEVE** in the spiritual unity of all believers in Christ (John 17:11, Ephesians 4:13).

# Student Policies

## I. ACADEMICS

### A. Course of Study

Bluegrass Christian Academy provides a graded course of study for grades 1 through 8 (3-year-olds, K4 and K5 receive quarterly progress reports). Curriculum development reflects clear statements of philosophy and purpose, and is based on reliable findings from the sciences dealing with child growth and development, and learning. The methods of instruction are ones which promote inductive learning and biblical wisdom through exploration and discovery, inquiry and interpretation, critical thinking and creativity. The goal of the entire school effort is to achieve proper and adequate development of the students in terms of academic learning, spiritual growth, and healthy social and physical performance.

### B. Curriculum

All courses are Christ-centered and are designed to prepare the student for future academic success.

The ABEKA curriculum is utilized as the primary guide for text choice. Other textbooks and materials are selected from a variety of publishers with prior review of the material completed by a qualified team of educators and administrators.

### C. Grading

A serious attempt is always made to provide parents and students some evaluation of students' progress that is consistent and meaningful. The grading system is reflected on each nine week report card as follows:

#### Elementary School

<u>Academic</u>	<u>Conduct</u>	<u>Grade</u>
90-100	Excellent	A
80- 89	Good	B
70- 79	Needs Improvement	C
60- 69	Poor	D
Below 60	Unacceptable	F

#### Middle School

<u>Academic</u>	<u>Conduct</u>	<u>Grade</u>
93-100	Excellent	A
85-92	Good	B
75-84	Needs Improvement	C
65-74	Poor	D
Below 64	Unacceptable	F

Teachers consider many things prior to determining a student's level of progress. Factors considered include:

1. Completion/quality of homework and daily assignments
2. Neatness of work submitted
3. Class participation
4. Test performance
5. Preparation for class (papers, pencils, books, etc. brought to class)
6. Regular attendance
7. The quality of conduct (self-control) displayed by the students
8. Proper spelling and good grammar will be expected in all courses. Homework and class work will be evaluated for both. It is through this effort that we hope to encourage proper writing skills in all of our students.
9. Students who receive a zero on any assignment may be given a referral to be signed by the parent and returned to the teacher.

#### **D. Grade Recognition**

##### *1. Academic Honors*

The **Principal's Honor Roll** consists of students who have received **all A's** in all subjects and conduct for a particular nine weeks. The **School Honor Roll** consists of students who have received at least **3 A's and the rest B's** and **A's and B's** in conduct for a particular nine weeks. This does not apply to kindergarten.

##### *2. Progress Reports*

Progress reports will be sent home at the mid-point of the grading periods for the purpose of communicating academic progress to parents.

##### *3. Report Cards*

Report cards are issued at the end of each nine weeks' period.

**Note:** Parents, who feel a need for a conference, should call the school office and set up an appointment with the teacher. **Accordingly, the principle found in Matthew 18:15 dictates that, when a problem develops between people, they should meet together and discuss the problem. Parents should discuss problems with the teacher first, then with the principal.**

#### **E. Homework**

Homework shall be assigned in a manner consistent with the academic excellence goals of Bluegrass Christian Academy. Parent participation in providing assistance and accountability is crucial to the educational process of each child no matter what age.

#### **F. Late Work**

Each teacher may vary in the manner in which late work is handled. At least 50% of the earned grade will be given on an assignment turned in within two class days from the time when the assignment was due. After two days, a zero may be given. Students receiving a zero on late work will be given a referral to be signed by the parent and returned to the teacher.

## **G. Promotion Policy**

*Grades (K-5):* An elementary student who is experiencing academic difficulty, particularly in the critical areas of reading and math may be required to repeat the year if it is determined that they are very likely not to experience success in the next grade. This decision will be made with input from the teacher, parent(s) and administration by evaluating the child's academic performance, work habits, and achievement test scores. Summer school or a tutoring program may be required for students with poor grades. For kindergarten and first grade the student's maturity will be a consideration, also. Notification will be by conference. Unless there is significant improvement, the student may be retained or the parent may be asked to withdraw the student.

*Grades (6-8):* To be promoted to the next grade level a student must pass all classes. No more than two failed subjects per year may be made up through a Bluegrass Christian Academy approved summer school or tutoring program.

## **H. Student Records**

The school maintains complete records, including a cumulative academic, for each student. All material in these records is treated as strictly confidential and is available only according to the following policy:

1. No report card or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.
2. Parents or guardians have the right to inspect and review all official records, files and data directly related to their child's academic progress, including all material that is incorporated into their student's cumulative record folder.
3. Parental requests to inspect and review official records relating to a child shall be made in writing to the administration. Such request will be honored within ten (10) school days following receipt of the request. All records will be reviewed or inspected in the presence of the Guidance Counselor or Principal so that proper explanation can be given.
4. Parents shall have an opportunity for a hearing with the administration to challenge the content of their student's school records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.
5. There will be no release of a student's personal records or files or any data in those records without the written consent of a parent or guardian, to any individual, agency, or organization other than the following:
  - a. Staff members of the school who have legitimate educational interest.
  - b. Court or law enforcement officials, if the school is given a subpoena or court order.
  - c. Certain federal, state, or local authorities performing functions required by law.
  - d. Officials of other schools in which the student intends to enroll.

6. Release of report cards, etc., to non-custodial parents.
  - a. Non-custodial parents have equal access to report cards, teacher conferences, etc., together with the custodial parent. By law, both have joint input into the education of the child as provided by the Shared Parent Responsibility Act of October 1, 1982, State Statute 61.13, "Dissolution of Marriage; Support; Custody."
  - b. If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the principal, if the school is to comply. Such documents shall be placed in the student's regular file.
  - c. Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent may be notified by the school of the non-custodial parent's request for information.

#### **I. Family Educational Rights and Privacy Act**

This law provides for limited accessibility to the student's records by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the student's records, for the necessity of obtaining a written permission from the "eligible student" - one who is 18 years of age or older, or from the person who has legal responsibility for the student prior to revealing the contents of the student's records to other parties, and for the right of "eligible students" and/or those legally responsible for the student to be notified of their rights under the prescriptions of this law.

In order to comply with the prescriptions of this law, Bluegrass Christian Academy employs the following policies:

1. To secure the student's and the family's right of privacy within the school, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
2. Outside of the school community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to the student records. Any parent or student desiring to inspect their records shall address the request to the Principal (Administrator) in writing.
3. When actual inspection of a child's file is made, this will be recorded on a log sheet kept at the front of each child's cumulative folders. On this log sheet the following information is to be recorded: date of visit, name of person examining records, name of student's record folder that was examined, initials of personnel handling conference. An administrator must be present.
4. The school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the school's record release form.
5. The school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

#### **J. Retention**

We believe that in certain cases retention is a necessary and appropriate tool in the educational strategies that are used for the development of children. In rare cases, retention is necessary because of academic failure.

1. A goal of our school is to minimize the need for retention. Strong effort in developmental screening, while not infallible, is intended to be a part of this effort. Early communication between the home and school combined with vigorous intervention efforts will always be made to reduce the potential for retention.
2. Retention decisions will be more frequent among our early elementary children. This is because children benefit far more in their academic progress when retention occurs during earlier years.
3. The general policy regarding retention is that a child may not be retained more than one time while enrolled in elementary school.

#### **K. Bible Version for Classroom Use**

The use of Scripture in the classroom is a fundamental, integral and principle part of the educational process. There are several Bible translations which are widely accepted by conservative, evangelical scholars as quality works for study. Each of these translations has strengths and weaknesses and would appeal to segments of the Christian community.

The school recognizes The King James version, the New King James version, and the NIV as the translations normally used in the classroom for study, quotation and memorization.

#### **L. Bible Memorization**

Each student will be involved in Bible memorization each year. There shall be periodic review with each student to ensure continued memory of each Bible selection.

#### **M. Textbooks**

The philosophy of the school must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated.

In selecting classroom textbooks, both Christian and secular publishers shall be considered. Curriculum committees are composed of teachers, administrators, and parents. They screen potential textbook adoptions to determine how closely they align with Bluegrass Christian Academy's philosophy and objectives. In addition, the scope and sequence of each series is considered along with a list of other criteria. An evaluation form shall be used to guide this process.

It is recognized that Christian publishers provide a distinctive Christian perspective. Christian publishers provide an emphasis on Christian values and Christian thinking. On the other hand, secular publishers often provide excellent teacher helps for skill building.

Also, some subject areas such as math may be well presented pedagogically by secular publishers. These publishers may also, unintentionally, provide material which allows the teacher to guide students in critical thinking and Scriptural evaluation of humanistic values.

When using secular texts the teacher will use the contrasting philosophies as an opportunity to teach and underscore the Christian worldview. All curriculum will closely follow the school's philosophy.

It is expected that teachers will not stray too far from the subject content of their curriculum. This does not mean that topics of varied interest cannot be discussed, but primarily attention is to be paid to the official curriculum.

Books, magazines and other materials in the media center must conform to media center policy. Normal decisions of appropriateness are made by the media specialist or administration.

## **N. Accreditation**

Bluegrass Christian Academy expects to be fully accredited by the Association of Christian Schools International (ACSI).

## **II. ADMISSIONS**

### **A. Limitations**

Selecting a school to educate one's child is a serious responsibility. While Bluegrass Christian Academy has a broad variety of programs that exist, there are certain admissions limitations:

1. *Financial limitations:* Economic reality and financial fairness require that the majority of the school's overall income from tuition is adequate to pay the school's staff a reasonable wage. Simply put, the school's income must equal or exceed the school's financial outflow. Financial aid is available to a limited number of families, contact BCA for more information.

2. *Academic limitations:* There are children whose academic needs or behavioral needs are such that their enrollment in Bluegrass Christian Academy could easily jeopardize the educational responsibility to the majority of our students. Furthermore, the academic programs at Bluegrass Christian Academy are not all encompassing. There are certain students who would not benefit from the educational services offered at Bluegrass Christian Academy.

3. *Philosophical limitations:* Christian schools, by their very nature, represent a specific community of faith. Bluegrass Christian Academy provides Biblio-centric education. Bluegrass Christian Academy teachers have as their mission to inspire every student to become a mature follower of Jesus Christ. It is preferred that at least one of the child's parents give testimony to faith in Jesus Christ as their Lord and Savior. However, if neither parent will give testimony, the child may be enrolled under a probationary period.

## **B. Admissions Procedures**

Bluegrass Christian Academy offers a program for students who desire an education in a Christian environment and who are capable of achieving academic excellence and spiritual vitality. The admission procedure is accomplished through the following sequence.

1. Submission of properly completed application forms, most recent report card (if applicable), recent achievement test scores, immunization certificate, copy of birth certificate and proper payments.
2. Entrance testing (grades 3-8)
3. Parent/Student interview with the administrator and classroom teacher to ensure that: a) the parents desire a Christian education for their child; b) family beliefs and practices are consistent with the standards, doctrine, and values of the school.

Upon completion of the designated steps, parents are notified as to whether their child has been accepted or not accepted into the school. Students can be accepted with conditions, for example: the student goes to summer school, is tutored, or repeats a grade.

Students who have been accepted in the school must have their files complete and accounts current in order to begin school. This includes having completed necessary physical examinations where required. All students must have immunization forms and birth certificate forms submitted for school files. The birthdate cut-off for entrance into first grade shall be age six (five for K5, four for K4, three for K3) on or before October 1<sup>st</sup>. Schedules for enrollment shall be published annually.

## **C. Admissions Decisions**

Admissions fall into three categories: standard admission, conditional admission, and denial of admission.

Standard admissions will be granted when the student meets or exceeds all requirements.

Conditional admission is given to students where test scores and previous school records indicate cause for concern. In these cases an Admissions Review Form is required indicating a conditional acceptance. Applicants with deficiencies in any of the specified areas may be offered conditional admittance if the principal feels the deficiencies may be corrected. The principal and classroom teacher reviews conditional admissions each grading period. If the necessary corrections have not occurred, the student will be denied further admittance.

Denial of admission will be given by the principal if the applicant is deficient in one or more of the specified areas, and it is unlikely he will be successful. Denial of admission does not prohibit a student from applying again if deficient areas are corrected.

## **D. Waiting Files**

Once a maximum number of students has been enrolled for a class, a waiting file for new students will be started. Students will be selected when an opening occurs based

on the decision of the principal and not necessarily in the order in which the application was received.

#### **E. Non-Discriminatory Policy**

Bluegrass Christian Academy admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletic or other school administered programs. In the hiring of faculty or administrative staff, the school does not discriminate on the basis of race, color, national/ethnic origin or age.

#### **F. Immunization Policy**

Kentucky State law decrees that each student must present to the school a current Kentucky (original) immunization certificate. Non-compliance with this regulation will result in referring the student to the proper authorities. Immunizations may be obtained from the Nelson County Health Department or your doctor's office. The immunization program must be completed and dates on file in the office no later than the 15<sup>th</sup> day of school or the child will be excluded from school until the program is completed.

### **III. DISCIPLINE**

#### **A. Guidelines For All Students**

##### *1. Behavior*

Good behavior arises from good character. Assisting parents in the development of Godly character in their children is one of our primary goals. This is done by focusing on good behavior and commending it, not by dwelling on poor behavior. However, it is necessary to recognize and contend with misbehavior so as to discourage its frequency and intensity.

##### *2. Honor Code*

Our desire should always be to obey the Scriptures. I Cor. 10:31 says, "So then, whatever you do, whether in word or deed, do all to the glory of God." In the best interest of the entire school community, so that we might all live happily together and function as smoothly as possible, certain guidelines of conduct must be maintained by all students, **both on and off campus**. The following minimal personal virtues are required of **all students** and serve as the honor code regulating community life at Bluegrass Christian Academy.

Kindness

Truthfulness

Respect for and courtesy towards the person and property of others

Punctuality in attendance and work

Respect for and obedience to those in authority

Diligence in effort and attention.

### 3. Rules

The following rules must be obeyed by all students on and off campus:

- a. **Guns, knives, matches, lighters, clubs or other such items** are not permitted on campus. Neither is **threat or attack of another student or staff member**. Failure to comply with these regulations may result in immediate expulsion.
- b. **Abstain both on and off campus** from the use or possession of alcoholic beverages, drugs and other illegal/undesirable practices which are generally recognized to be harmful to health and Christian character. Any student who violates this requirement while on or off campus, while on a school sponsored trip, or while attending a school sponsored function will be automatically expelled from the school.
- c. **Abstain both on and off campus** from use or possession of tobacco and tobacco products which medical research has confirmed to be harmful to health in many ways. Any student who violates this requirement while on or off campus, during the school day, while on a school sponsored trip, or while attending a school sponsored function will be subject to multi-day suspension (five days) or expulsion. Expulsion can result, by-passing the previous process, if the situation requires such.
- d. **Abstain from profanity, vulgar speech/actions and abusive speech/actions.** Such speaking and acting is harmful to others and certainly not appropriate, nor is it conducive to one's own moral and spiritual development. Any student using profane, vulgar language, obscene gestures or actions, or who is abusive, physically or emotionally, threatening or bringing harm to the person or property of another member of the school community or involved in sexual harassment will be disciplined as follows:  
(Pre-School – 8<sup>th</sup> Grade)  
First Offense: One Day suspension  
Second Offense: Long-term Suspension  
Third Offense: Possible Expulsion  
Suspension or expulsion can result, by-passing the previous process, if the situation requires such. The second offense will result in a more severe suspension or expulsion. Expulsion can result, by-passing the previous process, if the situation requires such.
- e. **Leave all annoying and dangerous items** such as, water pistols, noise makers, radios, video games, Game Boys, beepers, tape recorders, CD players, or any other potentially dangerous or annoying devices at home. Electronic devices are only allowed at school to aid the completion of schoolwork. Violators will have the item confiscated only to be reclaimed by parents. Additional offenses may result in suspension from school. (See 4.029-1)  
**Preschool:** All toys and equipment are furnished by the Preschool. Toys are not to be brought except for Show and Tell Days.
- f. **Public display of affection** such as holding hands, embracing, hugging and kissing is prohibited.
- g. **Do your own work. Do not cheat.** Bluegrass Christian Academy expects from its students a higher standard of conduct than the minimum required to avoid disciplinary consequences. Honesty and integrity are virtues that need to be

pursued by all Christian students. Each student's record is to reflect his own individual effort. Students should not give nor receive assistance on tests or assignments unless the teacher has specifically granted permission.

- 1) Academic misconduct includes all acts of dishonesty in any academically-related matter and any knowing or intentional help or intent or attempt to help, or conspiracy to help another student commit an act of academic dishonesty. Cheating (using or attempting to use unauthorized information) and plagiarism (representing another's words, works or ideas as one's own) are serious offenses. Whether you give or receive information, the offense is the same.
- 2) On homework assignments students should accept the responsibility to honestly pursue academic growth and not merely the "right" answers to "credit points." Except in cases where doing effort or group work is clearly intended and /or allowed by the teacher, copying another student's homework and representing it as one's own is academic dishonesty and will result in a "0" on the assignment for all parties involved. The teacher will confer with the student(s), contact the parents and inform the Principal via a Discipline Referral. If copying homework were to be detected as a repetitive behavior, a student would be placed on a disciplinary probation.
- 3) During a test, quiz or exam whether oral, written or on the computer, it is the student's responsibility to avoid every appearance of academic misconduct. All books and papers must be placed at a sufficient distance in an appropriate location away from the student's seat. No communication between students is allowed. Students may receive a "0" if they communicate with another student.
  - (a) The first occurrence of cheating on a test, quiz or exam will result in a "0" for that particular piece of work. Following a conference with the student, his parent(s) and an administrator, the student will be placed on a Probationary Contract. The duration of such a contract would be for the duration of grades 6-8 or grades 9-12, whichever is applicable to the student's current class standing.
  - (b) The second occurrence of cheating (grades 9-12) on a test, quiz or exam will result in a 41 point deduction for the nine weeks in that particular course. The student will be re-admitted class only after a second student/parent(s)/ administrator conference and review of the Probationary Contract.
- h. **Do not steal.** Stealing will be dealt with severely, including possible expulsion.
- i. **Eating food in the hallways or classrooms is not allowed.** Except for parties listed on the school calendar or activity approved by principal, all food is to be eaten in the lunch area only at the regular lunch period.
- j. **Threatening or bringing harm** to the person or property of any member of the school community will result in:
  - a. Suspension or expulsion.
  - b. Full financial restitution for damages incurred.

#### 4. *Teacher-based Environment*

Teachers are selected not only for their instructional skills and academic preparedness, but also for their love for and understanding of children. As those engaged by you to assist with the educating of your child, we care for and love each child as if they were our very own. We benefit greatly when insights about your child

are shared with us. Please keep in close communication with the school throughout the year and not only when formal conferences are scheduled.

## 5. *After School Detention*

Students committing certain infractions that do not warrant suspension may be subject to AFTER SCHOOL DETENTION:

- The detention will be from 3:00 until 4:00 on either Tuesday, Wednesday, or Thursday.
- Student and parents will be notified of the detention at least one day before the day to be served.
- Students will be required to work the entire time.
- Parents must make arrangements for student to be picked up at 4:00 or the student will go to after school care.
- Multiple detentions may be necessary depending on the infraction and the student's attitude.
- After 2 detentions parents must attend a conference with teacher and principal.

Infractions that may warrant detention:

- Repeated dress code violations
- failure to complete assignments
- multiple minor issues (i.e. talking without permission, misbehavior in hallways, cafeteria or playground, disruptions in class or assemblies, unruly behavior on field trips, unkindness to other students and other items not listed but deemed necessary by the principal)

## 6. *Suspension*

A student may be suspended from classes for inappropriate actions or attitudes or repeated infractions of school regulations. The Principal will notify the parents personally, and always in writing, of the reasons for the suspension. A suspended student will be reinstated to class after consultation with both the student and parent or guardian with assurance from them that such behavior and/or attitudes will be discontinued, and that the student will assume his place in the school community with a cooperative and joyful spirit.

Multi-day suspensions, normally served off campus, will be issued for repeated occurrences of inappropriate actions or attitudes, repeated infractions of school policies and, if expulsion does not occur, for serious breaches in the code of student conduct including, but not limited to, tobacco, forged signatures and stealing. A student whose family is delinquent 60 days in making tuition payments will be suspended from classes and all school activities until the Bookkeeping Office and the family reach a satisfactory resolution.

## 7. *Probation (Disciplinary)*

Probation is invoked by the administration when it becomes apparent that a student has a serious problem. It gives the student an opportunity to correct his or her problem and to assume the responsibilities involved in a more mature and appropriate

manner. The problems for which a student can be placed on disciplinary probation include, but are not limited to the following:

- (1) Attitude: A rebellious spirit which is unchanged after much effort by the teachers, or a continued negative or uncooperative attitude and bad influence upon the other students.
- (2) Misconduct: Continued deliberate disobedience to a teacher or of school rules; committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school's and/or student's Christian testimony. Probation will last from nine to eighteen weeks. At the conclusion of the probation period, the administration will reconsider the student, confer with the parents, and will recommend either removal from probation or withdrawal from school. All students on disciplinary probation are ineligible for athletics, field trips and all other extracurricular activities.

#### 8. *Expulsion*

When a student is expelled, both the student and the student's parent(s) shall be notified in person and in writing as to the reasons for the expulsion. The School Board alone has the authority to expel a student and may expel a student for any reason he deems necessary, with or without the consent and/or agreement of the parents. Parents are responsible to pay the full tuition for the academic year in which the student is dismissed.

The student and his parent or guardian may appeal their case to the School Board only for the reason that the evidence upon which the decision to expel was made was based on inaccurate or insufficient evidence. Their appeal shall be in writing and shall be presented to the School within three (3) days of the expulsion. Only the parent or guardian may represent their case in a specially called meeting of the committee. The School Committee's decision shall be final. Any dispute regarding expulsion must be resolved in accordance with policies of the Institute for Christian Conciliation outlined in the parent agreement which was signed and notarized prior to enrollment.

Expulsion may result when there is a serious departure from school policies or expectations for students, including but not limited to the following:

- a. Repeated misconduct.
- b. Failure to respond positively to repeated efforts at correction by the school's personnel.
- c. A serious breach of the school's code for student conduct, including stealing, the use or possession of drugs, alcohol, or tobacco, whether on or off campus, sexual misconduct and weapons; secreting the same at any place on the school or church grounds.
- d. Threatening or bringing harm to any member of the school community.
- e. An action or attitude that seriously harms the name of Christ and/or the school's reputation in the community, including immorality; an attitude not in harmony with the goals and spirit of the school
- f. Any action by a parent(s) or guardian which seriously interferes with the school's ability to accomplish its educational purposes.
- g. Once expelled, a student may be considered for admission as a new student after one complete semester has passed.

## 9. *Corporal Punishment*

The Faculty and Staff at Bluegrass Christian Academy do not administer corporal punishment.

### **B. Pre-School and Elementary Discipline**

1. Verbal correction with positive reinforcement.
2. Offer alternatives or choices. Redirect, Refocus, Timeout (Minutes in time-out equals age of child)
3. Conference with Principal. Teacher expressed concern with child's behavior. Principal will observe child, talk with child and make recommendations.
4. Notify parents of concerns. Work with parent and child. Outline plan of action.
5. The preschool reserves the right to dismiss any child whose behavior is not conducive to a positive learning/growing classroom environment. Parents are liable for the actions of their child in destroying or damaging equipment.

### **C. Student Expectations for Behavior**

**And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by Him. Colossians 3:17**

#### *1. Courtesy and Manners*

Students are to respectfully respond to faculty, staff, and other adults at all times. Students will refer to their teachers and other adults as ("Mr., Miss, or Mrs.") and say ("Yes, ma'am/sir" or "No, ma'am/sir") when answering a question. The Golden Rule (Mt. 7:12) is an excellent principle to apply to all of life's situations.

#### *2. Student Responsibilities*

Students' responsibilities to their teachers, fellow students, and themselves are as follows:

1. To attend school regularly.
2. To be punctual for all classes.
3. To have necessary equipment for all classes.
4. To cooperate with teachers and classmates in such a manner that classes will be able to function as an educational entity.
5. To complete all assignments to the best of their ability.
6. To participate in all class activities to the best of their ability.

#### *3. Chapel / Assemblies*

Chapel and assemblies are a part of the curriculum and, as such, are designed to be educational and enriching experiences. They provide one of the few opportunities in school to participate in worship, to hear a motivational speaker, to watch a drama and to learn formal audience behavior. Regardless of the type of program, courtesy demands

that the student body be respectful and appreciative. Talking, whispering, whistling and booing are discourteous. Students who are tardy will be given a referral.

#### 4. *Lunchroom Courtesy*

All students must report to the Lunch area during their lunch period and remain until dismissed by their teacher. Do not leave the Lunchroom without permission.

Some simple rules of courteous behavior which are expected and will make the lunch period pleasant and relaxed are:

- a. Practice good dining room manners at the table.
- b. Leave the table and surrounding area clean and orderly.
- c. Replace chairs and put trash in the proper place.
- d. All food is to be eaten in the cafeteria - do not take any food out of the cafeteria.

#### 5. *Substitute Teachers*

Students are expected to work, cooperate, and be polite to substitute teachers just as they would for their regular teacher.

#### 6. *Hallways*

Any student out of the classroom during a class period must have a hall pass properly completed by a teacher. Running or playing in the halls will not be permitted. Students and teachers should do everything possible to keep the halls neat, clean, and safe.

#### 7. *Personal Property*

##### **Tapes/CD's/Radios/Video**

**Games/Beepers/Phones/CD Players / Electronic Devices / Toys** are not permitted in school on school-sponsored trips or in the before/after school care program. Not only do they disturb classes, but they are often lost or may be stolen. Certain electronic devices may be utilized during schoolwork and the student/parent should consult with the classroom teacher on when this is allowed. Radios, cell phones and any other items that interfere with the classroom will be confiscated by the teacher and turned over to the office. These items may not be returned until the end of the school year. The school will not assume responsibility for personal items when damaged or lost or stolen. Valuables (jewelry, electronics, music or athletic equipment should be insured through a parent's homeowner's policy. We highly discourage students from carrying more than \$10 to school.

#### 8. *School Property*

##### **Textbooks:**

Students are responsible to maintain textbooks/materials in the condition in which they were received.

##### **General:**

When school property is damaged by a student it will be the responsibility of that student/parent to pay for all damages/repairs.

#### **IV. SCHOOL POLICIES AND PROCEDURES**

##### **A. Arrival/Dismissal Traffic**

**Drop-Off and Pick-Up:** Children are to be dropped off at the designated entrance for the school. If you need to park and bring your child in, please do not park in front of the entrance. Park in the marked spaces. This allows our traffic to keep flowing.

Each parent will be issued two pick-up cards with their child's name and the Bluegrass Christian Academy emblem on it. The driver at pick-up time must show this card when arriving to pick up the child. The card should be placed on the passenger's side front window. No child will be dismissed without a pick-up card or prior authorization.

##### **B. Attendance**

**Preschool – 3 Year Olds and K4 :** Our program is a ten-month program. We begin the school year in August and conclude the first week in June when regular school is finished.

The 3 Year Old Program is open Monday-Friday from 8:10 a.m. to Noon.

The K4 Program is open Monday-Friday from 8:10 a.m. to Noon

A staff person will be at the designated entrance to help the child in from the carpool line beginning at 6:00 a.m. Extended Care hours are recorded for those students arriving before 7:50 a.m. and after 12:30 pm for K4.

Bluegrass Christian Academy expects parents and students to make faithful school attendance a high priority. Poor attendance will adversely impact the student's grades.

**Elementary School:** Similar to preschool, the regular school year begins in August and concludes in the first week of June. School hours are from Monday-Friday from 8:10 a.m. to 3:10 p.m. Similar to preschool, a staff person will be at the designated entrance to help the child in from the carpool line beginning at 7:50 a.m. Extended Care hours are recorded for those students arriving before 7:50 a.m. and after 3:10 p.m. (2:10 p.m. on Wednesdays).

**Procedures for Absences:** Regular and punctual attendance on the part of all students is necessary for successful accomplishment in school. Absences are classified as excused, unexcused with parents' permission and unexcused.

An **excused absence** is one that occurs for illnesses, death in the family or other unavoidable occurrences. Students should bring a parent's written excuse for being absent to their teachers on their return. A request to obtain make-up work for the day the child is absent must be made by the parent before 9:15 a.m. in order for the work assignments to be ready for pick up by 3:30 p.m. Requests for assignments for an extended absence should be made at least two days in advance.

An **unexcused absence with parent's permission** occurs when parents choose to withdraw children from school for vacations, or other absences. Under these circumstances, the following guidelines are in place:

1. There should be at least a two day advance notice given to the school.
2. Parents are responsible for instruction of the material covered in class during the absence.
3. Because teachers often use Thursday through Saturday preceding the next week to finalize plans and prepare materials, the teacher will provide the assignments from the plans she/he has completed at the time of the student's departure.
4. After the students return, they have one day for each day absent to complete and return all assignments.
5. Students are responsible for scheduling tests missed. They are allowed one day for each day absent as a time frame for making up those tests. Test grades will be entered in the grade book.

An **unexcused absence** occurs when a child is absent for any other reason. Class work missed must be made up. However, tests missed may not be made up and a zero will be recorded for that test. The school principal may also take additional disciplinary action as is deemed appropriate to the case and occasion.

Elementary students who are absent more than 20 days in a school year place their promotion in jeopardy.

**Call the school.** On the morning of an absence due to illness, a student is responsible for having his/her parent(s) or legal guardian(s) call the school office. Absence calls should be between 7:30 a.m. and 8:30 a.m. If parent(s) or legal guardian(s) do not call, the secondary school secretary will place a call seeking that information.

Absence due to a family emergency should be reported in the same fashion. In cases of extended absence due to illness, it is not necessary for the parent(s) or legal guardian(s) to call each morning; however, when extended absence is anticipated, please inform the office as to the expected duration of the absence.

**Planned absences:** If a student knows that he/she is going to be absent for reasons other than illness it is his/her responsibility to contact the teacher before the planned absence to receive their makeup work and/or make arrangements with the teacher for making up the missed work.

**Bring a note:** When a student returns to classes following an absence, he/she is required to present a note to the secondary secretary before school on the day he/she returns. This note is to document the date(s) of absence and the reasons for the absence. It must be signed by the parent(s) and/or legal guardian(s). If a student does not bring a note, he/she will be admitted to class provisionally and must bring the note the following day. Failure to do so will result in disciplinary consequences.

Upon presenting the note, the student will receive an admission slip, which will enable him/her to return to classes. The slip is to be shown to each teacher throughout the day and given to the student's last period teacher.

## **C. Tardiness**

Those students ARRIVING AFTER 8:10 AM WILL BE CONSIDERED TARDY. Parents should make sure their child is at school in plenty of time to be properly prepared for the day. It is critical that students arrive on time to begin receiving instructions for the day. Late students cause an interruption for the entire class and may miss pertinent information. **In grades K-8, six tardies will be considered one day's absence, affecting perfect attendance records.** Habitual tardiness and/or unexcused absences will incur a written warning from the administration and possible referral to the BCA Board of Directors for further action.

#### **D. Lunch**

Children are to bring sack lunches or lunchboxes each day. If your child has special health needs, allergies and/or requires a special diet, please notify the office and the teacher at the beginning of the school year.

#### **E. Early Dismissal**

Parents should write a note to the classroom teacher requesting an early dismissal. When it is time to pick up the student, the parent is to report to the school office and the receptionist will notify the teacher to send the student to the office. Parents should not go directly to the classroom.

Students leaving other than their normal procedure, must have a note pertaining to leaving with another relative, friend, etc.

#### **F. End Of School Day/Extended Care**

Dismissal instructions will be given and sent home the first day of school. No individual or group may stay after school, unless they are under the supervision of a teacher or an authorized staff member. Students leaving the room before they are told to do so will be issued a discipline referral.

Students will be supervised in the designated pick up area until parents arrive. Parents are to have children appropriately dressed for the weather during the cold months and on rainy days.

For the safety of our school family, the entrances and exits to the school are being carefully monitored. The doors will open each day for Extended Care at 6:30 a.m.

#### **G. Appearance and Dress**

Bluegrass Christian Academy is a uniformed school to ensure the neatness of its students and to allow students from all economic backgrounds the freedom to be themselves apart from the stress of competitive dress. Students are to be neat, modest and well groomed at all times while on the school campus. Students attending **any** school event or function must be appropriately dressed (proper T-shirts, shorts, pants, etc.).

Change of clothes: 3-year-olds & K4-1<sup>st</sup>, clothing items (shirts, pants, and socks) need to be updated as weather changes. Place items in a zip lock bag and put your child's

name on the outside. Wet or stained clothes will be placed in a bag for you to take home and replace for the next day.

During school hours students in all grades are to wear the school uniform at all times except on special announced occasions, such as dress-down days, etc. The Bluegrass Christian Academy approved uniform shirt or sweatshirt is the only outer shirt allowed. The Bluegrass Christian Academy approved shirt is to be buttoned up to the top two buttons and tucked in so that a belt or waistband can be seen. Belts are to be worn with any garment having belt loops for both boys and girls beginning with 1<sup>st</sup> grade. Any shirt worn under the uniform shirt is to be white with no lettering or designs. Boys are to wear navy or khaki pants or shorts. Girls are to wear navy or khaki pants, capris, or skorts (skirt with attached shorts underneath). Stretch pants made of cotton/spandex are not acceptable. Skort length for girls and shorts for boys should be to the top of the knee. Pants are to be worn with no sagging or cuffs touching the ground. Uniforms are not to be cut, frayed or otherwise damaged or altered. Uniform violations will result in a parent notification. A list of items available for purchase will be made available.

- a. **Outer Wear:** Blue jackets or sweatshirts can be worn in the classroom as long as they have the BCA logo embroidered on them. Coats and jackets are not to be worn in the classroom. There will be appropriate areas for these items to be stored.
- b. **Footwear:** Footwear should consist of tennis shoes or dress shoes. All shoes should completely cover the heel and toes, should not have any lights and should be predominantly a solid color.
- c. **Other Items:** Boys and girls are to wear belts appropriately. Other items such as, hats, sunglasses, pagers, cellular phones, etc. are not to be worn. Boys may not wear earrings on school grounds. Girls may only wear post earrings less than ½ inch in diameter. Distracting or dangerous jewelry items such as dangling earrings or heavy necklace chains are not permitted. No tattoos or body piercing allowed.
- d. **Hair:** Students are to keep their hair neat, well groomed. The administration reserves the right to determine the appropriateness of hair styles and colors.
- e. Any Bluegrass Christian Academy uniform worn must be purchased through the approved provider.
- f. Dress-down days follow the same guidelines for shorts, skirts, and dresses they are to be to the top of the knees. Shirts should have sleeves and covering all of the mid section. Shoes are to follow the guidelines of a regular day. Spandex material is strictly prohibited.

## V. SAFETY, ILLNESS, AND EMERGENCY PROCEDURES

### A. School Safety

Security at Bluegrass Christian Academy is a community-wide responsibility. Faculty, staff, administration, parents, and students will work together to create a safe learning environment. All constituents will strive to build a strong sense of community and will foster high expectations for behavior. Any individual that threatens school safety and related procedures may be separated from the school community.

### B. Illness

If a student becomes ill at any time of the school day, he may obtain an admit pass from the teacher and report to the principal's office. If a short rest (no longer than 15 minutes) does not prove sufficient to continue the school day, parents will be contacted and arrangements will be made for the student to go home. **STUDENTS WILL NOT BE PERMITTED TO WALK HOME.**

In order to insure a safe, healthy environment for our children, we request that parents take the responsibility for making sure their children are well before returning to school.

#### 1. Illness and Fever

Upon the recommendations of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be brought to school when any of the following exists:

- a. Fever
- b. Vomiting or Diarrhea
- c. Any known contagious childhood disease such as scarlet fever, German measles, mumps, chicken pox, whooping cough, meningitis, hepatitis, etc.
- d. Common cold – from onset through 1 week
- e. Sore throat
- f. Croup
- g. Any unexplained rash
- h. Any skin infection – boils, ringworm, impetigo
- i. Pink eye or other eye infection

**It is our policy that a child be free of fever, vomiting, and/or diarrhea for twenty-four (24) hours before returning to school. When in doubt, please apply The Golden Rule.**

2. An ill child will be sent home. Be prepared with several options in the event a child needs to leave the classroom and you cannot leave work.
3. If your child contracts a childhood disease following a session at preschool, please let the office know. Before your child can return to the classroom, you **must** bring a note from your doctor stating that your child is **not contagious**. A doctor must diagnose a rash as being non-contagious before a child may return to school.
4. No medication will be given in our Half-Day Program.

5. In case of an accident or sudden illness, we will, at all times, try initially, (1) to contact the child's parent or family members, then (2) to contact the child's physician. When the parent cannot be contacted, the Director will act according to the physician's instructions.

### **C. Medical Emergency Procedures**

At the beginning of each school year all students are asked to fill in the information on an "Emergency Card" which includes the name and phone number of the doctor to be notified, as well as the name, address, and phone number of the parents and an alternate person to be notified if the need should arise. It is the responsibility of the student to see that this information is on file. In case of serious illness or injury this information may be used before consultation with the family if this is felt necessary. In case of more serious illness the family will be contacted by phone, and the parents will be requested to come to the school to pick up the ill child.

### **D. Accidents**

**Injuries Sustained At School:** Students who receive an injury at school will immediately be referred to the administration. If the injury is such that it is deemed advisable for the student to go home, the parents will be contacted by the administration so that the necessary arrangements may be made. The teacher and principal will review the details of the accident and relay the incident to the parent(s) in a written accident report form.

**CONTACT NUMBERS ARE TO BE KEPT CURRENT AT ALL TIMES.** In case a parent cannot be notified after an accident severe enough to warrant medical attention, the child's physician will be notified. Necessary arrangements for emergency medical care will then be implemented. Please call the office and leave contact numbers if they differ from the ones listed on your child's application.

### **E. Child Abuse**

Teachers will document and report any evidence of abuse to the Principal.

### **F. Medications**

No medication will be given without a completed medicine form. These forms are located in the School Office and in each classroom. They must be completely filled out daily with direction concerning the amount, time and parent signature.

### **G. Disaster Drills**

Disaster drill regulations are posted in each room. Disaster drills, held at regular intervals, are an important safety precaution. It is essential that, when the signal is given, everyone obeys orders. The teacher in each classroom will give the students instructions. There should be no talking.

## **H. Fire Drills**

Fire drill regulations are posted in each room. Fire drills at regular intervals are an important safety precaution. It is essential that, when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. There should be no talking.

## **I. Severe Weather – School Closing**

In the event of severe weather (i.e., snow, ice), the official announcement for school closings may be heard over local radio and TV stations. Look for Nelson County Schools Closed on television or listen to WHAS (radio—AM 840, or television—Channels 3, 11, 32, 41 or 4 [cable]) for information. In most cases the school will follow the lead of the Nelson County Public Schools which posts their closings on PLG-13. In the event that school is not cancelled, delayed or dismissed early and conditions in your area are hazardous, your child will not be penalized for absence, tardy or early dismissal. Please submit a written note of explanation to the school office.

## **VI. PARENT INVOLVEMENT**

### **A. Expectations of Parents**

1. *Parent Teacher Fellowship (PTF)*: These meetings give parents and teachers an opportunity to share in Student presentations and monthly activities sponsored by the school. This group raises money and works on a variety of projects throughout the school year. The primary mission of this group is to support, encourage and pray for the teachers and students.

#### **PTF Objectives**

The objectives of the PTF shall be:

1. To encourage prayer support for the school.
2. To support and promote the faculty, staff and administration.
3. To help raise financial support.

The objectives of this organization are promoted in cooperation with the school administration and the school committee, committees, and programs. Only those goals and objectives approved by the school committee shall be promoted by the association among its membership and in the community, whether by program, financial support or by publicity. All decisions must be approved by the headmaster, including all fundraising activities and expenditures of funds.

#### **Membership**

Any parent and/or guardian whose child is enrolled in Bluegrass Christian Academy and who subscribes to the objectives and basic policies of this organization, and all faculty members, administrators and School Committee may be members. Only members in good standing may be eligible to participate or to serve in any of its appointed positions. The term of membership shall be from the first day of school through the last day of school inclusive.

### **PTF Leadership Team**

The leadership team positions of this organization shall be as follows:

President	School Principal
Vice President	School Financial Director
Secretary	

All PTF Leadership Team members shall be born-again Christians, shall agree to the Bluegrass Christian Academy Statement of Faith and subscribe to the principle and tenets of Bluegrass Christian Academy as are required by faculty and administration. Team members shall assume their official duties at the close of the June PTF Leadership Team meeting and they shall serve for a term of one year, and/or until their successors are appointed. PTF Leadership Team members may serve consecutive terms.

The duties of the PTF Leadership Team are to:

- a. conduct PTF meetings and events.
- b. communicate notes relaying PTF meeting activities
- c. coordinate activities of PTF subcommittees
- d. conduct themselves in a manner that is consistent with Christian principles and ethics setting a positive example for students and parents.

### **PTF Treasury**

The school's Financial Director will serve in the capacity of treasurer for the PTF.

2. *Parent/Teacher Conferences:* Parents should attend scheduled and specially-called conferences to discuss student progress and behavior.

### **B. Parent Volunteers**

Parents are encouraged to work in the classrooms during scheduled times. Parents should make prior arrangements with the teacher. Because there are small tasks parents will be asked to do (i.e. pass out papers, correct work, help prepare snacks, etc.) and because pre-school children can be very distracting, parents should not bring siblings on the days they help in their child's classroom or when chaperoning field trips. Any parent, who wishes to assist the teachers in tutoring or volunteering as an aide, should contact the appropriate teacher. Library assistance is always welcomed.

## **VII. MISCELLANEOUS**

### **A. School Pictures**

Individual school pictures are taken. Group pictures, by class, are also taken. Team and individual pictures are taken of our sports teams. Dates for all pictures will be announced and order forms sent home to be used to order pictures if desired. Orders should be placed at the time the pictures are taken.

### **B. Telephone Calls**

Telephone messages will be relayed to the student at the end of each school day. **Only Emergency calls** will be referred to the student immediately. Students will be allowed to

use the office phones for emergencies only. Parents and teachers should always be careful not to disrupt classroom instruction times.

## C. Transportation

### Transporting Small Groups

Bluegrass Christian Academy requires that a Transportation Waiver form be signed by a parent and kept on file in the School Office prior to the first activity of the season. The scheduling of transportation is dependent upon the following factors: distance, availability of bus, number of students to be transported and costs. When transportation is not provided, parents are responsible for transporting their students to and from activities.

Parents assume responsibility for transporting their own children and the transporting of other children in their vehicle at their own risk. The school does not encourage staff or parents to transport any students other than their own children. If they choose to do so, they assume full responsibility.

## D. Parties

Birthday parties will not be held at school. However, children who wish to celebrate their birthday may bring a treat (cupcakes or individually wrapped cookies) for the entire class for lunch or snack time. No personal party invitations are to be distributed at school unless every child in the class receives one.

Holidays:

Bluegrass Christian Academy does not celebrate Halloween and asks that nothing with witches, ghosts, skeletons, haunted houses etc., be brought to school.

Christmas giving will focus on needy individuals outside the school community. The school will select a giving project annually which will be announced to parents, teachers and students.

Parents will assist the teacher in preparing parties. Any end of the year activities will be arranged by the classroom teacher. We request that parents not bring pre-school children when they are assisting with class parties.

## E. Visitors

Any visitor of a student must have prior approval from the office 24 hours before the visit is to take place. To receive approval students must present a written letter from a parent or guardian with explanation of the visit given. Once permission is granted a visitor must sign in at the office upon arrival and is expected to follow all guidelines pertaining to students while on campus. **Student visitors must be out-of-town guests or prospective Bluegrass Christian Academy students. All parents must check-in with the office before going to a room. All visitors will be given a visitor identification tag to wear while in the school building. Visitors must comply with school guidelines of dress, appearance and behavior to be permitted on campus.**

## **F. Extra-Curricular Activities**

Extracurricular activities offer students an opportunity to develop skills in their own particular areas of interest. Students and parents must be willing to expend extra time and effort if these programs are to be successful.

For a student to participate in any school activity (athletics, fine arts, etc.) they must be prompt in attendance on that day and remain in school the entire day.

## **G. Fine Arts Works**

All original student work, whether graphic, written or performed, is considered the property of Bluegrass Christian Academy. The school reserves the rights to print and reproduce copies of the student work for sale and display in an effort to continue to fund the training of students in a performing fine arts area. This policy also protects the amateur status of the serious fine arts student until such a time as he/she is ready to assume the responsibilities of a professional artist.

All original work produced by the student within the school and under the instruction of a Bluegrass Christian Academy instructor will be returned to the student at the end of the school year. The student is not permitted to sell any original work or copy of original work while holding the status of student at Bluegrass Christian Academy. The sale of original work or copies of an original work by a student may result in his removal from the Fine Arts Department or even dismissal from school.

Once a student has graduated, transferred or otherwise left Bluegrass Christian Academy, he will be granted by Bluegrass Christian Academy non-exclusive rights to any work done while at Bluegrass Christian Academy. These rights are non-exclusive: Bluegrass Christian Academy will maintain the right to reproduce from a copy any student work for resale or display while allowing the student to do the same from the original.

## **H. Teaching of Literature**

The school's educational program is designed to help students develop a Biblical world view which will equip them with a consistent value system. This value system will act as a filter through which they will learn to evaluate all that they see and hear.

Without this filtering system, an individual is in danger of being manipulated into a lifestyle characterized by the world's philosophies.

The school strongly believes that the Biblical world view is the correct one - the only valid one for faith and life! An individual with a framework for Biblical thinking is equipped to make the proper judgments in all areas of life. While this kind of decision-making usually comes later in life, students will be building this grid even beginning at a young age.

The teaching of literature is closely related to this filtering system. Using good literature (American, English, as well as other cultural and traditional) can help strengthen the filtering system. Literature must be taught with analysis and evaluation. Selected and approved literature that is not in total agreement with Christian values may be taught in

the upper grades to encourage the students to evaluate and analyze the written word on the basis of Scriptural truth!

## **I. Lost and Found**

Lost articles, including books, clothing, valuables, etc., may be reclaimed in the school office before or after school only. Items in Lost & Found that are not labeled with students names will be sorted and distributed to areas of need at the end of every month.

## **J. Field Trips**

General Information:. Your child must have a field trip permission form on file before he or she will be able to participate in any field trips. Teachers will notify parents of upcoming field trips , and will ask for parents to serve as chaperones and/or drivers. Chaperone to student ratio shall ideally be no greater than 1 chaperone to 4 students. The administrator may cancel the field trip if that ratio is not met.

A current copy of proof of auto insurance and background checks as needed must be on file in the office before a parent can drive on a field trip.

Dress code. Determined by the teacher as a) school uniform b) business casual c) Sunday best. The teacher will make that determination. If a child shows up dressed in any way contrary to the stated choice, they will remain at the school, and not permitted to attend the Field Trip. Deviations can only be granted by the Principle for specific reasons i.e. Mammoth Cave Tours etc.

The teacher is in charge of the field trip, parents are to assist.

Students will remain under direct physical supervision by an adult at all times.

One child per seatbelt in the vehicle. Do not "double up" children in seatbelts. Children are expected to behave in the car en route to the event. Classroom behavior standards apply in your car as well as the classroom. You have the authority, our expectation and blessing to require the children to behave.

Children are not allowed to have electronic devices on field trips (cell phones, personal computers, cameras, IPod, MP3 players, laser pointer, etc.), unless special permission is granted by a school administrator. Please be mindful of all families represented at BCA when a choice is made on music/videos inside your vehicle. We would prefer you play Christian music, or nothing at all. Any videos shown must be approved by the teacher before the trip.

Upon arrival at the field trip site, the group of students should remain with their chaperone the entire time.

Should the group reconvene and be seated in an auditorium or arena, the chaperone should be seated with his or her group.

Behavioral standards at the event site should mirror our expectations in the classroom. Students should show respect and honor to other classmates, the audience, performers,

guides, and you. We expect to ask only once for a behavior to cease before the student complies. We expect BCA students to behave with dignity and manners, doing only what would be pleasing to God.

Please use the predetermined route in going to the event as well as on the return. We ask that you do not "run errands" when driving for the school. It is important to us to have the children in a class arrive back at the school at relatively the same time.

Please stay with your students until the teacher arrives back at the classroom and do not allow the children to enter the room until he/she is present.

Parents not driving as chaperones may drive separately; however, their child must still ride with the assigned carpool (unless there is prior administrative approval).

Parents (who do not have the duty of chaperoning) who want to drive their child directly from a field trip, separate from the child returning with the class, must notify the office in writing prior to the trip and have permission from an administrator.

Younger siblings may not attend a field trip without administrative approval prior to the trip.

Siblings that are present will be the sole responsibility of the parent. A parent bringing a sibling on a fieldtrip may not serve as a chaperone.

All field trip drivers must have on file in the BCA office an updated copy of their automobile liability insurance and background check, if needed, two days prior to the trip.

Parents/chaperones may not dispense medication to any child other than their own.

A student found in violation of the policies described within this document, will be assigned to the hosting teacher for the duration of the field trip.

Violations of these policies mandates immediate Principle notification, and mandatory verbal and written parental notification by the Principle, the same day of the occurrence.

A student who disregards these policies, will be prevented from attending any/all subsequent field trips for the remainder of that school year.

Field trips shall be limited to educational trips only, pertaining to age appropriate material.

Parents maintain the right to decline their childrens attendance, although parent and student involvement is strongly encouraged. **Children on probation will not be allowed on field trips.**

## **APPENDIX I Infectious Diseases and the School Community**

### **I. Introduction**

We recommend the following policy for students diagnosed with infectious diseases including but not limited to students with Hepatitis Type B, Tuberculosis, Meningitis, HTLV-III/LAV, or testing positive for presence of antibodies to the AIDS virus.

## **II. Following Civil Guidelines - Romans 13:1-6**

- A. Current medical information published by the U.S. Centers for Disease Control indicates that the human T Lymphotropic virus type (III/lymphadenopathy-associated virus) is believed to be the agent causing the Acquired Immuno-Deficiency Syndrome (AIDS) in humans. The policies presented below apply to students known to be infected with (HTLV-III/LAV), or testing positive for presence of antibodies to the AIDS virus. Similarly, these policies apply to students infected with other public health office reportable diseases, including but not limited to tuberculosis, meningitis, or Hepatitis.
- B. These guidelines are based largely on the recommendations published by the Centers for Disease Control (CDC). The CDC developed these guidelines after consultation with various organizations representing public health officials, educators and concerned parents.
- C. A representative of the school or a school administrator, should receive general training about the following:
  - 1. The nature of the infectious disease and means of controlling its spread,
  - 2. The role of the school in providing education to prevent transmission of infectious diseases,
  - 3. Methods and materials to accomplish effective programs of school health education about infectious diseases, and
  - 4. School policies for students and staff who may be infected.

All school personnel, especially those who teach health, periodically should receive continuing education about these diseases to assure that they have the most current information.

### III. Communicable Childhood Diseases

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school, or be subject to school office approval for re-admittance:

Chicken Pox	Pinworms
Measles	Scabies
Mumps	Ringworm
Pneumonia	Impetigo
Whooping Cough	Pink Eye

### Appendix II: Pesticide Application

Each school district is now required to implement an integrated pest management program with a primary goal of controlling dangerous and destructive pests with the judicious use of pesticides. This program includes a 24-hour advance notification of pesticide use to all of our students' parents or guardians which will include the following.

- (a) The anticipated date of possible pesticide application. If special circumstances arise and the advance notice is not provided as required, such as the emergency application of pesticides to control organisms that pose an immediate health threat or that may be disruptive to a normal learning environment, the school shall provide the notice as soon as possible. In this situation, the notice shall explain the reasons why advance notice was not provided and what pesticide was applied;
- (b) A description of the general location of the pesticide application;
- (c) The routine scheduled service, a description of pests encountered, the brand name of the pesticides applied, a list of active ingredients, and pesticide application method; and
- (d) A telephone number that parents can use to contact the school for more information.

Exemptions: This policy shall not apply to application of the following types of pesticides.

- (a) Germicides, disinfectants, bactericides, sanitizing agents, water purifiers and swimming pool chemicals used in normal cleaning activities;
- (b) Personal insect repellents;
- (c) Human or animal ectoparasite control products administered by qualified health professionals or veterinarians; and
- (d) Manufactured paste or gel bait insecticides placed in areas where humans or pets do not have reasonable access to the bait.

By this notice in fulfillment of state regulation 302 KAR 29:050 Section 12 Pesticide Application in Schools, you are being asked to sign a "Pesticide Registry" if you wish to have 24 hour advance notification of a pesticide application. This registry will be

included in the beginning of the school year information packet. Only the names on this registry will receive a 24 hour Pesticide Application Notice. It is our goal to communicate with our families any information that will help make our school safer for the students.

### **APPENDIX III: Guidelines for the Bluegrass Christian Academy Media Center**

Bluegrass Christian Academy is working to establish a comprehensive media center. Books from the media center are checked out for two weeks and may be renewed for another two weeks. Lost or damaged books must be **paid for within two weeks** of notice from the media center.

Campbell's Soup labels offer a way to obtain computers, other equipment and reference materials for the school. Students are encouraged to save labels from Campbell's products and turn them in to the media center. A list of the specific product labels is included each year is available on the school website at [www.bluegrasschristianacademy.org](http://www.bluegrasschristianacademy.org). Box Tops for Education and Tyson Labels are also collected and earn money for our school.

#### **I. Purpose of Media Center**

- A. To uphold the word of God and the philosophy and goals of the institution of which it is a part.
- B. To encourage spiritual learning and growth of students.
- C. To provide Christian literature not readily found in public or other secular libraries.
- D. To provide material appropriate to the mental, emotional, social and spiritual needs and interests of the Bluegrass Christian Academy community.
- E. To provide resources for the student:
  1. In fulfilling assignments
  2. In supplementing classroom instruction
  3. In improving the skills of discernment
  4. In assisting in the molding of character
  5. In encouraging Christian spirituality
  6. In inspiring students to lead more godly lives.
- F. To provide a media center with the characteristics that:
  1. Will be Christ-centered
  2. Will be an instrument of the Holy Spirit
- G. Will be a center of spiritual learning and growth (II Peter 3:17-18).

#### **II. General Book Selection Policy**

- A. Philosophy and practice for the acquisition of books and materials will harmonize with the purposes of the media center.

- B. Curriculum needs carry first priority in acquisition of media center materials. Administration, faculty, staff and student requests for materials, which directly support the curriculum, constitute this category.
- C. General circulating and non-circulating reference materials relating to the curriculum as well as material important in their own right, are second in priority.
- D. Other reading material including fiction, drama, poetry and essays are selected by the media specialist. Recommendations and donations are solicited.
- E. Acceptability on the part of the Christian should depend upon the purpose of the work: Does it sharpen moral understanding and encourage correct moral choices? If it serves to help the Christian in becoming more Christ-like, then it is acceptable. (Eph.4:11-13) Censorship for the Christian is made necessary by God's absolute standards.

### **III. Guidelines for Book Selection**

- A. Carry out the purposes of the media center.
- B. Teacher, curriculum and student needs.
- C. Authority of the book (Biblical vs. non-Biblical) (Col.2:8).
- D. Authenticity of the book (content credibility).
- E. Scope, depth of book - serving needs.
- F. Format and technical quality - pages, binding, print.
- G. Content treatment and arrangement of writing.
  1. Can it engage and exercise powers of imagination?
  2. Could it provide a significant or enjoyable experience?
  3. Can it lead to a greater understanding of culture and society?
  4. Can it provide a significant occasion for strengthening Christian faith?
  5. Can it increase discernment and concern for the lost in hearts of readers?
- H. Esthetic quality (Phil.4:8-9; II Cor.10:5).
- I. Cost.