



Parent/Student Handbook 2017-2018

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Part I – School Overview

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.

History

Bluegrass Christian Academy was founded in 2004 by a small group of parents who saw a need for a Christian school with high academic standards that would teach Christian values. At that time, the school was located in the educational wing at Parkway Baptist with 32 students and three staff members.

During the 2016-17 school year BCA had 70 students from Nelson and Washington Counties representing numerous churches, with 14 staff members. Bluegrass Christian Academy continues to offer a non-denominational, classical Christian education dedicated to providing rigorous academic standards from a Biblical perspective for grades Preschool (age 3) to 8th grade.

Bluegrass Christian Academy Statement of Faith

We believe the Bible to be the inspired and only authoritative Word of God. (2 Timothy 3:16-17, 2 Peter 1:20-21)

We believe that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit. (Matthew 28:19, John 10:30, John 16:13-15)

We believe in the deity of our Lord Jesus Christ (John 1:1-4, John 14:9, Colossians 1:15-17), in His virgin birth (Matthew 1:18-25), in His sinless life (2 Corinthians 5:21), in His miracles (John 11:45), in His vicarious and atoning death through His shed blood (1 Peter 2:24), in His holy resurrection (John 20:20-29), in His ascension to the right hand of the Father (Mark 16:19, 1 Timothy 2:5), and in His personal return in power and glory (Acts 1:11, 1 Thessalonians 4:13-18).

We believe that each person born into this world possesses a nature that is continually inclined to sin (Romans 3:23), but can be made a new creation in Christ by the Holy Spirit (Ephesians 2:8-10, John 1:12-13), and thereafter can continuously grow in grace.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (Ephesians 5:17-21)

We believe that the Church is the living body of Christ and exists to proclaim the Gospel to all persons everywhere, and to bring believers to maturity in Christ. (Matthew 16:18-19, Matthew 28:16-20)

We believe that both the saved and the lost will be resurrected; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of eternal punishment. (John 5:28-29)

We believe that Christ shall return to judge the world and to rule in righteousness. (Matthew 25:31-46, Acts 17:30-31)

We believe in the spiritual unity of believers in Christ. (John 17:11, Ephesians 4:13)

We believe in the biblical definition and understanding of marriage, gender and sexuality as outlined in Bluegrass Christian Academy's Statement on Marriage, Gender and Sexuality. (Genesis 1:26-27, 1 Corinthians 6:18, Hebrews 13:4)

Bluegrass Christian Academy Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10)

We believe that in order to preserve the function and integrity of Bluegrass Christian Academy as a Christian School, and to provide a biblical role model to our students, families and the community, it is imperative that all persons employed by Bluegrass Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

Affiliation and Accreditation

Bluegrass Christian Academy is currently a member of the Association of Christian Schools International (ACSI).

Admissions

Bluegrass Christian Academy is a private Christian school providing a traditional, academically sound, Bible-based classical education. We have a reputation of providing high standards for academics, while instilling a strong spiritual foundation. BCA supports a Biblical, traditional view of marriage and family. Enrollment at Bluegrass Christian Academy is a privilege, not a right. A child's enrollment and re-enrollment is dependent upon familial support of the school, its staff, and its policies.

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:

- *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.
- *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.

- *Philosophical limitations:* Christian schools, by their very nature, represent a specific community of faith. Bluegrass Christian Academy provides a Biblical worldview education. Bluegrass Christian Academy teachers have as their mission to inspire every student to become a mature follower of Jesus Christ.

Non Discrimination Policy

Bluegrass Christian Academy admits students of any race, color, age, sex, national/ethnic origin or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the race, color, age, sex, national/ethnic origin or disability 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, age, sex, national/ethnic origin or disability.

Enrollment Procedures

Bluegrass Christian Academy offers a program for students who desire a classical education in a Christian environment and who are striving for academic excellence and spiritual vitality. The enrollment procedure is accomplished through the following sequence:

- Submission of properly completed application forms, most recent report card (if applicable), recent achievement test scores, immunization certificate, copy of birth certificate, and proper payment.
- Entrance testing (grades 3rd – 8th)
- Parent/student interview with the principal and classroom teacher to ensure that the parents desire a Christian education for their child and 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 kindergarten and four for preschool 4 year old class) before October 1st. Students entering the K3 preschool class will need to be age three by August 1st.

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 believes the deficiencies may be corrected. The principal and classroom teacher review 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/she will be successful. Denial of admission does not prohibit a student from applying again if deficient areas are corrected.

Re-Enrollment Procedure

Students re-enrolling in Preschool through 8th grades must complete three steps to be re-enrolled. Parents must complete the re-enrollment form, pay the registration fee, and submit the signed last page of the Tuition & Fee Schedule. Parents will need to update information in Gradelink prior to the first day of school. Bluegrass Christian Academy reserves the right to refuse re-enrollment to students or families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, regulations, or who do not meet academic criteria of the school. In addition, no family may be re-admitted unless all financial obligations have been met. Re-enrollment is opened to current Bluegrass Christian Academy students, prior to being opened to the public.

Waiting List

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

Health and Immunization Requirements

Kentucky 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 15th day of school or the child will be excluded from school until the program is completed. Documentation must be on file if you refuse immunizations due to religious reasons.

Withdrawal

Withdrawal of students from school must be initiated through the principal. In order for a student to be withdrawn, an exit meeting must be scheduled with the principal. At this meeting, the parent and the principal will discuss the reason for the withdrawal and begin the withdrawal process by signing the withdrawal form. The student will be officially withdrawn after the form has been signed by the teacher and financial information reviewed. If a family withdraws their child or children from BCA at any time during the first half of the school year, the family is still responsible for half of the tuition due for the year. If a family withdraws their child or children from BCA at any time during the second half of the school year, the family is still responsible for the tuition due for the entire school year. All records, report cards and transcripts remain the property of Bluegrass Christian Academy until the account has been paid in full.

Financial Information

If you have a question regarding finances or the status of your account, please contact the office. Teachers do not have access to the financial records in order to maintain absolute confidentiality. The person signing the enrollment/re-enrollment form will be the responsible party for payment of tuition.

Registration Fees

The registration fee is non-refundable and must be paid and submitted with registration forms, which includes the last page of the Tuition & Fee Schedule, before a place can be reserved in a class.

Book/Technology Fees (Preschool – 8th grade)

This fee will be billed on July 5th and is non-refundable. These fees cover costs of all books and materials in regards to curriculum. Books are reevaluated periodically by a curriculum committee and will be updated on a regular rotation. All books are property of Bluegrass Christian Academy. Technology fees cover IXL Math and Language Arts, RAZ kids, Spelling City, MAP Assessment, Gradelink, and other software and hardware updates as needed.

Tuition Rates and Fees

Please see the Tuition and Fee Schedule for all tuition rates and fees.

Uniforms

Uniforms are required for all students in grades preschool - 8th grade. BCA has special dress down days on Fridays when students do not have to wear the school uniform. Dress down days are a fundraiser at BCA and the cost is \$1.00 per Friday. If a student does not want to participate, they are required to wear the BCA uniform.

After School Care/Extended Day Care

After school care and extended day care are available to students in preschool - 8th grades during regularly scheduled school days. As a convenience to parents, early morning care is available each morning, beginning at 7:30 am and after school care is available from dismissal through 5:30 pm. There will be no charge for morning care beginning at 7:30 am.

Students who are not picked up at the end of the day by 3:30 pm will be required to report to after school care. Extended day care for Preschool is available from 12:00 to 5:30.

After school care students must be picked up by 5:30 PM or a late pick-up fee of \$3.00 per minute/per student will be assessed.

Tuition Assistance Program (TAP)

TAP is not a scholarship or a student loan program. It is a program designed to assist families/students that could not otherwise attend Bluegrass Christian Academy without financial assistance by providing supplemental payments toward tuition. Funds are awarded to eligible families on a first-come, first serve basis. In order for us to allocate our resources wisely and fairly, Bluegrass Christian Academy utilizes the services of Confidential Financial Services, www.cfainfo.net, to ensure your family's confidentiality and "To consistently provide Christian schools with verified quantitative and qualitative financial assessments". There is a set amount of assistance available each year for families. Applications should be submitted during the months of April and May so that funds may be allocated appropriately. Bluegrass Christian Academy does not discriminate based on race, color, age, sex, ethnic origin or disability.

To be eligible for assistance and to maintain eligible status throughout the school year, the following is required:

- All students must maintain an overall GPA of 2.0 or above and not fail any subject in a given semester.
- Any student (kindergarten – 8th grade) who is suspended for three or more days during a semester for any reason, will be ineligible to receive financial aid from the day of suspension through the end of the next semester they are enrolled.

- Family is expected to play an integral role in all events throughout the school year. This includes, but is not limited to, attending PTF meetings, joining a PTF committee, assisting with and participating in fundraising events, working at school events such as Golf Scrambles, Fun in the Sun, and various other activities.

Failure to meet these guidelines will result in the forfeiture of funds for the upcoming semester.

Part II: ACADEMIC PROGRAM

General

Classification of Students

Preschool	Ages 3 - Kindergarten
Elementary	Grades 1 – 5
Middle School	Grades 6 – 8

BCA Maximum Teacher/Student Ratios

K3	1:6
K4	1:10
K5 – 2 nd grade	1:15
3 rd – 8 th grade	1:17

Academic Honors

A Honor Roll consists of students who have received **all A's** in all subjects and conduct for a particular nine weeks. The **A/B Honor Roll** consists of students who have received **A's and B's** academically and in conduct for a particular nine weeks. Kindergarten and Pre K students receive the **Fruit of the Spirit Award**. These awards are given each nine weeks and posted in the newspaper.

Academic Records

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

- 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.
- 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.
- Parental requests to inspect and review official records relating to a child shall be made in writing to the principal. 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.
- Parents shall have an opportunity for a hearing with the principal to challenge the content of their student's school records to ensure 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.

- Non-custodial parents have equal access to academic records and information from the teacher along with the custodial parent unless there is a court order revoking those rights. By law, both have joint input into the education of the child. (FERPA 34CFR 99.4).
- 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.
- 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.

Without the written consent of a parent or guardian there will be no release of a student's personal records or files or any data in those records, to any individual, agency, or organization other than the following:

- Staff members of the school who have legitimate educational interest.
- Court or law enforcement officials, if the school is given a subpoena or court order
- Certain federal, state, or local authorities performing functions required by law.
- Officials of other schools in which the student intends to enroll.

Agendas

All students in grades Preschool – 8th grades are issued a BCA agenda appropriate for their grade level. Use of this agenda daily informs the parent of work assigned, discipline concerns, incomplete work, etc. Parents can also use the agenda to communicate with the teacher.

Awards Program

At the end of each school year, students will attend an awards program. The program may recognize students in each grade level based on:

Citizenship	Leadership
Perfect Attendance	Academic Excellence
110%	Most Improved
Christian Character	Art
Music	Technology

Individual academic classroom awards at the elementary level will be based on the academic accomplishments of the total class average. Individual selection, when two or more students have the same subject average, will be based on a review of each subject in the order of overall, test averages, quiz averages and daily averages.

Family Educational Rights and Privacy Act (FERPA)

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:

- To secure the student's and the family's right of privacy within the school, only the principal and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
- 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 in writing.
- 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. The principal must be present.
- 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.
- 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.

Grading

Report cards are issued every nine weeks for grades preschool - 8th grades. Report cards must be signed by one parent or legal guardian and returned to the teacher. The signature indicates that the parent or guardian has seen the report card. It does not necessarily indicate satisfaction or approval of the work. Parents are encouraged to communicate frequently with teachers. Bluegrass Christian Academy's grading scale is as follows:

Elementary 1st – 5th Grades

Percent	Grade	Explanation
90-100	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
60-69	D	Not Meeting Expectations
0-59	F	Unsatisfactory

Middle School 6th – 8th Grades

Percent	Grade	Explanation
90-100	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
60-69	D	Not Meeting Expectations
0-59	F	Unsatisfactory

Preschool and Kindergarten report cards receive an "E" for progressing well beyond expectations, "S" for progressing satisfactorily, "P" if progress is being made toward the satisfactory level, or "N" if improvement is needed to master the skills being taught and.

Grades are given on assignments based on the following:

- Completion/quality of homework and daily assignments
- Neatness of work submitted

- Class participation
- Test performance
- Preparation for class (papers, pencils, books, etc. brought to class)
- The quality of conduct (self-control) displayed by the students
- 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.

Gradelink

Communication between school and parents is vital for a student's success. Gradelink helps with communication of information from teachers. Grades, homework, assignments, special projects, and tests can be posted on a regular basis. Gradelink has a secured login for the Parent's Portal. Secure logins are sent home to parents at the beginning of the year.

Homework

Homework is vital to the student's development academically, while allowing the student to learn independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with the material a child is learning and affords them an opportunity to help their child. The following are reasons that BCA assigns homework:

- **Reinforcement:** We believe most students require solid drilling to master material essential to their educational progress.
- **Practice:** Following classroom explanation, illustration, and the practice of new work, homework is given so the material will be mastered.
- **Remedial Activity:** As instruction progresses, various weak points in a student's grasp of the subject become evident. Homework, following instruction, is given to overcome such difficulties.
- **Special Projects:** Book reports, compositions, special research assignments and projects.

Homework assignments must be completed and handed in on the day designated by the teacher. Students in grades 1st – 8th are required to write their assignments in an agenda designated for this purpose. Parents should verify all homework is completed and all books returned to the classroom.

To encourage attendance at midweek church services, there will generally be no homework assigned to students on Wednesdays. Exceptions to this policy must be approved by the principal.

Late Assignments (Grades 4th-8th)

Homework, daily work, and projects received one day late will receive 25% reduction off regularly-graded assignment. Assignments received two days late will receive a 50% reduction off regularly-graded assignment. After two days the student may receive a zero for the assignment. The assignment still should be completed to ensure the student is prepared for quizzes, tests, and classroom discussions. Opportunities are provided for students who are late with assignments through lunch detention or after school detention.

Promotion Policies (Elementary)

An elementary student (kindergarten - 5th grades) whose final average is below 60% in one or two core subjects (Reading, Language Arts/Phonics and Math) may be required to repeat the year if it is determined that he or she may not be able to experience success in the next grade. This decision will

be made with input from the teacher, parent(s) and the principal 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. A parent conference with the teacher and principal will be conducted to make this decision. Unless there is significant improvement, the student may be retained or the parent may be asked to withdraw the student.

Promotion Policies (Middle School)

Students must successfully complete all courses taken for entrance to the next grade and must meet the minimum attendance requirements as outlined in the attendance policy of this handbook. Any class failed during a semester will result in a loss of credit and will have to be completed successfully through an approved summer school or tutoring program. Students need to continue to meet academic criteria to be considered for re-enrollment. Any exceptions to the above policies must be approved by the principal.

Testing/Assessments

Bluegrass Christian Academy uses the following tests on an annual basis to determine student progress:

- Terra Nova 3 standardized testing is given to all 3rd – 8th grade students in the spring. Test results will be available in the school office in July.
- MAP Testing is given to all students K – 8th grade three times during the school year (fall, winter, and spring). This test allows us to monitor growth for all students and helps to diagnose weaknesses, so students can have remediation in those areas. Public school counselors use this assessment for 8th grade students moving on to public high school so students can be placed in appropriate classes.

Curriculum

The Bluegrass Christian Academy curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a biblical perspective. The integration of biblical faith and learning is the responsibility and primary function of the teachers at BCA. 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 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 the principal, teachers, 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 curricula 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 principal.

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.

Bible Version for Classroom Use

The use of Scripture in the classroom is a fundamental, integral and principal 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 ESV, NIV, Holman, King James Version, and New King James Version, as the translations normally used in the classroom for study, quotation and memorization.

Curriculum Resources

Memoria Press

Association of Christian Schools International (ACSI)

A Beka Book

Houghton Mifflin Harcourt

Pearson

Saxon

Veritas Press

These curricula are nationally recognized for their high academic results, giving strength to the mental and moral development of each student.

Enrichment Classes

All students in preschool – 8th grades have scheduled visits to the library and the computer lab. Enrichment classes in art, music, reading, computers and P.E. complement the strong academic program and allow students an opportunity to develop their special gifts. In addition, an emphasis on leadership and service is emphasized within the middle grades to promote mentoring opportunities with younger students.

Latin

Students in third to eighth grade will learn Latin. Benefits for students learn Latin include:

- It improves vocabulary, grammar, comprehension, and usage of the English Language.
- Aids students in learning foreign languages.
- Latin grammar helps students understand the grammar of the English Language.

- Increase Standardized Test scores
- Allows students to examine classical pieces of literature in the original language after becoming fluent in Latin.

Media Center Guidelines

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.

Purpose of Media Center

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

General Book Selection Policy

- Philosophy and practice for the acquisition of books and materials will harmonize with the purpose of the media center.
- Curriculum needs carry first priority in acquisition of media center materials. Principal, faculty staff and student requests for materials, which directly support the curriculum, constitute this category.
- General circulating and non-circulating reference materials relating to the curriculum as well as material important in their own right, are second in priority.
- Carry out the purposes of the media center.
- Other reading material including fiction, drama, poetry and essays are selected by the media specialist. Recommendations and donations are solicited.
- 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.

Guidelines for Book Selection

- Carry out the purposes of the media center.
- Teacher, curriculum and student needs.
- Authority of the book (Biblical vs. non-Biblical) (Col.2:8).
- Authenticity of the book (content credibility).
- Scope, depth of book - serving needs.

- Format and technical quality - pages, binding, print.
- Content treatment and arrangement of writing.
 - Can it engage and exercise powers of imagination?
 - Could it provide a significant or enjoyable experience?
 - Can it lead to a greater understanding of culture and society?
 - Can it provide a significant occasion for strengthening Christian faith?
 - Can it increase discernment and concern for the lost in hearts of readers?
 - Esthetic quality (Phil. 4:8-9, II Cor. 10:5)
 - Cost

Scholastic Book Fair helps to provide funds for books and materials in our Media center.

Computer Lab

An important part of our media center is the computer lab. Software and online media is evaluated for its educational purpose. We have a firewall that is on all school computers to help with monitoring sites that would not be appropriate for school use.

Religious Training

Students receive Bible class every day at Bluegrass Christian Academy. Along with the Biblical training, prayer is incorporated in the opening of school and in the classrooms. Mission opportunities are regularly provided to reach out to our community, state, nation, or world. We try to instill the scripture in Mark 12:31 to love our neighbors as ourselves through how we serve others. Teaching our students to love God, Jesus and others is important in our Biblical teachings.

Teaching of Literature

The school's educational program is designed to help students develop a Biblical worldview 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 worldview 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! Our goal is to impart the ability for students to rightly, critically, and analytically think in such a way that will permit them to defend their faith against philosophies that are pervasive in contemporary culture.

Attendance

School Hours

Preschool (age 3)	8:10 -- 12:00 pm (3-day M - W)
Preschool (age 3 & 4)	8:10 -- 12:00 pm (M - F)
Kindergarten – 8 th grades	8:10 – 3:15 (M - F)

A designated person will be available at 7:30 am for students that need to arrive early. Early morning

care is provided from 7:30 to 8:00 am. Students are dismissed at 8:00 am to go to classrooms. Morning announcements start promptly at 8:10 am in the big room.

Early Dismissal

Parents should write a note to the classroom teacher when a student is leaving early for a scheduled appointment. When it is time to pick up the student, the parent is to report to the school office and the office manager will notify the teacher to send the student to the office. Parents should not go directly to the classroom and are discouraged from texting students directly asking them to leave class.

Excused Absences

The importance of regular attendance is paramount to obtaining the most from a BCA education. Non-essential absences are strongly discouraged. Family vacations should be planned during school holidays. Parents are asked to arrange doctor and dental appointments and other activities after school or on Saturday so as not to jeopardize the child academically. A doctor's note will be required for absences of three or more consecutive days and must be submitted to the school within five days of the absence. A doctor's note must be secured in advance for any on-going illness that requires numerous absences.

When children are absent due to illness, **they must be free of fever and/or vomiting at least twenty-four hours before returning to school.** This is for their health and safety as well as that of other students and staff. Students who show evidence of a communicable health problem will not be admitted to class.

Excused absences will be granted for the following when accompanied by a signed, written note from parents:

- Illness or injury
- Death in immediate family
- Medical or dental appointment
- Court or administrative proceedings
- Religious observances
- Educational opportunity with proper advance notice
- Inclement weather conditions agreed upon by principal
- Other excused absences are at the sole discretion of the principal. Exceptions are evaluated on a case-by-case basis.

Partial Day Absence Policy

A student must be in attendance for four clock hours to be considered present for the day.

Planned Absences

Parents should present a written request to the administrative office one week in advance for all planned absences. Permission for all planned absences due to family trips should be approved by the principal at least one week in advance of the absence(s). The Principal reserves the right to deem what will constitute an excused absence. We appreciate the parents' and students' cooperation with making school attendance a priority.

- Parents are responsible for instruction of the material covered in class during the absence.
- Assignments will then be gathered by the student.
- After the student returns, he or she has one day for each day absent to complete and return all assignments.

- Students are responsible for scheduling tests missed. They are allowed one day for each day of absence as a time frame for making up tests.

Tardy To School Policy

Promptness is a measure of school citizenship. Parents are urged to have their children to school on time to help establish good habits and to keep them from being penalized. School starts promptly at 8:10 am. 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 during the opening of the day. Late students should report to the office with a note explaining the reason for tardiness.

In grades Kindergarten – 8th grades, 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 principal and possible referral to the BCA Board of Directors for further action. A student who has 10 unexcused tardies in a nine-week grading period is missing valuable class time and may have to serve detention in order to get assignments completed.

Truancy State Law

Kentucky Education Law requires every parent and guardian of a child 6 to 21 years old to send that child to school. Five year olds are considered under the compulsory education after enrollment in Kindergarten.

Kentucky School Law 159.150 states: Any child who has been absent from school without valid excuse for three (3) or more days, or tardy for three (3) or more days, is a truant. Any child who has been reported as a truant two (2) or more times is a habitual truant.

Kentucky School Law 159.180 states: Every parent/guardian of a child residing in any school district in this state is legally responsible for any violation of KRS 159.010-159.179 by the child.

Kentucky School Law 159.990 states: Any parent/guardian who intentionally fails to comply with the requirements of KRS 159.010 to 159.170 shall be fined one hundred dollars (\$100) for the first offense, and two hundred fifty dollars (\$250) for the second offense. Each subsequent offense shall be classified as a Class B misdemeanor. This determination is at the discretion of the judicial system.

Unexcused Absences

An unexcused absence occurs when a child is absent for any other reason than the ones named in **Excused Absences** section of this handbook. When a student returns to school after a one or two day absence, he/she should bring a parent/guardian signed note giving the reason for the absence within two days of the absence. The principal will determine if the absence is excused or un-excused. A doctor’s note will be required for absences of three or more consecutive days and must be submitted to the school within five days of the absence. Unexcused absences could result in a grade of zero and work not being allowed to be made up. **Students who are absent more than 20 days in a school year place their promotion in jeopardy.**

The following procedures will be used for excessive unexcused absences:

When a student has accumulated six unexcused school absences per semester, a letter will be sent home notifying the parent/guardian of excessive absences. When a student has been absent for ten unexcused school days per semester, the principal and parents will also draw up an attendance agreement to be adhered to by all parties. The attendance/retention policy will be in effect for all

absences beyond 20 days. Absences are cumulative and carry over from the first to the second semester. Parents may view their child's attendance records on Gradelink.

Part III - DISCIPLINE

Philosophy of Discipline

The purpose of discipline at Bluegrass Christian Academy is to guide students toward Christ-like behavior and attitudes. With this in mind, our teachers and principal seek to maintain standards of behavior in accordance with Biblical principles. BCA believes that every student deserves a learning environment that is orderly, loving, and Christ – honoring. It is our joy and privilege to work with children and parents to support the development of Godly character 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. Discipline is a teaching tool so that students can learn and maintain self-control. In order for the school to operate in a manner which provides an environment that is both safe and conducive to quality education and Christian ideals, disciplinary policies and procedures must be adhered to and maintained. It has been proven when students know what is expected of them and consequences of their behavior, the results are more positive.

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

Student Expectations for Behavior

Bluegrass Christian Academy students must sign a commitment to keep the BCA expectations for behavior both on and off campus. Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere, recognizing that wherever a BCA student goes and whatever he does, he carries and reflects on the testimony of his Savior, his family and his school.

**“God disciplines us for our good that we may share in His holiness.”
Hebrews 12:10**

Parents or students found to be out of harmony with the Bluegrass Christian Academy ideals of work and life may be requested to withdraw their child whenever the general welfare demands it, even though there may be no special breach of conduct. Parents are expected to fully support and enforce these standards of conduct and the disciplinary decisions of the school.

Courtesy and Manners

Students are to respectfully respond to faculty, staff, substitute teachers 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.

Therefore, whatever you want to do to you, do also to them, for this is the Law and the Prophets. Matthew 7:12

Students are encouraged to use the Fruits of the Spirit as they interact with staff and other students

But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23

Student Responsibilities

- **Be Respectful**
 - Treat others the way I want to be treated.
 - Respect laws, rules, and school authority.
 - Treat people fairly and respect their rights.
 - Respect private and public property.
 - Be honest with myself and others.
 - Avoid spreading rumors or gossip.
 - Respect each person's right to be different and look for the good in others.
 - Cooperate with teachers and classmates in such a manner that classes will be able to function as an educational entity.
- **Be Responsible**
 - Take responsibility for my actions.
 - Choose how I respond to others.
 - Return what I borrow to the same person, in the same condition.
 - Give my best in everything I do.
 - Complete all assignments and participate in class activities to the best of my ability.
 - Come to school regularly and on time, ready to learn.
 - Be punctual for all classes.
 - Have necessary supplies for all classes.
- **Be Safe**
 - Help to create a positive school environment.
 - Be responsible, like everyone else, for maintaining safety at school.
 - Engage in activities that are safe and report any known safety hazards.
 - Maintain a clean and safe campus.
 - Report any bullying or harassment.
 - Avoid conflicts and physical or verbal violence.

Elementary School Classroom Management

BCA principal and staff believe that a positive classroom environment is the best atmosphere for student learning. A variety of incentives are used to motivate students to learn and improve throughout the year. BCA teachers work hard to include incentives which encourage good behavior and result in a classroom conducive to learning.

“DOVE” Award

The “DOVE” Award is an incentive program for positive behavior. Award recipients are recognized monthly and are awarded a certificate. This program works hand-in-hand with each teacher's in-room incentives.

Reading Tickets

Students are encouraged to read daily at school and home. Reading produces students that are

academically more successful. Reading tickets are given to students who read in class. Every Friday 10 tickets are drawn from the reading box and students receive ice cream.

Clip System

In elementary classrooms 1st – 4th grades, BCA uses a clipping system to record student behavior and actions. Students can clip up and down depending on the behavior in the classroom. When a behavior occurs, the student will be warned once by the teacher. After the warning, the student will clip down from the starting point of Ready to Learn. Any other infractions, same or different, will result in another clip down. Students are able to clip up when behavior changes.

Outstanding
Great Job
Good Day
Ready to Learn
Think About It
Teacher's Choice
Parent Contact

Rules

A variety of consequences are used, depending on the infraction for those who break the rules. The four basic classroom rules that must be kept are:

- Obey your teacher and staff
- Raise your hand to speak
- Keep hands, feet, and objects to yourself
- Stay in your assigned seat/area

Consequences

When a student fails to follow classroom rules, potential consequences may include the following:

- Instruction and correction given to the child by the teacher
- Loss of recess time or privilege
- Notification of parent
- Removal from classroom (to the Principal's office)

Sometimes it may be necessary to send a student to the Principal immediately if deemed necessary by the teacher. When a student is sent to the Principal's office, one of the following actions may be taken:

- Discussion of problem with student
- Written assignment or contract with student (parent informed)
- Detention (lunch or after school)
- Parent contact by phone or conference
- Parent called to take student off campus
- In-school suspension
- Out-of-school suspension

The principal and teachers have the discretion to determine which behaviors may constitute disciplinary offenses. There are many things that can occur during the day which require the teacher's appraisal of the situation. Not everyone will evaluate everything in the same way. It is our belief, however, that a good understanding of the foregoing framework will result in a better school due to a more unified approach to discipline.

School Discipline Referral

Teachers are expected to enforce a classroom management policy in their individual classroom. Teachers may apply their individual classroom management policy through the use of verbal warnings, loss of privilege, lunch detentions and even individual classroom after school detentions. In the event that classroom rules do not cover the student's action or the student's action warrants a discipline referral, the teacher will complete a referral form and submit it to the principal after conclusion of the class, end of the day or upon removal from the classroom.

Students who are issued a discipline referral then meet with the principal for appropriate consequence. Consequences may range from as little as a verbal warning to as much as suspension and/or expulsion. Parents will be notified and a parent conference may be requested to discuss ways to resolve the issue.

Major Disciplinary Infractions

As a Christian school that seeks to honor God in all aspects of our lives, Bluegrass Christian Academy holds academic integrity as a natural standard for all students. Academic consequences and disciplinary actions are in place for those who commit an infraction. Major disciplinary infractions may result in suspension or immediate removal from class. These matters are outlined below:

Plagiarism

Plagiarism is defined as the intentional or unintentional use of someone else's words or ideas, whether from a print source or from the internet (including research and opinion) without acknowledgment. Proper acknowledgement includes in-text citations as well as a works cited page that gives credit to the intended source.

Copying an entire paper and/or portions of a paper (including key terms, phrases, or sentences) without giving credit to the original source is the obvious sign of plagiarism. Other types of plagiarism include but are not limited to changing selected parts of a paper, neglecting to put quotation marks around words that are quoted directly from a source, using ideas from another source without correctly citing and documenting that source (even if you put it in your own words), and combining ideas from many sources and passing them off as one's own without correctly citing and documenting the sources. All students must correctly document sources that are directly quoted, paraphrased, or summarized.

Plagiarism is a form of cheating/stealing which is a serious type of academic misconduct that carries severe consequences. Consequences include receiving a zero for the assignment/test grade, Saturday detention, and/or in-school suspension.

Cheating

As a Christian institution, we cannot tolerate the stealing of other students' work, whether in or out of class. Cheating often involves two people. In those situations both students will be considered in the discipline process. This includes homework as well as quizzes, tests, and projects. Plagiarism is a form of cheating and will be handled accordingly. All cheating incidents will be referred to the Principal through a Discipline Referral Form. A grade of zero will be assigned to the work, and a referral will be written by the teacher.

Fighting

First offense may result in a suspension of up to ten days. Recommendation for long term suspension or expulsion will be made by the Principal. If during an altercation school property is

damaged or destroyed, students may be held responsible for making restitution to the school. Based on the nature of the altercation, counseling may be recommended along with a behavior contract to be signed and followed through by the student, parent or guardian.

No students should show aggressive behavior toward another student through verbal, written or physical threats on or off campus. A student who demonstrates inappropriate behavior by encouraging other students to fight will be disciplined.

Possession of a weapon

A student having in his possession and/or displaying, using, or threatening to use any weapon or any instrument that could be classified as a weapon may be dismissed from the school without refund of fees and turned over to appropriate law enforcement personnel.

Involvement in a Break-in or Vandalism

A student who has been involved in a break-in and/or malicious damage to the school, school property or the property of an individual shall be suspended, with readmission to the school contingent upon financial compensation for said damages, or shall be terminated from the school without refund of fees at the discretion of the principal who shall, in instances of break-ins, also have the authority to turn over the student to the appropriate law enforcement agencies.

Possession of Illegal Use or Sale of Drugs

At any time on or off campus, if a student is under the influence, in possession of, sells, dispenses or aids in the acquiring of an illegal substance he/she may be terminated from the school without a refund of fees and turned over to the appropriate law enforcement personnel. Illegal drugs are defined as alcohol, tobacco, narcotics, mood-altering substances, prescription drugs and any other substances that are restricted or misused.

Criminal Activity

Any student who is convicted of a misdemeanor or felony may be expelled from school.

Disrespect toward a Faculty or Staff Member

Any student accused of insubordination toward a member of the faculty or staff will be referred to the principal's office and a discipline referral completed; the student may be suspended. Should such disrespect manifest itself in a verbal threat or physical contact with the staff or faculty member, the student shall, at the discretion of the principal, be terminated from the school without refund of fees.

Immorality

Involvement in sexual misconduct is defined as: bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that demonstrates a propensity or intent to engage in an immoral or homosexual act. The principal and school community have a moral and legal responsibility to maintain suitable standards within the school and to assure the welfare and health of all students. Students who are involved in sexual immorality either on or off campus may be expelled. Wholesome boy-girl relationships are encouraged as a prelude to a Christian marriage as outlined in Mark 10:6-9(NIV).

“But at the beginning of creation God ‘made them male and female. ‘For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh. So they are no longer two, but one flesh. Therefore what God has joined together, let no one separate.” Mark 10:6-9 (NIV)

All open displays of romantic affection which can be defined as hand holding, embracing, kissing, or any other contact that would contribute to undue familiarity are not acceptable at school or any school function. At the discretion of the principal, students may be issued a discipline referral or suspension.

Harassment

Students, faculty, and staff are expected to lift up and encourage one another to build a community of caring and love. Because of this, Bluegrass Christian Academy does not tolerate harassment of any kind. It is believed that students must be able to learn without fear of uninvited and unwelcomed verbal or physical behavior intended to belittle, control, and intimidate. Conduct deemed as harassment, sexual or otherwise, will lead to appropriate and strict disciplinary action which may involve suspension or expulsion or criminal prosecution. Any student complaint should be brought to the attention of the principal for investigation.

Sexual harassment is when a person is subject to uninvited sexual advances, request for sexual favors, and any other inappropriate verbal or physical conduct of a sexual nature. Sexual harassment may involve the following (but not limited to): suggestive comments, touching, propositions, sexual flirtations, verbal abuse of sexual nature, graphic comments, vulgar statements, abusive language, references to sexual activities or objects, inappropriate use of any electronic devices and any conduct that interferes with an individual learning or working environment. Texting with sexual content, a form of sexual harassment, is a federal offense and subject to law enforcement involvement and disciplinary action by the school.

Bullying

Bullying is student conduct that subjects another to disrespectful, hurtful messages, or challenges, delivered through verbal, sexual, written, or physical means or psychological harm inflicted by use of electronics or by gesture that results in that person feeling threatened or intimidated. Bullying may involve the following (but not limited to): teasing, social exclusion, intimidation, stalking, physical violence, theft, sexual harassment, racial harassment, public humiliation, destruction of property, and any conduct that interferes with an individual learning or working environment.

Cyber-bullying is the inappropriate use of electronic devices or media such as Facebook, text messaging, or instant message to harass or bully someone on or off campus. Students will be subject to disciplinary actions.

Possession of Prohibited Items

Fireworks, laser pointers, matches/lighters, weapons, and toys that look like weapons are not to be brought on campus or any school function. Books, toys, magazines, CDs, etc., not directly related to schoolwork should not be brought to school. Students in possession of such articles may be issued a Discipline Referral Form, suspended, or expelled. Articles will be confiscated and may be reclaimed in the school office by the parents.

Searches for Suspicion of Illegal or Unauthorized Materials

Bluegrass Christian Academy reserves the right to search the student’s person and belongings in the

event the school suspects a student possesses an unapproved item. It may be necessary to search a student's cubby, backpack, purse, pockets, etc. The search of such personal belongings will be by the principal with another school employee present as a witness. A cubby may be searched with or without the presence of the student. The search may be conducted without the student's or the parent's permission. School registration of the child constitutes parental consent to such searches.

If a school faculty member or principal, with a witness, asks the student to empty his/her belongings and the student is unwilling to do so, the parents will be contacted. If the student is still unwilling to do so after speaking with his/her parents/guardians, the student will be suspended or expelled from school.

Electronic Devices

Cell phones, phone cameras, music electronics (iPods, MP3 players, etc.), portable electronic game devices, or electronic devices that connect to the internet or take pictures are **not allowed to be used during school hours** without a teacher's permission. Cell phones may not be seen or heard during school hours and should only be used after dismissal to contact parents. Electronic devices may be allowed for use with instruction, when teacher is supervising the use of the device. A teacher may confiscate a device if it is seen or used before, during, or after school. The school principal will not investigate the loss, damage, or theft of electronic devices. Any device is subject to search and seizure to examine postings, messages, pictures, graphics, videos, etc., if student is suspected of using the device improperly.

Internet

Improper use of the internet and social media has become a major source of concern. Students are to represent Christ in all of their affairs. School standards and guidelines extend to the use of the internet by all students whether on or off campus. Any student who is found to be out of harmony with the spirit of the school through the use of the internet or any other form of communication or media may be suspended, withdrawn or expelled from school. The school encourages all parents to monitor the internet use of their children and to discuss internet safety.

Computer Misuse

Students are not to use a teacher's computer or any computer located on campus without permission. Students who school issued computers inappropriately will be subject to disciplinary action. Damaged items will be charged to the student's financial account. Unauthorized use of the computers is prohibited. Such use includes, but is not limited to, changes to the existing school computer content, unauthorized games, obscene or offensive content, use or access of unauthorized websites and use of or installation of unauthorized software.

School Discipline Consequences

Minor Infractions

Consequences for minor infraction offenses, depending on the severity and frequency of occurrence for the individual student, can range from verbal warning to after school detention. Examples include, but are not limited to: tardy, habitual tardy and truancy, dress code violation, failure to follow school rules, public display of affection, disruptive play/behavior, disrespect/disrespectful language, and unauthorized use or display of electronic devices, lying and misrepresentation, prohibited items, and inappropriate activity.

Major Infractions

Consequences for major infraction offenses can range from after school detention, in-school suspension and out-of-school suspension depending on the severity and frequency of occurrence for the individual student with the possibility of being expelled. Examples include, but are not limited to: repetitive insubordination/defiance/disobedience

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- repetitive disruptive behavior
- cheating/plagiarism (homework)
- forgery
- gambling
- physical aggression
- fighting
- stealing
- vulgarity/profanity/God's name taken in vain
- skipping class
- threatening/menacing statements
- abuse of school property
- bullying, harassment, hazing
- possession/use of tobacco or(nicotine) paraphernalia
- verbal assault
- immortality
- possession/use of alcohol
- possession/misuse of prescription or illegal drugs
- severe/repetitive inappropriate behavior

Lunch Detentions

Students must report to assigned area immediately following dismissal for lunch with assignments. Lunch detentions will be scheduled as needed. Students assigned a lunch detention must bring a brown bag lunch and be in their seats six minutes after the dismissal bell. Detention will be managed as a quiet study hall and all classroom rules will apply.

After School Detentions

Students must report to assigned room for detention. After school detentions are scheduled from 3:30 to 4:30 pm or 3:30 to 5:30 pm as needed. Students assigned to an after school detention must be on time, in their seats and bring school assignments, be in dress code and remain until the end of the detention. Detention will be managed as a quiet study hall and classroom rules will apply. **A fee of \$5 for one hour or \$10 for two hours** will be added to the student's monthly school bill by the business office. After school detention takes precedence over afterschool activities.

Academic or Behavior Improvement Plan/Conference

At the discretion of teacher(s) and principal, parents may be asked to attend a conference, along with student. At this conference the attendees will develop a plan tailored to the student's individual needs in the area he/she is having difficulty (i.e., academic or behavior). The purpose of this plan is to provide the additional structure needed to support the student in forming new habits with daily parent and teacher involvement. The purpose of this plan is to provide the additional structure needed to support the student in forming new habits with daily parent and teacher involvement.

In School Suspension (ISS)

A student may be suspended from classes from one day to ten days for inappropriate actions or attitudes or repeated infractions of school regulations. A student assigned to in school suspension is required to serve the suspension separated from the student body. The student is required to complete their entire day of class work and will receive credit for work that is graded. While on suspension, the student must not attend any school function or activity. 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. A \$65 fee will be charged per day of in-school suspension to cover the additional cost of ensuring personnel is available to teach/supervise the student.

Out of School Suspension (OSS)

A student may be suspended from classes from one day to ten days for inappropriate actions or attitudes or repeated infractions of school regulations. Multi-day suspensions, normally served off campus, will be issued for repeated occurrences of inappropriate actions or attitudes, repeated infractions of school policies, and for serious violations in the code of student conduct. All work must still be completed within three days of the student's return to ensure that the student is up to date with their academic progress. The student may make up missed tests and major projects for full credit. Parents and students are responsible to schedule any make-up tests with teachers. While suspended, a student is prohibited from attending any school function or activity. 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. All discipline is for the purpose of correction that is to lead to repentance, reconciliation, and restoration of relationships with God and others.

Disciplinary Probation

If a student receives more than two In-School or Out of School Suspension days, he/she will be placed on disciplinary probation the present and following semester. If inappropriate behavior continues during the probation period the student may be expelled at the discretion of the school principal.

Dismissal/Expulsion

At the discretion of the principal and school board a student may be expelled or required to withdraw from school at any time the student or parents are found to be out of agreement with the rules and policies of the school. Expulsion may result when there is a serious departure from school policies or expectations for students, including but not limited to the following:

- Repeated misconduct.
- Failure to respond positively to repeated efforts at correction by the school's personnel.
- 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.
- Threatening or bringing harm to any member of the school community.

- 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
- Any action by a parent(s) or guardian which seriously interferes with the school's ability to accomplish its educational purposes.

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 they deem 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 based on inaccurate or insufficient evidence. Their appeal shall be in writing and shall be presented to the School Board within three (3) days of the expulsion. Only the parent or guardian may represent their case in a specially called meeting of the board. The School Board's decision shall be final.

Corporal Punishment

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

Part IV: DRESS CODE

A student's appearance influences behavior, self-image, and performance. Therefore, Bluegrass Christian Academy believes it is necessary to dress appropriately and modestly at all times. Because the Bible teaches that Christians should be separated from the world and should dress modestly, the school maintains high quality standards for dress. Parents should cooperate in enforcing these standards. Students who arrive at school who do not meet uniform guidelines will be required to call parents to bring the appropriate clothing, and may not be allowed to attend class. 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 for the event.

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, spirit day, field trips, etc.

Shirts and Blouses

Plain Polo shirts with no lettering or designs that is buttoned appropriately, should not reveal the midriff or under garments, and remain tucked in so that a belt or waistband can be seen. Acceptable colors are light blue, navy or white.

Skirts, Skorts, and Jumpers

Uniform skirts and 'skorts' must be properly hemmed and adherence to proper length is required. Rolling of the skirt or 'skort' band at the waist to shorten its length is not allowed. Skirts, skorts, and dresses should be no shorter than two inches above the knee. Acceptable colors are khaki, navy or navy/light blue plaid.

Pants

Uniform pants should be neatly hemmed, properly fit, worn at the natural waist, without holes, or fraying. Stretch pants made of cotton/spandex are not acceptable. Acceptable colors are khaki or navy.

Shorts

Uniform shorts may be worn if they are modest in length and fit. They should not be rolled at the waistband or at the bottom and the length should be no shorter than two inches above the knee. Acceptable colors are khaki or navy.

Socks

Socks must be worn by all students and must be a single color of navy blue, khaki, grey, light blue or white. Leggings may be worn under a skirt, skort or dress on cold weather days and must be in the colors of navy blue, khaki, grey, light blue, or white.

Belts

Tan, brown or black belts must be worn with uniform pants that have belt loops. No large belt buckles are allowed.

Shoes

Dress, casual, or tennis shoes may be worn with the school uniform and must not be distracting in color or style. Sandals, slippers, and flip-flops are not appropriate footwear.

T-shirts

When worn under a uniform shirt, t-shirts must be white or match the color of the outer shirt. T-shirts or camisole worn under any uniform shirt are not to be visible below the bottom hem of the uniform shirt. BCA t-shirts are allowed on spirit days.

Jewelry

Jewelry for girls' ear piercing is permitted but no other piercing jewelry (nose, eye brow, tongue, etc.) may be worn. Boys may not wear any piercing jewelry to school or any school function. Gauged piercings are not permitted.

Jackets/Sweatshirts

Students may only wear jackets or sweaters to class during cold weather that are navy blue, gray or white with no other emblems or colors. The BCA sweatshirts can be worn with a uniform shirt under them during winter months. Students are required to wear a standard uniform shirt under all outer garments. Coats are not allowed to be worn in the classroom and will be hung in appropriate areas.

Haircuts

Outlandish hairstyles and or hair colors are not allowed. Hair color should be within the natural hair color range. Haircuts should be neat and presentable. Hairstyles and colors that are distracting to the learning environment will not be allowed.

Tattoos, Markings and Makeup

Visible tattoos, temporary or permanent, and writing on the skin with pens, markers, etc. are not permitted. Existing tattoos or markings must be covered at all BCA events, both during and out of school. Boys are not permitted to wear makeup.

Dress Down Days

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. Jeans should be free from holes, rips, or frays. Shoes are to follow the guidelines of a regular day. Spandex material is strictly prohibited. On Spirit Days, students can wear BCA t-shirts or sweatshirts with jeans. We do have special events when students will be asked to dress in Sunday Dress for concerts, plays, and awards.

Change of clothes

Students in grade preschool – 1st grades should bring a change of clothing in their back pack. Clothing items (shirts, pants, and socks) need to be placed 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. Make sure to update clothing as weather changes

Parents and Volunteers

When parents volunteer at the school they should follow the same guidelines of modesty and appropriate dress. The school reserves the right to ask any parent volunteer to leave campus who does not meet appropriate modesty standards.

The principal will make all final calls concerning any dress code issue.

Part V: General Policies

Accidents

Students who receive an injury at school will immediately be referred to the principal. If the injury is such that it is deemed advisable for the student to go home, the parents will be contacted, so that the necessary arrangements may be made. If a student needs immediate medical attention, 911 will be called. 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.

Child Abuse

Child abuse is required by state law to be reported. Teachers will document and report any evidence of abuse to the principal and proper authorities will be notified for investigation.

Drop-Off and Pick-Up

Children are to be dropped off at the designated entrance for the school. If you need to bring your child in or come in to pick up a child, please park in a marked parking space. This allows our traffic to keep flowing. Please do not park and abandon your vehicle in the drop off lanes during morning drop-off or afternoon pick up times. You may exit your vehicle in the line if you need to fasten seatbelts to secure children into the vehicle. Please be mindful of others in line and make efforts not to impede the flow of traffic to continue.

Vehicles on the school side should load and unload on the sidewalk side of the vehicle. Students should not unload until you have safely pulled to the sidewalk. **Please do not park in the crosswalk** so students and parents can use the designated crosswalk to access cars in the parking lot.

Each family will be issued two pick-up cards with a number on the card. Anyone picking up a student at school will need to have a card with a number on it, for student to be dismissed to that person in the pickup line at dismissal. The card should be placed on the passenger's side front window. This will help teachers to be able to identify students that are being picked up and provide safety that the person picking the child up has authorization. If the person does not have a number card, he or she will need to come into the office to sign the child out.

Emergency Closings

Our reaction to natural disaster and emergency situations will be governed by the instructions given on radio and television by authorities. Parents will be notified as to BCA closings and re-openings, based on school conditions and circumstances. This does not include dismissals for holidays and vacations. The use of phone blasts and mass emails will be used to dispense information. Any additional information may be obtained by listening to the following:

Television Stations

WAVE (Channel 3)
WHAS (Channel 11)
WLKY (Channel 32)
WDRB (Channel 41)

Radio Stations

WHAS (AM 840)
WBRT (AM 1320)
WOKH (FM 102.7)

Emergency Drills

Periodic fire drills and disaster drills are held to prepare students for an emergency. Upon hearing the alarm, students are to move quietly and quickly from the building to the designated assembly area or to safe room in building. Upon reaching the area, attendance will be taken by teacher to account for all students. No talking is allowed by students during any type of drill, so they are prepared to listen for any instructions given by teachers.

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 (sports, fine arts, etc.) he or she must be prompt in attendance on that day and remain in school the entire day. Parents are an integral part in what we are able to offer BCA students for after school activities. We are always looking for qualified volunteers to lead sports or other activities.

Field Trips

Field trips are regularly scheduled for your child by the teacher. We request that all chaperones model the high standards of dress and conduct expected from our students as stated in this manual. The BCA chaperone policy is as follows: ONLY parents, legal guardians and grandparents are permitted to chaperone students during field trips sponsored by Bluegrass Christian Academy. Preschool students must have at least one of their parents, grandparents, or legal guardians attend their field trip.

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 principal may cancel the field trip if that ratio is not met.

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. 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. The scheduling of transportation is dependent upon the following factors: distance, number of students to be transported and costs. 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.

There must be one child per seatbelt in the vehicle. Do not "double up" children in seatbelts. 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. Student will remain under direct supervision by an adult at all times.

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

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.

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.

Upon returning to school from a field trip, do not leave students unattended in a classroom, please stay with children until the teacher returns. If a parent wants to drive his or her child home from a field trip, the child must be checked out through the teacher or office.

The dress code is to be determined by the teacher with permission from the principal. 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.

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 field trip may not serve as a chaperone.

Parents maintain the right to decline their children's attendance, although parent and student involvement is strongly encouraged. Students that have difficulty representing BCA by their behavior on field trips may not be allowed to attend other events off campus. **Children on probation or serving in school or out of school suspensions will not be allowed on field trips.**

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. When transportation is not provided, parents are responsible for transporting their students to and from activities.

Fund Raising

Parents are expected to support all school fund-raisers because they directly benefit the students and help keep tuition costs reasonable. All gifts to Bluegrass Christian Academy are tax-deductible.

Library

Books may be checked out for two weeks by students only. If a book is lost or damaged, the student will be billed for the cost to replace the book. Report cards will be held at the end of the year for any

outstanding Library book fees not paid.

Lost and Found

The lost and found may be reclaimed in the school office before or after school. Students who have lost books or items of clothing should check periodically. **All items (books and articles of clothing) should be marked with the student's name.** It is the responsibility of the student to keep track of books and personal items. The school does not take responsibility for any items misplaced or left after school by students.

Lunch

Children are to bring sack lunches or lunch boxes 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. Hot lunches will be catered for \$4.00 per student and they must be paid prior a child eating lunch. **Students are not allowed to buy drinks from the soda machine in the lunchroom.** Parents are advised to avoid items including peanuts in their child's lunch to avoid general exposure.

Parental Conferences

Parents and guardians wishing to have a conference with a teacher or principal must do so by appointment. Principal work on a very structured schedule and can rarely take drop-in appointments. Teachers are not permitted to hold impromptu conferences at the door of their classrooms. Please call the office, send a note to the teacher, or communicate by e-mail in order to schedule an appointment.

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. Any end of the year activities will be arranged by the classroom teacher. Teachers will ask parents for assistance for any special activities during the year.

School Office

The office is open from 7:45 am to 3:30 pm, Monday through Friday. Students are not permitted to be in the school office during class time without permission from a teacher or staff member. Lunches, homework, books, or other items to be delivered to your child may be left in the school office.

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. It is important for us to protect instructional time by limiting disruptions.

School Door Security

The doors to the building will be unlocked from 7:30 to 8:30 am and 2:45 – 3:30 pm. At all other times the doors will be automatically locked. If you need access to the office or after school program we are

going to ask you to call 348-3900 to be buzzed into the building. All visitors to the building will need to stop at the office, sign in and receive a visitor badge.

If you are coming in at lunch time and no one is available to let you in, parents will need to enter on the Parkway side of the building. Preschool doors will be opened at 12:00 by preschool teachers.

The afterschool program will be able to buzz you in from upstairs. Parents will call the afterschool phone number 502-249-1447 and the outside doors will be buzzed open so you can come upstairs and sign out your child. No student shall be sent to cars without a parent, guardian, or grandparent who is listed in BCA records having first signed out the student.

Severe Weather

In the event of severe weather (e.g. snow, ice), the official announcement for school closings may be heard over local radio and TV stations. In most cases the school will follow the lead of the **Bardstown City 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.

Textbooks

Textbooks are the property of BCA. It is the responsibility of the student to take care of any textbooks issued to him/her. Damage will be assessed when the books are returned. All charges for damages will be billed at the end of each school year. Textbooks, library books, or other school materials not returned in proper condition by the last day of classes will be charged to the student's account.

Visitors

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.

Student visitors must be out-of-town guests or prospective Bluegrass Christian Academy students. Any student visitor 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.

Medical

If a student is too ill to be in class, the parent will be notified to take the student home. A student should inform the teacher of illness and the student will then be sent to office for parents to be contacted. A student should not be texting or emailing parents during class about illness. Parents are always notified of vomiting, fever over 100 degrees, or injury.

Parents are contacted through the emergency phone numbers supplied to the office on Gradelink. If these numbers change, the office must be notified. Basic first-aid is all that will be administered by the school. Additional medical attention will be obtained as per the instructions on your registration and/or by calling 911.

No prescription or non-prescription medication (including aspirin and vitamins) will be permitted on campus without a note from home and the doctor. All medicines are to be kept in the office and

administered by the office staff. A form for medicine principal is available from the office and must be completed by a parent or guardian before any medication may be given to their child. All medication must be brought to the school office in the original medicine container and clearly marked with the child's name and dosage.

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:

- Fever
- Vomiting or Diarrhea
- Any known contagious childhood disease such as scarlet fever, German measles, mumps, chicken pox, whooping cough, meningitis, hepatitis, etc.
- Common cold – from onset through 1 week
- Sore throat
- Any unexplained rash
- Any skin infection – boils, ringworm, impetigo
- 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.

Medications at School & Parent Responsibility

Principal of medication is the responsibility of the parent/guardian unless it is absolutely essential to the well-being of the student to receive medication during school hours.

Prescription Medication (Example: Amoxicillin or antibiotic, Concerta)

- An Authorization for Administration of Prescription Medication form must be filled out by the physician and signed by the parent. These are available from your pediatrician or doctor.
- A separate authorization form must be filled out for EACH medication administered.
- Changes in medication require a **new** authorization form signed by a physician and parent.
- Medication must be in the original pharmacy-labeled bottle or box. No changes can be made without a physician order.
- No more than a 30-day supply of medication may be accepted.

Epi-pens

All Epi-pens must be labeled with prescription from pharmacy. Make sure that it is not outdated. An authorization for administration of Epi-pen must be on file in the clinic. This form must be renewed every year.

Communicable Diseases

Bluegrass Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” means an illness that arises as a result of a specific infectious agent that may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons.

A teacher or staff member who reasonably suspects a student or employee has a communicable disease shall immediately notify the school principal.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, BCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. BCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Part VI: Parent Involvement

Experience has shown us that children whose parents get directly involved in their child's school and education are much more likely to reach their full potential. We appreciate and encourage parental involvement. Some suggested ways of doing this are:

- Eating lunch with your child in our cafeteria.
- Attending all PTF Meetings
- Volunteering (please obtain a visitor badge from the office while on campus during the school day)
- Chaperoning field trip
- Special school events (Fun in the Sun, etc.)
- Sponsoring an ASC sports event (track, soccer, football, etc.)
- Fundraisers

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:

- To encourage prayer support for the school.
- To support and promote the faculty, staff and principal.
- To help raise financial support.

The objectives of this organization are promoted in cooperation with the school principal and the school committees, and programs. All decisions must be approved by the principal or school board, 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, principal 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	Secretary
Vice President	School Principal

All PTF Leadership Team members shall be born-again Christians, shall agree to the Bluegrass Christian Academy Statement of Faith and shall subscribe to the principles and tenets of Bluegrass Christian Academy as are required by faculty and principal. 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:

- Conduct PTF meetings and events
- Communicate PTF meeting activities to parents
- Coordinate activities of PTF subcommittees
- 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 board treasurer will serve in the capacity of treasurer for the PTF.

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 (e.g. 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.

Part VIII: 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 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
- what pesticide was applied
- a description of the general location of the pesticide application
- a description of pests encountered

- the brand name of the pesticides applied
- a list of active ingredients
- pesticide application method
- 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:

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

Parent and Student Acknowledgement 2017 – 2018 Student Handbook Policies

The Student Handbook contains information regarding policies and procedures that have been compiled to assist in the successful operation of our school. It is vital that all parents and students support the policies and decisions established by the school principal. The principal of BCA requires all parents and students to read the Student Handbook so that all policies are fully understood.

The Student Handbook is available on the BCA website, (www.bluegrasschristianacademy.org).

We, the undersigned, have read and support the policies and procedures outlined in the Bluegrass Christian Academy Student Handbook.

Parent Signature:

Date:

Print name:

Parent Signature:

Date:

Print name:

Student Signature:

Date:

Print name:

Grade: _____

Student Signature:

Date:

Print name:

Grade: _____

Student Signature:

Date:

Print name:

Grade _____

***Each family must complete one copy of this form. The form may be turned in during the Required Parent/Meet the Teacher Meeting, or returned to the homeroom teacher of the oldest student in the family. This form must be signed and returned during the first week of school. If you need more student signature, print a second page.**