



**BLUEGRASS**  

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**Christian Academy**

**Parent/Student Handbook  
2019-2020**

**2580 Springfield Rd  
Bardstown, KY 40004  
(502) 348-3900**

## **Faculty & Staff**

### **2019-20**

#### **Administration**

Mr. Ed Hardin Head of School

#### **Office/Admissions**

Mrs. Julie Cissell Office Manager

#### **Teachers**

Mrs. Samantha Edelen Pre K 3 year olds

Mrs. Kelly Koenig Pre K 4 year olds

Mrs. Mikila Carroll Kindergarten

Mrs. Amber Foster 1st/2nd grade

Mrs. Shannon Jones 3rd grade

Mrs. Rachelle Morrow 4th grade

Mrs. Amy Coulter 5th grade

Mr. Joseph McCord Middle School Latin & History

Mrs. Holly Palumbo Middle School Math & Science

Mr. Ed Hardin Middle School Literature

Mrs. Sandy Carwile Art/Music/Technology

#### **Other Staff**

Ms. Bethany Mudd Director of After School Care

Mrs. Peipei Ruppert Assistant for After School Care

#### **BCA School Board**

Mrs. Fran Runner President

Dr. Lauren Hedgespeth Vice President

Mr. Stephen Lutz Treasurer

Mr. Travis Easterling Secretary

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## Part I – School Overview

### Mission Statement

Bluegrass Christian Academy (hereafter BCA) 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

BCA 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 2019-20 school year BCA had students from Nelson and Washington Counties representing numerous churches and 14 staff members. BCA continues to offer a non-denominational, classical Christian education dedicated to providing rigorous academic standards from a Biblical perspective for grades Preschool (age 3) through 8<sup>th</sup> 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 BCA'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 BCA 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 BCA 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**

BCA is currently a member of both the Association of Classical Christian Schools (ACCS) as well as the Classical Latin School Association. Information can be found at <https://classicalchristian.org/> and <https://classicallatin.org/>

### **Admissions**

BCA is a private Christian school providing a traditional, academically sound, Bible-based classical education. We provide high standards for academics, while instilling a strong spiritual foundation. BCA supports a Biblical, traditional view of marriage and family. Enrollment at BCA 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 BCA 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 BCA may jeopardize the educational responsibility to the majority of our

students. While we are convinced that a Classical Christian education is best for every student, we also recognize we may not be adequately staffed to meet the specific needs of every student.

- *Philosophical limitations:* Christian schools, by their very nature, represent a specific community of faith. BCA provides a Biblical worldview education. BCA teachers have as their mission to inspire every student to become a mature follower of Jesus Christ.
- *Theological limitations:* Though not required to be Christians, the parents of students in BCA should have a clear understanding of the Biblical philosophy and purpose of BCA. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program. The parents should be willing to cooperate with all the written policies of BCA.

## Non Discrimination Policy

BCA 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

BCA offers a program for families 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.
- BCA may require an entrance test for placement purposes
- Parent/student interview with the head of school 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 may be admitted on a six-week trial basis or may be asked to repeat his/her previous 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. **Students entering the K3 preschool class will need to be age three and potty trained prior to August 1<sup>st</sup>.** Students entering the K4 program must be four prior to August 1<sup>st</sup>, Kindergarteners must be five prior to August 1<sup>st</sup>.

## **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 head of school believes the deficiencies may be corrected. The head of school 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 head of school 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**

Parents re-enrolling their child in Preschool through 8<sup>th</sup> grades must:

1. Re-enroll online through Gradelink.
2. Pay the registration fee
3. Submit the signed last page of the Tuition & Fee Schedule.

BCA 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.

## **Waiting List**

Once a maximum number of students has been enrolled for a class, a waiting list for new students will be started.

## **Health and Immunization Requirements**

Kentucky law decrees that each student must present to the school a current Kentucky (original) immunization certificate compliant with current CDC guidelines. Documentation must be on file if you refuse immunizations schedule in full or in part. Documentation of the immunization program or refusal of immunizations must be on file in the office no later than the 15<sup>th</sup> day of school or the child will be excluded from school until the program or opt out paperwork is completed.

## **Withdrawal**

Withdrawal of students from school must be initiated through the head of school. In order for a student to be withdrawn, an exit meeting must be scheduled with the head of school. At this meeting, the parent and the head of school will discuss the reason for the withdrawal and begin the withdrawal process. If a family withdraws their child or children from BCA at any time after enrolling or re-enrolling, the family is still responsible for the tuition for the remainder of the semester in which the student was withdrawn. All records, report cards and transcripts remain the property of BCA until the account has been paid in full. Obviously, BCA will address extenuating circumstances (loss of job, family moving out of town, etc.) that have led a family to withdraw a student in a way that will help ease the burdens of such circumstances.

## 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.

## Tuition Rates and Fees & After School Care

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

## 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 BCA 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, BCA utilizes the services of Confidential Financial Services, [www.cfainfo.net](http://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. BCA 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 (K – 8<sup>th</sup> 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.

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

## Part II: ACADEMIC PROGRAM

### General

#### Classification of Students

Early Childhood	Preschool (K3 & K4)
Elementary	Grades K – 5
Middle School	Grades 6 – 8

#### BCA Maximum Teacher/Student Ratios

K3 & K4	1:6
K5	1:12
1st - 2nd grade	1:15
3rd – 8th grade	1:17

## **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.
- Parents shall have an opportunity for a hearing with the head of school 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).
- 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 – 8<sup>th</sup> grades are expected to keep an agenda appropriate for their grade level. K4-2nd grade are assigned & given an agenda while students in grade 3 & above are expected to purchase their own. Suggestions are sent in the summer months of agendas that are beneficial. 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.

## **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, BCA employs the following policies:

- To secure the student's and the family's right of privacy within the school, only the head of school 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 head of school 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 head of school 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 K - 8<sup>th</sup> grades. BCA's grading scale is as follows:

Kindergarten, 1st, and 2nd grade students are graded 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 classwork will be evaluated for both. It is through this effort that we hope to encourage proper writing skills in all of our students.

### K – 2nd Grades

Grading Symbol	Explanation
+	Exceeding Expectation
√+	Showing Expected Progress
√	Satisfactory
√-	Needs Improvement
-	Unsatisfactory
∅	Not Assessed This Semester
N	Not Assessed at This Grade Level

### 3rd – 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

## **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 1<sup>st</sup> – 8<sup>th</sup> are required to record 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 head of school.

## **Regular homework can be expected in Latin and Math in grades 3-8**

## **Testing/Assessments**

BCA uses the following tests on an annual basis to determine student progress:

- MAP Testing is given to all students K – 8<sup>th</sup> 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 8<sup>th</sup> grade students moving on to public high school so students can be placed in appropriate classes.

## **Curriculum**

The BCA 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 head of school, teachers, board members, parents, and grandparents. They screen potential textbook adoptions to determine how closely they align with BCA'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 or head of school.

### **Bible Version for Classroom Use**

The use of Scripture in the classroom is a fundamental, integral and head of school 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, CSB, 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  
Rod & Staff  
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 – 8<sup>th</sup> 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.
- Latin grammar helps students understand the grammar of the English Language.
- Aids students in learning foreign languages.
- Increase Standardized Test scores.
- Allows students to examine classical pieces of literature in the original language after becoming fluent in Latin.

## Media Center Guidelines

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 BCA 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

## Computer Lab

An important part of our media center is the computer lab. Software and online media is evaluated for its educational purpose.

## Religious Training

Students receive a Christian Studies class every day at BCA. 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. We try to instill the scripture in Mark 12:31 to love our neighbors as ourselves through how we serve others. We desire to regularly instruct students to develop their affections for God the Father, Christ Jesus, and the Holy Spirit as the three persons in the Trinity as well as love others as themselves.

## 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 view leading to eternal 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 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**

Students are expected to be present and on time to school every day school is in session.

Definitions:

1. Full-day absence: the student is absent from school for 3.5 hours or more
2. Half-day absence: the student is absent from school between .5 and 3.5 hours
3. Tardies: the student is not present with class at the beginning of the 8 AM morning meeting.

Attendance Guidelines:

1. Students may acquire 2 parent notes and 3 doctor notes per quarter.
2. Missing class without parental permission results in an office visit.
3. More than 10 full-day absences per semester could result in no credit for that semester.
4. Requests for a waiver must be presented in writing to the head of school. Additional documentation can be requested by BCA when students have excessive absences.
5. Excessive absences may result in the parent/child being reported to truancy officers and potentially having the student dismissed from BCA.

Tardy Guidelines:

1. Whenever a student is late to the beginning of a class (at any point during the day), he or she must check into the office to receive an admit slip.
2. At that time the lateness will be considered either unexcused (i.e. if the tardy is due to negligence or otherwise poor planning), or excused (doctor or dental visit, car accident, etc.) and recorded as such.
3. For every five unexcused tardies per quarter, students will receive an office visit.

## **School Hours**

Preschool (age 3)	8am -- noon (3-day M - W)
Preschool (age 4)	8am -- noon (M - F)
Kindergarten – 8 <sup>th</sup> grades	8am -- 3:20pm (M - F)

A designated person will be available at 7:30am for students that need to arrive early. Students are dismissed at 7:55am to go to general assembly. Morning announcements start promptly at 8am. Any student not in line as morning meeting begins will be considered tardy.

## Check-Out Procedures

While BCA encourages parents to schedule appointments after school hours, we recognize sometimes that may not be an option. 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 nor should they call or text 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 three 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 the head of school
- Other excused absences are at the sole discretion of the head of school. Exceptions are evaluated on a case-by-case basis.

## 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 head of school at least one week in advance of the absence(s). The head of school 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**

For every five unexcused tardies per quarter, students will receive an office visit. Unexcused tardies result in the student missing valuable class time, often disturb others as they enter class late, and lead teachers to repeat instruction.

## **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 head of school 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 three 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.**

## **Part III - DISCIPLINE**

### **Philosophy of Discipline**

The purpose of discipline at BCA is to guide students toward Christ-like behavior and attitudes. With this in mind, our teachers and head of school 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. When students know what is expected of them and the consequences of their behavior, the results are more positive. It is always the goal for BCA to extend grace even when punitive consequences must be administered. All BCA staff and students are encouraged to pursue

repentance, reconciliation, restoration, and restitution if applicable through all stages of the disciplinary process. We desire to instruct a student's heart to receive instruction, correction, and redirection well by obeying without challenge, excuse, or delay.

**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**

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

The kind and amount of discipline will be determined by the teacher, and if necessary, the head of school. All discipline will be based on biblical principles e.g. restitution, apologies, seeking and granting forgiveness (public and private) swift punishment, restoration of fellowship, refusal to hold lingering attitudes or bitterness, etc. The vast majority of discipline will be handled at the classroom level. Love and forgiveness will be integral parts of the discipline of a student.

## Office Visit Policy

- I. **Office Visits:** There are five basic behaviors that will automatically necessitate discipline from the head of school.
  - A. **Disrespect** shown to an adult (staff member, parent, etc.)
  - B. **Dishonesty** in any situation, including lying, cheating, and stealing
  - C. **Rebellion**, i.e. outright disobedience in response to instructions
  - D. **Fighting**, i.e. striking or kicking in anger or with the intention to harm
  - E. **Obscenity** including vulgar, or profane language, as well as taking the name of the Lord in vain

If a student is sent to the office, the following process will be observed:

1. The first TWO times a student must visit the office the student's parents will be contacted and given the details. Their assistance and support in averting further problems will be sought.
  2. The THIRD office visit will be followed by a meeting with the parents, head of school, student, and possibly classroom teacher.
  3. Should a student require a fourth office visit, he or she will be suspended for two days.
  4. If a fifth office visit is required, the student will be expelled from the school.
  5. At any stage of this process the head of school may call a parent to remove the student for the day, if the student does not receive instruction/correction/redirection well.
- II. **Serious Misconduct:** If the head of school deems it necessary, the office-visit process may be by-passed and suspension imposed immediately.
    - A. Examples of such misconduct include, but are not limited to: acts endangering the lives of others, gross violence, theft, vandalism, violations of civil law, possession of a weapon, open hostility, aggression, or disrespect toward others, harassment (actual or cyber-based) or drug abuse, whether it occurs on campus or off, during school hours or outside of the school day.
  - III. **School Culture:** If a student has a significant negative influence on other students, the head of school has the right to seek to expel the student, apart from the process of office visits.
    - A. Examples of such behavior would include, but not be limited to: overt and unrepentant disobedience to parents, love of worldliness, a surly attitude, and any other ongoing attitudes reflecting a clear disregard of scriptural standards.
    - B. If the head of school exercises this option, he will meet with the parents in efforts to bring the student to repentance. If the student attitude and/or behavior does not alter revealing a desire to live under authority then the parents will then have the option to

withdraw their student to prevent expulsion.

- IV. **Re-enrollment:** At the discretion of the head of school, in consultation with the board, a student may be refused re-enrollment. Such refusal to re-enroll is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to re-enroll is not the equivalent of suspension or expulsion. In addition, the head of school may deem it necessary to enroll a student on a temporary-provisional status. The head of school will address a specified amount of time to observe the student in the environment to determine if the student is able/willing to meet school expectations and if the school is adequately meeting the student's & family's needs.
- V. **Re-admittance:** Should a student who was expelled, or who withdrew to prevent expulsion, desire to be readmitted to BCA at a later date, the head of school in consultation with the board, will make a decision based on the student's attitude and circumstances.

### **Searches for Suspicion of Unauthorized Materials**

BCA 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 head of school 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 head of school, 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 head of school 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.

1st offense teacher takes - student is responsible to ask teacher to accompany him/her to deliver phone to parent/guardian during pick-up.

2nd offense teacher takes and gives to head of school - student is responsible to communicate to parent/guardian that phone has been confiscated and must accompany parent/guardian into the building to request from the head of school.

3rd and each subsequent offense will be treated as an office visit and recorded as such - teacher gives to head of school - student is responsible to communicate to parent/guardian that phone has been confiscated and must accompany parent/guardian into the building to request from the head of school.

## **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.

## **Disciplinary Probation**

If disobedience persists, students may be put on disciplinary probation in which they will be evaluated as to whether they are meeting the academic and behavioral expectations. Decisions regarding a student's ability to continue at BCA can be made at any time during the probationary period.

## **Corporal Punishment**

The Faculty and Staff at BCA do not administer corporal punishment.

# **Part IV: DRESS CODE & STUDENT ETIQUETTE**

## **Dress Code Policy**

Our development of a dress code policy is driven by a desire to create and promote an environment of learning where dress is not a distraction to the educational process based on the following principles:

1. Our goal is to honor God in all we do, acknowledging the Lordship of Jesus Christ in our choices.
2. All human actions, including outward manifestations such as clothing, reveal and communicate the disposition of the heart at some level. It is our desire to address these heart issues in one concise dress code policy rather than seeking to anticipate and curb the numerous manifestations that would arise without clearly defined expectations.
3. A dress code teaches children to present themselves ready for the task at hand. Clothing represents the vocational calling of a person, and inherent in the dress code policy is the aesthetic communication that students are working toward a common goal of being active participants in receiving an education. The neat appearance created by a dress code enhances a ready-to-learn atmosphere by de-emphasizing the social impact of dress and focusing the students on academic pursuits.
4. The dress code assists security. Teachers and staff can clearly identify students from outsiders during outdoor activities, recess, and field trips.

During school hours, students in all grades are to adhere to the dress code at all times except on special announced occasions, such as dress-down days, spirit day, field trips, etc. The administration is responsible for the interpretation of the policy. If the administration or staff believe that parents or students have misinterpreted what is permissible according to the dress code, communication will be made to clarify. If a student comes to school out of uniform five times in a year, it will result in an office visit.

Garment	Young Men	Young Women
Pants / Shorts	Navy or Khaki	Navy or Khaki
Shirts	Light Blue, Navy, White Polo / White or Light Blue Oxford (always tucked)	Light Blue, Navy, White Polo / White or Light Blue Oxford (tucking optional so long as neat appearance maintained)
Sweaters / Sweatshirts	Vests, Pullover, Cardigan: Navy or Grey Only	Vests, Pullover, Cardigan: Navy, Grey or White Only
Shoes	Athletic or Dress (no sandals or flip flops)	Athletic or Dress (no flip flops)
Dresses	No	Navy or Light Blue
Jumpers / Skirts	No	Navy, Khaki, or Land's End (Clear Blue Plaid)

Clarifications:

1. Skirts must not be shorter than 2" above the knee measured by the line at the back of the knee.
2. Shorts should be longer than mid-thigh (fingertip length.)
3. Boys must wear belts with shirts tucked in.
4. Anytime students are out of dress code (Spirit Days) students may wear jeans (no holes/tears). T-shirts do not need to be tucked on these days. No short shorts. Elements of modesty as outlined are still enforced on dress down days.
5. Stockings, tights, leggings and nylons beneath skirts are fine but must be solid white, navy, or grey.
6. Sweaters & coats that do not comply with dress code may not be worn into the classroom. Solid color jackets are permissible if they are navy or grey. Hoodies (including BCA hoodies) are not permissible on non-dress down days.
7. Camisoles and undershirts are deemed undergarments and should be tucked in, not visible below the hem of other shirts.
8. The only acceptable embroidery on clothing for students K-8 is the school logo. Two local providers have the pre-approved BCA logo on file: The Nest (Bloomfield) & Choice Uniform (Bardstown). To use another provider you must secure the approved logo from school.
9. Exclusions: sandals, clogs, corduroy, denim, cargo pants/shorts, yoga pants, hooded sweaters, sweatshirts, hats, scarves, bandanas, lace, ruffles or distracting styles (e.g. dyed or unkempt hair, torn or soiled clothes, overdone makeup or jewelry, tattoos, immodesty, visible midriiffs, undergarments, or camisoles, over or undersized clothing.)
10. Students who arrive at school who do not meet dress code guidelines **will be required to call parents to bring the appropriate clothing**, and may not be allowed to attend class.

**Change of clothes**

Students in grades preschool – 1<sup>st</sup> grades should bring a change of clothing in their backpack. Clothing items (shirt, pant, undergarment, and socks) need to be placed in a ziplock 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 the 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 head of school will make all final decisions concerning any dress code issue. Any modesty issue involving a female student will be handled by a female staff member.**

## Student Etiquette

There are numerous ways that students are encouraged and expected to show kindness to one another, and to their teachers, during their hours at BCA. Periodically, students will receive teaching and reminders about these expectations. It is our hope that these actions will become part of the ethos of who we are and train students in who they are to become.

We instruct our young men to show consideration and respect for the ladies in the school. We instruct our young ladies to accept the sacrifice of the young men with humility and thankfulness. As some applications of this truth, we want the young men to do the following:

1. Open doors for all ladies - whether parents, teachers, or students. Always allow the ladies to exit the room first.
2. In the hallways, men are courteous and defer to the ladies by giving them space and avoid running into them.
3. In all events where food is served, ladies are to be served and seated first.

We want to train our students to show proper respect to their teachers and administrators.

1. Students should address their teachers by Mr., Miss, or Mrs. at all times.
2. Students should respond by saying "yes" or "no", not "yeah". "Sir" and "Ma'am" are always welcome.

We would like BCA to be a place where visitors sense the Christian love & hospitality. "But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of him. For we are to God the aroma of Christ among those who are being saved and those who are perishing. To the one we are the smell of death, to the other, the fragrance of life" (II Corinthians 2:14-15).

## Part V: General Policies

### Accidents

Students who receive an injury at school will immediately be referred to the head of school. 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 prior to contacting parents. The teacher and head of school will review the details of the accident and relay the incident to the parent(s) in a written accident report form.

**Contact numbers must 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. **It is the parents' responsibility to ensure up to date contact information is on file on Gradelink.**

## Drop-Off and Pick-Up

Children are to be dropped off at the designated entrance for the school. If you need to accompany a child in or enter to pick up a child, please park in a marked parking space. This allows our traffic to keep flowing unimpeded. 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 seat belts 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.

Students should enter and exit their vehicle on the passenger side nearest the sidewalk. Students should not unload until you have safely pulled to the sidewalk at the door. **Please do not park in the crosswalk** so students and parents can use the designated crosswalk to access cars in parking spaces. Please do not drop off your student prior to arriving at the door and do not drive around vehicles in the line unless specifically asked to do so by a staff member overseeing drop-off or pick-up.

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 and cannot be identified, he or she will need to come into the office to sign the child out. If you need more than two cards, you can purchase additional cards for a fee of \$2 each.

## 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 Reach Alerts will be used to dispense information which is why it is vital that all of your information is correct in our Reach Alert system. If you are unsure if your contact information is accurate in Reach Alert please contact the school office. **If BCA is closed due to inclement weather, students' assignments will be passed along in a link included in the Reach Alert notifying parents of the school closure. Students need to complete the work the day school is closed and be prepared to have it on the next day school is in session.** 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

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 a 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. Some after school care activities will incur additional costs.

## **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 legal guardians, grandparents, and individuals listed in Gradelink as permissible to transport your student can serve as a chaperone unless prior arrangements are made with the head of school. Preschool students must have at least one of their parents, grandparents, or legal guardians attend their field trip.

Children must have a field trip permission form on file before he or she will be able to participate in any field trips. These permission forms serve as a means for parents to grant permission for their child to be transported by another parent or by bus. Teachers will notify parents of upcoming field trips, and will ask for parents to serve as chaperones and/or drivers. Student to chaperone ratio ideally should not exceed 1 chaperone to 4 students. The head of school may cancel the field trip if that ratio is not met.

BCA requires that a current copy of proof of auto insurance 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.

Parents assume full responsibility when transporting their own children and transporting other children in their vehicle at their own risk. 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 chaperones. We expect to ask only once for a behavior to cease for the student to comply. We expect BCA students to behave with dignity, respecting all, in order to honor God. Students 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 head of school. If a child shows up dressed in any way contrary to the stated choice, they will remain at the school, and not be permitted to attend the field trip.

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 school suspension will not be allowed on field trips.**

## **Fund Raising**

Parents are expected to support all school fundraisers because they directly benefit the students and help keep tuition costs reasonable. All gifts to BCA are tax-deductible.

## **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/per lunch and they must be paid prior to a child eating lunch. Students are not allowed to buy drinks from the soda machine in the lunchroom.

**Parents are advised to avoid items containing peanuts in their child's lunch to avoid general exposure. Specific classroom-wide restrictions may be put in place when there are students in the room with allergies.**

## **Parental Conferences**

Parents and guardians wishing to have a conference with a teacher or head of school must do so by appointment. Staff can rarely take drop-in appointments and impromptu conferences at the doors of classrooms are discouraged as it prevents them from adequately fulfilling their responsibilities. Please call the office, send a note to the teacher, or communicate by email 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. **Parents must contact classroom teacher regarding treats to ensure they meet classroom specific policies regarding student allergies.** No personal party invitations are to be distributed at

school unless every child in the class receives one. BCA does not celebrate Halloween and asks that nothing with witches, ghosts, skeletons, haunted houses etc., be brought to school.

### **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.

### **School Door Security**

The doors to the building will remain locked during the school day unless staff members are stationed at the door during arrival & departure. If you need access to the office or after school program 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.

To pick up a child from After School Care, parents must call 348-3900 to request that their child be brought to the door. In the event there is no reply, please call the After School Care Director's number that is posted on the school door. Students shall only be permitted to leave with a person who is listed as an authorized adult per BCA permissions that parents list in Gradelink.

### **Severe Weather**

In the event of severe weather (e.g. snow, ice), the official announcement for school closings are sent through our Reach Alerts. The announcement will be posted to our website as well. 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 BCA 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.

## **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.

## **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 the 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 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

Administration 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.

## Auto-Injectors

If a student has a known allergy, families must have an Emergency Action Plan on file with the school office, which will be completed in partnership between the school administration, classroom teacher, and student guardian. Auto-injectors will be stored, handled, and administered according to each student's specific needs and physician request, as defined in the student's Action Plan.

## Communicable Diseases

BCA 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 head of school.

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

Parents are encouraged to involve themselves in three components vital to the health, stability, and sustainability of BCA. **We require all families to work (fundraise), serve (missions), and celebrate (events) with us to develop and foster community.** There will be numerous ways to get involved in each of these three areas. While we do not ask that you are directly involved in every aspect of these three components, we do ask that by the end of the year you will have at least been involved in each of the three components in some way.

Children of parents who are directly involved in their child's school and education are much more likely to succeed and excel academically. We appreciate and encourage parental involvement.

### 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 head of school.
- To help raise financial support.

The objectives of this organization are promoted in cooperation with the head of school and the school committees, and programs. All decisions must be approved by the head of school or school board, including all fundraising activities and expenditures of funds.

### Membership

Any parent and/or guardian whose child is enrolled in BCA and who subscribes to the objectives and basic policies of this organization, and all faculty members, head of school 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.

### 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.

## Parent and Student Acknowledgement 2019-20 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 head of school. The Head of School at 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](http://www.bluegrasschristianacademy.org)).

We, the undersigned, have read and support the policies and procedures outlined in the BCA Student Handbook.

### PARENTS

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Print name:* \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Print name:* \_\_\_\_\_

### STUDENTS

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Print name:* \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Print name:* \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Print name:* \_\_\_\_\_

**\*Each family must complete one copy of this form. Please sign and return this form no later than the second full week of school.**