



**BLUEGRASS**  

---

**Christian Academy**

**Family Handbook**  
**2024 - 2025**

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

## Faculty & Staff 2024-2025

<b>Name</b>	<b>Title</b>	<b>Email</b>
Mrs. Andrea Hutchins	Head of School	andrea@bluegrasschristianacademy.org
Mr. Marcus Daly	Assistant Head of School	marcus@bluegrasschristianacademy.org
Mrs. Julie Cissell	Finance & Operations Manager	finance@bluegrasschristianacademy.org
Mrs. Sarah Sanders	Administrative Assistant	sarah@bluegrasschristianacademy.org
Mrs. Jody Campbell	Preschool Teacher	jody@bluegrasschristianacademy.org
Mrs. Becky Baker	Jr. Kindergarten Teacher	becky@bluegrasschristianacademy.org
Mrs. Kelly Koenig	Kindergarten Teacher	kelly@bluegrasschristianacademy.org
Mrs. Mikila Carroll	1st Grade Teacher	mikila@bluegrasschristianacademy.org
Ms. Hunter Holt	2nd Grade Teacher Athletic Director, Coach	hunter@bluegrasschristianacademy.org
Mrs. Heather Roberts-Nault	3rd Grade Teacher	heather@bluegrasschristianacademy.org
Mrs. Faith Holleran	4th-8th Grade Teacher	faith@bluegrasschristianacademy.org
Mrs. Mandy Newcomb	Enrichment Teacher	mandy@bluegrasschristianacademy.org
Mrs. Shannon Jones	Related Arts & 4th-8th Teacher	shannon@bluegrasschristianacademy.org
Mrs. Holly Palumbo	Middle School Teacher House Director	holly@bluegrasschristianacademy.org
Mr. Joseph McCord	Greek Teacher	joseph@bluegrasschristianacademy.org
Mrs. Susan Kays	Librarian	bca@bluegrasschristianacademy.org
Mrs. Ann Molohon	Library Assistant	bca@bluegrasschristianacademy.org

### **BCA School Board**

*board@bluegrasschristianacademy.org*

Mr. Richard Carwile, *President*  
 Mr. Josh Bennett, *Vice President*  
 Mrs. April Witt, *Secretary*  
 Mr. Kelly Dickerson, *Member*  
 Mrs. Carrie Hahn, *Member*  
 Mr. Joe Higdon, *Member*  
 Mr. Scott Peterson, *Member*

Approved Feb/12/24 Board Meeting

## **Part I: SCHOOL OVERVIEW**

### **MISSION**

Bluegrass Christian Academy partners with families in the education of their children through a distinctly Christ-centered, classical, and covenantal education to form them into God-honoring men and women who grow in virtue, wisdom, and service to others for the rest of their lives.

### **VISION**

We exist to glorify God. Through the classes and life of our campus, we work to foster graduates who are equipped to continually grow in their ability to navigate God's Word and God's world. We encourage our students to find Christ in and above all things- seriously and joyfully glorifying God in all areas of their lives. We do this by teaching students to observe accurately, understand clearly, evaluate fairly, feel appropriately, apply wisely, and express compellingly. For more on this, please read John Piper's book, *Foundations for Lifelong Learning: Education in Serious Joy*.

### **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.

BCA offers students a traditional and wholesome learning environment with low student to teacher ratios. Time-tested methods guide our classrooms through the hands of dedicated teachers and great works are prized as resources to help us recognize and appreciate truth, goodness, and beauty.

BCA has always been marked by its strong commitment to Christian education. However, it was not originally a Classical school. In 2017, BCA transitioned to a Classical Christian school. BCA is a member of the ACCS, a partner member of the Classical Latin School Association, and earned accreditation from the CLSA in 2021.

## **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.

Approved Feb/12/24 Board Meeting

## **PHILOSOPHY OF EDUCATION**

All philosophical inquiry begins with asking the big questions.  
We seek to do that and offer our presuppositions in engaging the educational process.

### **What is ultimate reality?**

Ultimate reality exists at the will of a supreme and sovereign God. This God is the God of the Old and New Testament of the Bible.

He is both Creator and Sustainer. He is all wise, all good, all beautiful. The ultimate reality is that all humanity lives within the context of the Kingdom of God.

### **What is humanity?**

Humanity is the unique and special creation of God. All of humanity is created in the Image of God, male and female, from the moment of conception until the moment of death.

Mankind is afforded dignity and sanctity as the only image bearing creation by God.

### **What is wrong with humanity?**

In the Garden of Eden our first parents, Adam and Eve, those created by the hand of God, fell into sin by surrendering to the temptation to eat of the Tree of Knowledge of Good and Evil.

Adam's sin is passed down through all generations until and including today. It is passed down in such a way that all have sinned, there is no one righteous, all continually fall short of God's glory. All of humanity are sinners both by nature and by choice.

### **How is humanity's problem resolved?**

Sin is defeated in the world through and by the vicarious death of Jesus Christ as the final and ultimate sacrifice for the forgiveness of sin. His subsequent resurrection three days later, secures for all repentant believers eternal life, both now and in eternity in heaven.

The solution to man's sin problem as voiced by Jesus is this, "The time is fulfilled, and the kingdom of God is at hand; repent and believe in the gospel." Mark 1:15

Furthermore, we are to be led by the Spirit (Romans 8:14), walk by the Spirit (Galatians 5:16), and conform to the image of Jesus Christ (Romans 8:29).

### **Are there moral absolutes?**

Yes, moral absolutes are found in the character and nature of God. The Bible is the truth of God's character and nature. His word which is absolute truth is the standard for all moral and truth claims.

## **What is the final purpose of life and thus education?**

The ultimate and final purpose for all of God's creation is His glory. Humanity is to glorify God in all we do, whether we eat or drink (I Corinthians 10:31), whether we study or work, we do all as unto the Lord for His glory.

The purpose of education then is to discipline men, women, and children as citizens of the Kingdom of God, striving to live according to the moral absolutes of God's word, and affecting the world for the sake of God's glory.

While we recognize the value of skills training for the purpose of employment, our ultimate goal is to lead students into wisdom and truth and to be discerning of the culture around them so that they can live for Christ in whatever career they pursue.

## **What is the role of the parent?**

In a covenantal school model, the school community comes alongside the home (Ephesians 6:4) and the church (Ephesians 2:11-16). This model works best for those students who are being raised and disciplined in a Christian home as well as in a solid local church body. This combination means they are saturated in gospel teaching and daily gospel living.

## **What is the role of the teacher?**

The primary role of the teacher is to imitate Christ so that her or his students can imitate them. (I Corinthians 11:1)

Teachers teach students curriculum and they teach curriculum to students. The growth of the student in wisdom, virtue, and service is the focus for every lesson and class offered at BCA.

Teachers are scholars, mentors, guides, sages, counselors, disciplinarians, and instructors for the betterment of every student as they learn to walk in Christ.

Teaching methods are varied by grade level but include the following: lecture, reading aloud, silent reading, memorization and recitation, project based work, group and individual work, writing, classroom discussion, debate, asking questions, and student presentations.

The teacher will maintain an orderly, structured, and well-disciplined classroom. Teachers communicate expectations to lead students into being well mannered young men and women who demonstrate mastery of content and respect to other classmates and those in authority over them.

## **What is the role of the student?**

The student is to submit to the authority placed over her or him in the learning process. They are to work diligently, consistently, and respectfully, working as unto the Lord (Colossians 3:23).

Students learn to love God and their neighbor in all areas of life and service. The goal of Christian education is to introduce students to the goodness, beauty, and truth of God and His creation and to grow in appreciation of and worshipful reverence to Him.

Approved Feb/12/24 Board Meeting

Students will develop a love of learning which translates to a motivation toward self-learning. As they grow into the upper grades, their learning should begin to affect their personality and hunger for greater depth of learning.

### **What is the role of curriculum?**

Classroom curriculum is a tool that should provide a broad, liberal approach to the wisdom, beauty, and truth as it is expressed throughout the history of western civilization. It is Christ centered in all respects and points ultimately to His glory and His plan of redemption.

### **We teach the liberal arts with emphasis in three primary areas.**

1. Our Grammar School establishes our elementary aged students to the foundations of knowledge. These students engage in studies of math, sciences, literature, spelling, cursive writing (1st grade) and Latin (2nd grade), ancient civilizations, history, and Christian studies.
2. Our Logic School establishes our middle school aged students in the processes of investigation and inquiry. They study great works of literature from western civilization, higher order math, sciences, language arts and composition, Latin and Christian studies.
3. Our Rhetoric School establishes our high school students in the areas of composition and speech, combining their accumulated knowledge and ordering it in a fashion to present clear and compelling arguments. These skills are honed in science class such as biology, chemistry, and botany; history classes that span from the ancient civilizations of Greece and Rome through today; English and composition classes that solidifies training in word usage, grammar, and structured writing; and Christian studies, including Greek, that dive deeply into the Scriptures and the history and influence of the church. Students further learn the importance of worldview thinking and how to discern and communicate worldview presuppositions.

All classroom instruction and curriculum decisions are in accordance with the BCA statement of faith and the statement of marriage, gender, and sexuality.

### **APPROACH TO EDUCATION**

Festina lente in Latin means “make haste slowly.”

- The goal is to begin well by focusing on the most important content and then training in that content continually throughout the education career of each student.
- The goal for each subject is to prioritize each step in the pedagogical process and teach each student to master each step.
- Then, each student can move on to master the next step.

Multum non Multa means “much not many.”

- The goal is to dig deeply into subject matter rather than skim quickly, and give a regurgitation exam where content is dumped and forgotten.

Approved Feb/12/24 Board Meeting

- Our heart's desire is that students learn completely and deeply the subject matter as opposed to short term memorizing of answers only to be forgotten and not ever applied after an exam.
- Our curriculum approach is to teach fewer subjects well, indeed to mastery as opposed to overloading and overwhelming students with content that, at best, is stored in short-term memory.

We recognize that the education process is a twelve-year project for each student. We strive to maximize each of those years to teach deeply: Godly wisdom, Christian virtues, and Christ-like service.

We strive to disciple the heart and mind, through both corrective discipline and instructive discipline (II Timothy 3:16).

"The goal of education is not simply knowledge for knowledge's sake, however; the goal of true education is for our knowledge of God, man, and creation to come to full flower in wisdom and for this wisdom to help us better love and serve our neighbor."

*For more information:*

Clark, Kevin and Ravi Scott Jain, *The Liberal Arts Tradition : A Philosophy of Classical Christian Education*. (Revised Edition),  
Camp Hill, PA: Classical Academic Press. 2019.

## **ACCREDITATION**

As a fully accredited partner member of the Classical Latin School Association, BCA is committed to the philosophy of the Classical Core Curriculum (CCC) as interpreted through the lens of BCA's philosophy of education. The CCC aims to give a Christian liberal education made up of the arts and sciences. Content covered encompasses phonics, Latin, math, classic literature, science, ancient history (classical studies), modern history, and the fine arts. In all of our programs we strive for continuity and mastery learning while focusing on teaching age-appropriate material through age appropriate methods. BCA is also a member of the Association of Classical Christian Schools (ACCS). Information can be found for the CLSA at <https://classicalchristian.org/> and for the ACCS at <https://classicallatin.org/>.

## **ADMISSIONS, ENROLLMENT, and RE-ENROLLMENT**

At BCA, we believe that we exist to glorify God. Through the classes and life of our campus, we work to foster graduates who are equipped to continually grow in their ability to navigate God's Word and God's world. We encourage our students to find Christ in and above all things- seriously and joyfully glorifying God in all areas of their lives.

Our identity is rooted in our Christian beliefs found in our statement of faith and our philosophy of education, as such our educational environment is essential to our mission. Therefore, BCA believes it best for all that both employment and admission be open only to those who believe in and adhere to the Christian beliefs as outlined in our governing statements.

The spirit of unity on campus is fostered by parents who are actively involved, caring teachers who love their students and enjoy their work, and students who are growing in their understanding of Christ and

Approved Feb/12/24 Board Meeting



the world they share together. Therefore, BCA requires that parents profess faith in the Lord Jesus Christ and express belief in and agreement to the statement of faith; the statement on marriage, gender, and sexuality; and consistently attend a local Christian church. Families must submit a pastoral recommendation form with their application to the school.

### **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. 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.

### **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 policies and programs and makes reasonable accommodations in 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 (application fee is currently \$150, nonrefundable).
- BCA may require an entrance test for placement purposes
- Parent/student interview with admissions committee

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 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 and/or committee 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 and/or committee 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 12<sup>th</sup> grades must:

1. Submit required forms
2. Re-enroll online through Gradelink.
3. Pay the registration fee.

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 has regulations requiring immunizations for children in child care and school. The Cabinet for Health and Family Services (CHFS) administers the Immunization Program in Kentucky schools. These same requirements also provide exemptions from these immunizations for both medical reasons and religious beliefs. A current immunization certificate should be on file at the school within two weeks of the child's enrollment. (702 KAR 1:160, formerly 704 KAR 4:020). Documentation of the

Approved Feb/12/24 Board Meeting

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. 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 finance manager, Mrs. Julie Cissell. 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 BeneFAQ, <https://www.benefaq.com/sign-in/parent>, 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 2.5 or above and not fail any subject in a given semester.
- Any student (K – 12<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

### **Preschool & Junior Kindergarten**

3 & 4 year olds

#### **Lower School**

Primary Grades: K-2

Grammar Stage: 3-6

#### **Upper School**

Logic Stage: 6/7-8/9

Rhetoric Stage: 9/10-12

Reading, writing, spelling, and arithmetic are given the highest priority in K-2 in addition to basic skills, work habits, and attitudes. An emphasis on memorization and accumulation of knowledge in the grammar stage (lower school); evaluation, analysis, and integration of information in the logic stage (middle grades); and the articulate expression of ideas through the spoken and written word in the rhetoric stage (in development) are hallmarks of the classical trivium.

*Classical Core Curriculum subjects are summarized briefly below. A detailed description per grade level is available upon request.*

#### **Chapel**

Chapel is an integral part of BCA fulfilling our mission and vision to partner with families and churches in the Christian development of our students.

BCA holds weekly chapel services for all students and staff. These services include elements of reading and preaching the Bible, prayer, and singing. These services coupled with our daily catechism recitations and our time of prayer and singing during our lunch period, provide the spiritual foundation for our students.

Our chapel services are held under the supervision of our Chapel director in accordance with the BCA Statement of Faith. Our chapel director usually brings our weekly messages from a singular book of the Bible chosen by our faculty at the beginning of each year.

Our special services and school wide gathering are, likewise, an extension of our chapel services. These include our holiday programs, Night of the Arts, school opening and closing ceremonies, and other events throughout the year.

Our chapel services are always open to the families of our students and we welcome you to join us when you are available. We hold our services during our opening session on Wednesday mornings, usually beginning shortly after 8 am.

### **Preschool & Jr. Kindergarten**

**(3 & 4 year olds)**

Our half-day preschool (3yo) and junior kindergarten (4yo) programs provide a gentle introduction to a classroom setting. To help foster kindergarten readiness, academic instruction includes: letter and number recognition, introductory phonics, counting, letter formation, and motor skills. Age appropriate teaching methods are used to nurture important work habits, such as attention to detail and listening.

Approved Feb/12/24 Board Meeting

Full day attendance is offered for Preschool and Jr. Kindergarten students. Most academic instruction occurs before lunch.

### **Primary & Lower School (Kindergarten - Sixth Grade)**

#### **Early Reading (Primary: K-2nd)**

A common-sense approach to phonics offers mastery and lays the foundation for higher-order reading skills.

#### **Spelling**

Spelling instruction begins in grade K. As students progress, spelling instruction methods change to suit their abilities and needs. Spelling becomes more of an integrated subject as students age.

#### **Literature**

We choose the very best literature and poetry for each age, works that model heroes, virtues, and high ideals. Our literature program does more than develop reading skills – it inspires students to love what is good and noble in life.

#### **Penmanship (1st-3rd)**

Instruction in cursive writing improves fine-motor skills, writing speed, self-discipline, spelling, and reading- creating a professional quality in a student’s penmanship. Most all assignments are expected to be conducted in cursive after 3rd grade.

#### **Mathematics**

Arithmetic is the focus of grades K-6 to ensure mastery of counting and calculation. A true mastery of arithmetic skills through repeated drill and practice lays the foundation for the more advanced thinking skills of algebra, geometry, and calculus.

#### **Latin (begins in 2nd grade)**

A foundation for learning modern languages, Latin develops vocabulary, English grammar skills, and teaches students how to think critically. All new students are placed in an age-appropriate beginning Latin class.

#### **Christian Studies**

The history, geography, and teachings of the Old and New Testament are accompanied by Scripture memorization over the years. Our beliefs are that the Christian faith is true and that both reason and history support this belief. All time is dated from the birth of Jesus Christ, the central figure in human history. Our program helps students understand why this is true.

#### **Classical Studies**

Students learn the vocabulary, history, geography, and literature that underlie the great achievements of Western civilization.

#### **American/Modern Studies**

In American/Modern Studies students study American history, geography, and literature as well as world geography and non-Western cultures. The program is designed to give students mastery over very

concrete and useful information about the United States and the world, and to build each year on previous year's works.

### **Nature & Science**

Students learn much about science—morphology, physiology, classification, habitats, etc.—through the detailed study of stars, insects, birds, mammals, and trees. The Lower School science curriculum includes the study of (Latin-based) scientific terminology, as well as an exposure to the beautiful tradition of English nature poetry.

## **Upper School (Seventh -Twelfth Grades)**

### **Composition**

English grammar, usage, and composition are taught yearly in K-12. The ability to write with clarity, beauty, and power is developed through our program. The Structure and Style Method from the Institute for Excellence in Writing guides our composition program and is based on the original classical method of teaching writing called the “progymnasmata.” “Through the process of learning to write well, students learn how to think clearly and express themselves eloquently and persuasively.” *IEW*

### **Literature**

The study of good literature provides models of correct English and excellence in writing. We choose the very best literature for each age, works that model heroes, virtues, and high ideals. Our literature program does more than develop reading skills – it inspires students to love what is good and noble in life.

### **Mathematics**

Mathematics is the science and philosophy of relationships. It is cumulative, rigorous, and demanding and it develops logical, accurate, and precise thinking. With firm arithmetic skills students gain in Lower School, the world of mathematics is more accessible. Pre-algebra is the first step students take into the world of mathematics after they have demonstrated a certain degree of arithmetic mastery.

### **Latin**

A foundation for learning modern languages, Latin develops vocabulary, English grammar skills, and teaches students how to think critically. Students are required to take Latin every year after the 2nd grade that it is offered. All new students are placed in an age-appropriate beginning Latin class. Latin improves vocabulary, grammar, comprehension, and usage of the English Language as well as:

- Helps students understand the grammar of the English Language
- Aids students in learning foreign languages
- Allows students to examine classical pieces of literature in the original language after becoming fluent in Latin

### **Christian Studies**

Christian Studies is an academic course equal in content and examinations to all other areas of the curriculum. We believe the Christian faith is true and that both reason and history support this belief. All

time is dated from the birth of Jesus Christ, the central figure in human history. Our Christian Studies program helps students understand why this is true.

### **Classical Studies**

Students continue to learn the vocabulary, history, geography, and literature that underlie the great achievements of Western civilization. Students read the classics of Greek, Roman, and English literature, and study the modern world.

### **American/Modern Studies**

In American/Modern Studies students study American history, geography, and literature as well as world geography and non-Western cultures. The program is designed to give students mastery over very concrete and useful information about the United States and the world.

### **Nature & Science**

Students begin the study of modern science in the seventh grade. Earth Science and Physical Science are taught on a rotational basis from year to year for 7th and 8th grades. Chemistry, Biology, Physics, and a Science Elective are taught on a 4-year rotational basis for 9th-12th grades. Scientific skills are practiced and developed through lab activities that accompany each course.

### **Related Arts (Kindergarten - Twelfth Grade)**

Related Arts encompasses Art, Art History, Music, Music Appreciation, and Physical Education with goals reassessed and determined each year. Students develop bodily coordination and skill; they learn about various works of art, artists, music, and musicians; and they explore various elements of art and music through studio projects. Additionally, older students survey art history from prehistory to the present.

### **Library**

Books from the library 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 Library*

- **To instill a love of good books and of reading good books**
- 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 needs 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:

Approved Feb/12/24 Board Meeting

- Will be Christ-centered
- Will be an instrument of the Holy Spirit
- Will be a center of spiritual learning and growth

**BCA Maximum Teacher/Student Ratios**

<b>Grade</b>	<b>Maximum* Teacher : Student Ratio for Core Classes</b>
Preschool (PreK3)	1:8
Jr. Kindergarten (PreK4)	1:8
Kindergarten-1st Grade	1:12
Lower School (2nd-6th)	1:17
Upper School (7th-12th)	1:17

\* The physical classroom space assigned may dictate lower teacher:student ratios.

**Grading**

Progress Reports are issued every quarter for grades K - 12<sup>th</sup> grades. The final progress report is provided after the last day of school and is the student’s official Report Card for the school year.

BCA’s grading scale is as follows:

**K – 2nd Grades**

<b>Grading Symbol</b>	<b>Explanation</b>
+	Exceeding Expectation
✓+	Showing Expected Progress
✓	Satisfactory
✓-	Needs Improvement
-	Unsatisfactory
☐	Not Assessed This Semester
N	Not Assessed at This Grade Level

**3rd – 12th Grades**

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

Approved Feb/12/24 Board Meeting



## **Gradelink**

It is our goal for Gradelink to be a primary means of communicating **progress reports** with parents. However, it is also vital that you see and review the work that is sent home via the **red folder**. This will give you a glimpse into the content of the classroom, your child's handwriting, their writing abilities, and the knowledge they are gaining and struggling with.

## **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:

### **All students:**

- **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.

### **Upper School students:**

- **Preparation:** Upper school students learn the skill of preparing for class ahead of time. This could be by reading, watching pre-recorded lectures, or conducting research.

Homework assignments must be completed and handed in on the day designated by the teacher. Students in grades 1<sup>st</sup> – 12<sup>th</sup> are required to record their assignments in their agenda.

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.

## **Standardized Testing/Assessments**

BCA administers the Iowa Assessment Form E in grades 3-12 only. This assessment is used for two main purposes: to monitor student growth from year to year, and to evaluate class-wide performance. Full time high school students are required to take at least one college entrance exam.

Results provide a snapshot of class performance as a whole in core subjects, so that we may identify areas of improvement and areas of strength. This data, along with the other ways that we assess student growth, enables sound decision making for curriculum review and continuous improvement.

Individual results are kept in the student file and compared with the student's performance in class. Assessment results are not used as a sole indicator of a student's achievement or abilities.

We believe that standardized testing has a specific place within the school and that it can offer valuable information. But, we do not hold it in such high regard that we use class time for practicing or "teaching to the test". Our preparation is minimal.

Approved Feb/12/24 Board Meeting

## **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 progress report 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 – 12<sup>th</sup> grades are provided an agenda and are expected to faithfully use the school agendas that are assigned. Agendas are not just tools for the student to use for their own sake, but diligent use of the agenda daily also informs the parent of work assigned, discipline concerns, incomplete work, etc. Parents can also use the agenda to communicate with the teacher.

## **Red Folders**

To facilitate school-wide consistency, all families are provided with a red folder. The red folders are used to transport communication between parents and teachers. Examples of items that will be sent via the red folder include quizzes, letters from the head of school, permission slips, newsletters, work samples, etc.

## **Bible Version for Classroom Use**

The use of Scripture in the classroom is a fundamental, integral 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.

## 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

Half-day Preschool (3yo) & Jr. Kindergarten (4yo)	8:00 A.M. - NOON *
Full-day Preschool (3yo) & Jr. Kindergarten (4yo)	8:00 A.M. - 3:00 P.M. *
Kindergarten - 12th Grade	8:00 A.M. - 3:00 P.M. *

\*Afterschool Care is available for all students until 4:30 P.M. **Please notify the office.**

Doors will open at 7:30 A.M. for students that **need** to arrive early due to parent work hours. If you are able to bring your child between 7:45-8:00, please do so.

Students that arrive after 8:00 A.M. are required to enter through the side doors where the office is located.

## 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 secretary 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 teachers or students directly.

Approved Feb/12/24 Board Meeting

## **Excused Absences -**

The importance of regular attendance is paramount to obtaining the most from a BCA education. 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 without medication.** 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 make every effort to present a request to the office one week in advance for all planned absences. 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 must be gathered by the student and may not be available in advance. (students can request work in advance, but sometimes a teacher is unable to fulfill those requests. Teachers will always provide make-up work for excused absences when students return to school.)
- 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**

Unexcused tardies result in the student missing valuable class time, often disturb others as they enter class late, and lead teachers to repeat instruction. Consecutive or habitual tardiness may result in a parent meeting.

## **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 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

Approved Feb/12/24 Board Meeting

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 the 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 unexcused. Students who are absent more than 20 days in a school year place their promotion in jeopardy.

### **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.

## **Part III: DISCIPLINE**

### **Philosophy of Discipline**

Our mission statement affirms that we at BCA see our role as partnering with families, specifically with parents or guardians for the discipline and instruction of children. (Ephesians 6:4)

We recognize that parents are ultimately responsible for their child's behavior even while the child is at school. BCA seeks to teach and train children to demonstrate their love for God by giving honor and obedience to their parents and all authorities divinely placed in their lives. Therefore, these discipline procedures have the function of placing the responsibility of discipline on the parent.

Our guiding principles regarding discipline are founded on two passages of Scripture:

II Timothy 3:16-17, "All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work."

Hebrews 12:11, "For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it."

### **Two Perspectives on Discipline**

We view discipline from two perspectives, one positive and one negative.

#### **Positive**

The positive side of discipline is the aspect of teaching and training in righteousness from the passage above. We seek, in partnership with parents and families, to instill in each child a disciplined approach to life. Teaching them the disciplines of a godly life and practice is a priority. (II Peter 1:3-11)

This discipline includes training in the code of conduct of BCA. It includes participation in the liturgy of the school. It includes understanding and practicing the rules of our school. These rules include following all dress code requirements, all matters of expected etiquette and manners, and showing proper respect to all persons including classmates, faculty, staff, and others in authority. Furthermore, each class will establish classroom expectations.

By continuing to practice the teachings and training in biblical righteousness, we expect that our students will joyfully strive to be more disciplined in pursuing a virtuous life both at school and at home as well as anywhere else the day may take them.

We expect behavior from our students that is reflective of a love for Jesus Christ and desire to glorify Him as our highest reward.

#### **Negative**

However, we recognize the nature of humanity's fall into sin and that all are sinners, adults and children; faculty and students.

Here we build on the scriptural mandate to allow the scriptures to reproof and correct our hearts.

Approved Feb/12/24 Board Meeting

Jesus said in Matthew 15:18, “But what comes out of the mouth proceeds from the heart, and this defiles a person.”

Therefore, and again recognizing parental authority over all matters concerning their children, we seek to call attention to areas of disobedience and correct those matters as soon as possible. Nearly all circumstances of corrective discipline will occur in the classroom guided by the wisdom of the teacher and in alignment with the age, maturity, personality, and temper of the student.

The ultimate motivation of corrective discipline is a repentant heart and reconciliation of the offending student to the full classroom environment so that we all may “yield the peaceful fruit of righteousness.”

If the corrective discipline initiated in the classroom by the teacher proves ineffective, the student will be sent to the Assistant Head of School or the Head of School. When this “office visit” occurs, the student’s parent(s) will be contacted. We will report the infraction of the student, the failed attempt of correction and the actions taken, and seek to collaborate with parents as to next steps. Parental involvement and input is absolutely necessary at this point. We need not only your suggestions but your follow-through.

If, however, the behavior continues and the student is sent to the office more than three times, the parents and staff of BCA will agree to measures which include in-school detention with the withholding of the student from activities, house events, or special events sponsored by the school.

When infractions that are more serious occur, we will agree to terms of suspension from all classroom and school activities for a designated time. It is our hope that the extended time away from school will bring to bear the weight of the infractions and allow parents additional time for correction at home.

In the event of detention, the student will be permitted to complete all assignments and exams, but in the event of a suspension from school, in order to fully understand the ramifications of their actions, the student will receive a grade of zero (0) for all missed assignments and exams.

There are some actions that warrant immediate attention and action and they will be handled accordingly. Please see the section on immediate action for examples and more information.

**CORE VIRTUES:** Honor, Honesty, Obedience, Peacemaking, Purity

### **STUDENT CODE OF CONDUCT**

1. We cheerfully and promptly obey the authority under which we are placed.
2. We can appeal respectfully and courteously. We do not argue or negotiate.
3. We love and honor one another.
4. We encourage one another.
5. We do not point out the shortcomings of others in order to build ourselves up.
6. We tell the truth.
7. We do not disrespect or distract others.
8. We do not spread rumors or gossip.
9. We will not make excuses for our wrong actions but will admit them.
10. We avoid cliques, clubs, or games that exclude others.

Approved Feb/12/24 Board Meeting

11. When others seek forgiveness, we grant forgiveness.
12. When others hurt, we comfort them.
13. When we have work to do, we do it without complaining.
14. If we make a mess, we clean it up.
15. We treat one another with respect and patience.

### **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.

Christian love & hospitality should guide our interactions.

**“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).**

### **Electronic Devices**

BCA prohibits students from grade 8 and below from possession of cell phones, ear pods, tablets or other electronic devices during classroom hours or other school functions after hours.

The school has laptops available for class use when and as directed by the teacher.

If a parent determines their student needs a cell phone at school, the phone must be turned off and stored in their backpack. If a parent has allowed their child to bring a cell phone, and if a teacher or staff member grants permission, a student may use their cell phone after dismissal in order to communicate with a parent.

However, in the event a parent or guardian needs to contact a student, please call the school office and we will relay any message or retrieve the student. In the event a student needs to contact a parent during

Approved Feb/12/24 Board Meeting



or after school, the office phone is always available, for students with permission, for use in such circumstances.

A teacher will confiscate any device if it is seen or used before, during, or after school without permission.

The head of school will not investigate the loss, damage, or theft of electronic devices and BCA accepts no responsibility in such situations. .

Any device is subject to search and seizure to examine postings, messages, pictures, graphics, videos, etc., if a student is suspected of using the device improperly. The expectation is, that in such situations, parents will release any password information to access a device if the above is suspected. Furthermore, BCA will both investigate internally, and if necessary turn over investigations to law enforcement authorities if any illegal activity is observed or expected. These incidents include but are not limited to cyber-bullying or harassment; taking, receiving, forwarding, or storing inappropriate images, especially of minors, including themselves; or downloading any hazardous software such as viruses or hacking software.

### **Confiscation Steps:**

1st offense teacher takes and gives to the 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 it from the head of school.

2nd 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.

In the event that a phone is confiscated, the student will be referred directly to either the Head of Schools or Assistant Head of School and we will follow the protocol outlined in our discipline policy for office visits.

### **Phone Policy for High School Students**

High School students (Grade 9-12) may have their phones on campus. In order to do so they and their parents/guardians must agree to the following stipulations:

1. Written permission is in their student file. Permission is renewed every year. Forms will be provided by BCA.
2. The phone will remain off, not on silent or vibrate, but off for the entire time the student is on campus.
3. The phone will remain out of sight and not on the student's person. It can be in their car, a backpack, or somewhere else.

Approved Feb/12/24 Board Meeting

4. BCA accepts no responsibility for lost, stolen, or damaged devices.
5. Password access to the phone is granted to the school or investigators for the infractions listed above in the overall cell phone and electronic device policy.
6. Violation of these stipulations can result in loss of phones entirely, suspension, or expulsion.

### **Internet**

Improper use of the internet and social media has become a major source of concern in our society. 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.

The use of school owned computers and equipment is a privilege and not a right. Any student accessing any social media websites, including unauthorized use of YouTube or Google search sites, will be subject to loss of computer use. Any student accessing inappropriate websites while using school owned equipment will immediately lose computer usage and they will be subject to further disciplinary measures as outlined elsewhere in this handbook.

### **Immediate action**

The following actions will warrant immediate detention, suspension, or even expulsion depending on the gravity of the infraction.

1. Disrespect shown to any adult who is authorized to exercise authority over the student.
2. Dishonesty, including lying, cheating, or stealing toward a member of the faculty or staff, or to another student.
3. Destruction or vandalism of property, which included private property of a student or staff member, property belonging to the school, or the facilities belonging to Parkway Baptist Church.
4. Rebellion, which is defined as outright disobedience to instruction or a directive from a member of the faculty or staff.
5. Weapons possession: all weapons are prohibited on the premises of BCA, including the parking lots and property surrounding the school. This includes all knives (even pocket knives), guns (even non-functioning or models), clubs, explosives (including fireworks), or any other device or tool that is not considered normal for school use. If tools such as hammers or saws or any other tool that could be used as a weapon, needs to be brought to school for a specific project, the student must request permission from the teacher and the administrative office not less than three (3) school days prior to their needed presence. All such tools must be checked in at the office and will only leave the office for the time intended for their specific and supervised use.
6. Fighting, which is defined as physically striking, in any manner, another student or adult in anger, vengeance, or malice with the intent to do bodily harm. This includes all forms of harassment (actual or virtual), threats of violence, or aggression in an attempt to manipulate another student.
7. Obscenity, defined as the use of any foul language including taking the name of the Lord in vain.
8. Inappropriate behavior, including any form of touching, flirting, harassing (in person or virtual), or

Approved Feb/12/24 Board Meeting

speech that causes another person, adult or student, to become fearful or uncomfortable. Also included would be any form of assault or abuse.

- a. We recognize that with the age of our student body ranging from 3 years old upward to as old as 18 years old, restroom use will be allowed only in designated areas/times for each school level.

***\*\*\* Please note, that in the event of any infraction that could be considered illegal, BCA will notify the Bardstown Police Department and turn all investigative responsibility to these professionals.***

### **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.

### **Chain of Disciplinary Escalation**

Communication Means: Note (in agenda, text, or email) → Phone Call → Meeting

Personnel Involved: Teacher → Assistant Head of School → Head of School → Board

### **Suspended or expelled students**

Families of expelled students are responsible for the remainder of tuition for the semester.

Re-enrollment of a suspended or expelled student is fully at the discretion of the school board. This is the case at the end of the period or expulsion or at the beginning of a new school year. In the event the school board feels the student's presence is disruptive to the culture of the school by being a negative influence on other students or is not fully accepting of and taking responsibility for their actions, re-enrollment can be denied or it could be granted on a strict probationary basis.

### **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.

### **Conclusion**

This BCA discipline policy is in full effect at all school gatherings, field-trips, events, fellowships, or any other school-related function whether on or off the school campus. It is our most sincere desire to work alongside the parents and families of our students to guide in the training of righteousness leading toward a life of virtuous hearts, actions, and attitudes. We recognize that corrective actions will need to be taken from time to time and we desire to address all of these with the greatest discretion and the least amount of interruption to the class or the life of the student.

We are grateful for the partnership of each parent and family member, and we look forward to working together to raise up your children in the disciple and instruction of the Lord Jesus Christ.

Approved Feb/12/24 Board Meeting

**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. 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.
3. The differences between grade level requirements in attire are meant to communicate and instill an appreciation of the physical growth and development that God has created as a natural part of our lives. In other words, it's a practical way to help our students learn to number their days. Psalm 90:12- *So teach us to number our days that we may get a heart of wisdom.*
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. The administration is responsible for the final 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.

Garment	Description
<b>Pants Shorts</b>	Navy or Khaki No belts please Clasps/buttons/snaps students are independent with is preferable Jeggings and Yoga Pants are not acceptable
<b>Collared Shirt</b>	Light Blue or Navy Polo Light Blue Oxford (tucking optional)
<b>Sweater Sweatshirt</b>	Vests, Pullover, Cardigan: Solid Navy or Grey BCA Spirit Wear Crew Neck Sweatshirt with collared shirt underneath Coats and jackets are not allowed in class
<b>Shoes</b>	Tennis shoes or well fitting dress shoes only. Also, no shoe strings that need to be tied (elastic laces only, otherwise opt for Velcro). Dressy shoes are not required, as our preschoolers spend lots of time outside. <a href="#">Examples</a> No cowboy boots
<b>Dresses Girls Only</b>	Navy or Light Blue White, Gray, or Navy Leggings or Bike Shorts MUST be worn under dresses. Leggings can be full or capri length. <a href="#">Examples</a>
<b>Jumpers Skirts Girls Only</b>	Navy, Khaki, or Lands' End (Clear Blue Plaid) White, Gray, or Navy Leggings or Bike Shorts MUST be worn under skirts. Leggings can be full or capri length. <a href="#">Examples</a>
<b>Lunchbox</b>	Lunch box with a SHOULDER STRAP so they can wear it up the stairs if necessary.
<b>Backpack</b>	Only needs to be large enough to hold one folder and their lunchbox

**NOTE:** The only acceptable embroidery on clothing for students 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.

GARMENT	DESCRIPTION	
<p><b>Pants Shorts</b></p>	<p style="text-align: center;"><b>BOYS</b></p> <p><b>Color:</b> Solid Navy or Khaki  <b>Pant Type/Style:</b> <a href="#">Examples</a>  <b>Shorts Type/Style:</b> <a href="#">Examples</a>  <b>Shorts Length:</b> Top or right below knee  <b>Belt:</b> Optional</p> <p><i>Jeggings and Yoga Pants are not acceptable</i></p>	<p style="text-align: center;"><b>GIRLS</b></p> <p><b>Color:</b> Solid Navy or Khaki  <b>Pant Type/Style:</b> <a href="#">Examples</a>  <b>Shorts Type/Style:</b> <a href="#">Examples</a>  <b>Shorts Length:</b> 2" from top of knee or right below knee  <b>Belt:</b> Optional</p> <p><i>Jeggings and Yoga Pants are not acceptable</i></p>
<p><b>Collared Shirts</b></p>	<p style="text-align: center;"><b>BOYS &amp; GIRLS</b></p> <p><b>Logo:</b> Required (<i>Choice Uniforms and The Nest will embroider your shirts</i>)  <b>Color:</b> Solid Navy, Solid Light Blue  <b>Type/Style:</b> Any solid collared shirt type represented here: <a href="#">Examples</a>  <b>Tucking:</b> Boys- required   Girls- optional so long as neat appearance maintained  <b>Camisoles and Undershirts:</b> deemed undergarments and should be tucked in, not visible below the hem of other shirts.</p>	
<p><b>Outerwear</b></p>	<p style="text-align: center;"><b>BOYS &amp; GIRLS</b></p> <p><i>* When outerwear is worn it is to be worn on top of the required collared shirt. Hoods are not allowed.</i>  <b>Logo:</b> Optional  <b>Options:</b> Vest, Pullover, Cardigan, Zip-up Fleece Jacket, BCA Spirit Wear Crew Neck Sweatshirt may also be worn with collar, Hoodies are not allowed in the classroom  <b>Color:</b> Solid Navy or Grey  <b>Coats and Jackets:</b> not allowed in class; any appropriate coat or jacket may be worn to school</p>	
<p><b>Shoes</b></p>	<p style="text-align: center;"><b>BOYS &amp; GIRLS</b></p> <p>Athletic Shoes or Full-foot Dress Shoes (ex:no sandals, flip flops, crocs) <a href="#">Examples</a></p>	
<p><b>Dresses Jumpers</b></p> <p><i>Girls Only</i></p>	<p><b>Logo:</b> Optional  <b>Color:</b> Solid Navy, Light Blue, or Khaki/ Or Lands' End "Clear Blue Plaid"  <b>Type/Style:</b> Any type found here: <a href="#">Examples</a>  <b>Length:</b> At the top of the knee or longer  <b>Leggings or Bike Shorts:</b> Required underneath; White, Gray, or Navy; Shorts, Full, or Capri length.</p>	
<p><b>Skirts Skorts</b></p> <p><i>Girls Only</i></p>	<p><b>Color:</b> Solid Navy or Khaki/ Or Lands' End "Clear Blue Plaid"  <b>Type/Style:</b> Any type/style found here: <a href="#">Examples</a>  <b>Length:</b> At the top of the knee or longer  <b>Leggings or Bike Shorts:</b> Required underneath; White, Gray, or Navy; Short, Full, or Capri length.</p>	

GARMENT	DESCRIPTION	
<p><b>Pants Shorts</b></p>	<p style="text-align: center;"><b>BOYS</b></p> <p><b>Color:</b> Solid Navy or Khaki  <b>Pant Type/Style:</b> <a href="#">Examples</a>  <b>Shorts Type/Style:</b> <a href="#">Examples</a>  <b>Shorts Length:</b> Top or right below knee  <b>Belt:</b> Required</p> <p><i>Jeggings and Yoga Pants are not acceptable</i></p>	<p style="text-align: center;"><b>GIRLS</b></p> <p><b>Color:</b> Solid Navy or Khaki  <b>Pant Type/Style:</b> <a href="#">Examples</a>  <b>Shorts Type/Style:</b> <a href="#">Examples</a>  <b>Shorts Length:</b> 2" from top of knee or right below knee  <b>Belt:</b> Optional</p> <p><i>Jeggings and Yoga Pants are not acceptable</i></p>
<p><b>Collared Shirts</b></p>	<p style="text-align: center;"><b>BOYS &amp; GIRLS</b></p> <p><b>Logo:</b> Required (<i>Choice Uniforms and The Nest will embroider your shirts</i>)  <b>Color:</b> Solid Navy, Solid Light Blue  <b>Type/Style:</b> Any solid collared shirt type represented here: <a href="#">Examples</a>  <b>Tucking:</b> Boys- required   Girls- optional so long as neat appearance maintained</p>	
<p><b>Outer-wear</b></p>	<p style="text-align: center;"><b>BOYS &amp; GIRLS</b></p> <p><i>* if outerwear is worn it is to be worn on top of the required collared shirt. Hoods are not allowed.</i>  <b>Logo:</b> Optional  <b>Options:</b> Vest, Pullover, Cardigan, Zip-up Fleece Jacket, BCA Spirit Wear Crew Neck Sweatshirt may also be worn with collar, Hoodies are not allowed in the classroom  <b>Color:</b> Solid Navy or Grey  <b>Coats and Jackets:</b> not allowed in class; any appropriate coat or jacket may be worn to school</p>	
<p><b>Shoes</b></p>	<p style="text-align: center;"><b>BOYS &amp; GIRLS</b></p> <p>Athletic Shoes or Full-foot Dress Shoes (ex:no sandals, flip flops, crocs)<a href="#">Examples</a></p>	
<p><b>Dresses</b>  <i>Girls Only</i></p>	<p><b>Color:</b> Solid Navy or Khaki/ Or Lands' End "Clear Blue Plaid"  <b>Type/Style:</b> Any type found here: <a href="#">Examples</a>  <b>Length:</b> At the top of the knee or longer  <b>Leggings or Bike Shorts:</b> Required underneath; White, Gray, or Navy; Shorts, Full, or Capri length.</p>	
<p><b>Skirts Skorts</b>  <i>Girls Only</i></p>	<p><b>Color:</b> Solid Navy or Khaki/ Or Lands' End "Clear Blue Plaid"  <b>Type/Style:</b> Any "AT THE KNEE" or "TOP OF THE KNEE" found here: <a href="#">Examples</a>  <b>Length:</b> At the top of the knee or longer.  <b>NOTE:</b> "ABOVE THE KNEE" skirts are usually too short considering Recreation time is given everyday and PE occurs 2-3 times a week.  <b>Leggings or Bike Shorts:</b> Required under skirts; White, Gray, or Navy; Shorts, Full, or Capri length.</p>	

GARMENT	DESCRIPTION	
<p>Pants Shorts</p>	<p style="text-align: center;"><b>YOUNG MEN</b></p> <p><b>Color:</b> Solid Navy or Khaki  <b>Pant Type/Style:</b> <a href="#">Examples</a>  <b>Shorts Type/Style:</b> <a href="#">Examples</a>  <b>Shorts Length:</b> Top or right below knee  <b>Belt:</b> Required</p> <p><i>Jeggings and Yoga Pants are not acceptable</i></p>	<p style="text-align: center;"><b>YOUNG WOMEN</b></p> <p><b>Color:</b> Solid Navy or Khaki  <b>Pant Type/Style:</b> <a href="#">Examples</a>  <b>Shorts Type/Style:</b> <a href="#">Examples</a>  <b>Shorts Length:</b> 2" from top of knee or right below knee  <b>Belt:</b> Optional</p> <p><i>Jeggings and Yoga Pants are not acceptable</i></p>
<p>Collared Shirts</p>	<p style="text-align: center;"><b>YOUNG MEN &amp; YOUNG WOMEN</b></p> <p><b>Logo:</b> Required (<i>Choice Uniforms and The Nest will embroider your shirts</i>)  <b>Color:</b> Solid Navy, Solid Light Blue  <b>Type/Style:</b> Any solid collared shirt type represented here: <a href="#">Examples</a>  <b>Tucking:</b> Boys- required   Girls- optional so long as neat appearance maintained</p>	
<p>Outer-wear</p>	<p style="text-align: center;"><b>YOUNG MEN &amp; YOUNG WOMEN</b></p> <p><i>* Outerwear is to be worn on top of the required collared shirt. Hoods are not allowed.</i></p> <p><b>Logo:</b> Optional  <b>Options:</b> Vest, Pullover, Cardigan, Zip-up Fleece Jacket, BCA Spirit Wear Crew Neck Sweatshirt may also be worn with collar, Hoodies are not allowed in the classroom  <b>Color:</b> Solid Navy or Grey  <b>Coats and Jackets:</b> not allowed in class; any appropriate coat or jacket may be worn to school</p>	
<p>Shoes</p>	<p style="text-align: center;"><b>YOUNG MEN &amp; YOUNG WOMEN</b></p> <p>Athletic Shoes or Full-foot Dress Shoes (ex:no sandals, flip flops, crocs) <a href="#">Examples</a>  <b>Please keep in mind that even our older students spend time outdoors and at recreation and should be in comfortable shoes.</b></p>	
<p>Skirts  <i>Girls Only</i></p>	<p><b>Color:</b> Solid Navy or Khaki/ Or Lands' End "Clear Blue Plaid"  <b>Type/Style:</b> Any "AT THE KNEE" or "TOP OF KNEE" skirt found here: <a href="#">Examples</a>  <b>Length:</b> At the top of the knee or longer <b>NOTE:</b> "ABOVE THE KNEE" skirts are usually too short considering Recreation time is given everyday and PE occurs 2-3 times a week.  <b>Leggings or Bike Shorts:</b> Required underneath; White, Gray, or Navy; Shorts, Full, or Capri length.</p>	
<p>Formal Wear  <b>REQUIRED ON WED</b></p>	<p style="text-align: center;"><b>*THIS IS THE FORMAL WEAR ATTIRE STUDENTS WILL BE REQUESTED TO WEAR AT SPECIAL TIMES. IN ORDER TO KEEP COSTS AT A MINIMUM, THESE ARE ALSO EVERY DAY UNIFORM OPTIONS, NOT "IN ADDITION TO."</b></p> <p><b>Young Men:</b> Khaki Pants, Tucked Navy Blue Polo with Logo, Belt, Dress Shoes  <b>Young Women:</b> Skirt or pant option above, Light Blue Polo with Logo, Dress Shoes</p>	



GARMENT	DESCRIPTION	
<p>Pants Shorts</p>	<p><b>YOUNG MEN</b>  <u>Color:</u> Solid Gray, Navy, or Khaki  <u>Pant Type/Style:</u> <a href="#">Examples</a>  <u>Shorts Type/Style:</u> <a href="#">Examples</a>  <u>Shorts Length:</u> Top or right below knee  <u>Belt:</u> Required   <i>Jeggings and Yoga Pants are not acceptable</i></p>	<p><b>YOUNG WOMEN</b>  <u>Color:</u> Solid Gray, Navy, or Khaki  <u>Pant Type/Style:</u> <a href="#">Examples</a>  <u>Shorts Type/Style:</u> <a href="#">Examples</a> (except the drawstring option)  <u>Shorts Length:</u> 2" from top of knee or right below knee  <u>Belt:</u> Optional   <i>Jeggings and Yoga Pants are not acceptable</i></p>
<p>Collared Shirts</p>	<p><b>YOUNG MEN &amp; YOUNG WOMEN</b>  <u>Logo:</u> Required (Choice Uniforms and The Nest will embroider your shirts)  <u>Color:</u> Solid Navy, Solid Light Blue, Solid Gray, White  <u>Type/Style:</u> Any solid collared shirt type represented here: <a href="#">Examples</a>  <u>Tucking:</u> Boys- required   Girls- optional so long as neat appearance maintained</p>	
<p>Outer-wear</p>	<p><b>YOUNG MEN &amp; YOUNG WOMEN</b>  <i>* Outerwear is to be worn on top of the required collared shirt. Hoods are not allowed.</i>  <u>Logo:</u> Optional  <u>Options:</u> Vest, Pullover, Cardigan, Zip-up Fleece Jacket, BCA Spirit Wear Crew Neck Sweatshirt may also be worn with collar, Hoodies are not allowed in the classroom  <u>Color:</u> Solid Navy or Grey  <u>Coats and Jackets:</u> not allowed in class; any appropriate coat or jacket may be worn to school</p>	
<p>Shoes</p>	<p><b>YOUNG MEN &amp; YOUNG WOMEN</b>  Athletic Shoes or Full-foot Dress Shoes (ex:no sandals, flip flops, crocs) <a href="#">Examples</a>  <b>Please keep in mind that even our older students spend time outdoors and at recreation and should be in comfortable shoes.</b></p>	
<p>Skirts  <i>Girls Only</i></p>	<p><u>Color:</u> Solid Navy, Khaki, or Gray/ Or Lands' End "Clear Blue Plaid"  <u>Type/Style:</u> Any "AT THE KNEE" or "TOP OF KNEE" skirt found here: <a href="#">Examples</a>  <u>Length:</u> At the top of the knee or longer <b>NOTE:</b> "ABOVE THE KNEE" skirts are usually too short considering Recreation time is given everyday and PE occurs 2-3 times a week.  <u>Leggings or Bike Shorts:</u> Required underneath; White, Gray, or Navy; Shorts, Full, or Capri length.</p>	
<p>Formal Wear  <b>REQUIRED ON WED</b></p>	<p><b>IN ORDER TO KEEP COSTS AT A MINIMUM, THESE ARE ALSO EVERY DAY UNIFORM OPTIONS, NOT "IN ADDITION TO."</b>  <u>Young Men:</u> Navy Pants; White Dress Shirt; Belt; Dress Shoes; Gray or Navy Blazer or Sweater Vest, <a href="#">This Tie</a> Required. *Embroidered LOGO required on blazer and vest   <u>Young Women:</u> Skirt or pant Option above, Tucked White Dress shirt with Logo, <a href="#">Navy Blue Cross Tie</a>, Dress Shoes, Navy Blazer, Cardigan, or Sweater Vest *Embroidered LOGO required on blazer, cardigan, and vest</p>	

**SPIRIT WEAR- ALL STUDENTS**

**23-24 Dress Code**

Shirts	Bottoms
BCA Spirit Wear shirts from any year BCA House Shirts from any year Tucking not required	Any bottom listed for regular dress code Jeans <ul style="list-style-type: none"> <li>● Any shade of <u>denim</u> jeans</li> <li>● No holes/tears</li> <li>● Length: Full, capri, or shorts (must be at the top of the knee or right below the knee)</li> </ul>
Students are not required to wear spirit-wear on spirit-wear days. Regular dress code attire is allowed on spirit-wear days.	

**ADDITIONAL NOTES REGARDING DRESS CODE**

<b>Hair</b>	Should be conservative, plain, presentable, clean, and groomed. Extreme hairstyles are not allowed (ex:mohawks). Male hair must be above the ears and off the collar and there are additional KCSAA standards for those playing sports. Colorful dyed hair and/or hair clips are not allowed
<b>Hats</b>	It is up to the parent whether to allow natural colored highlights or natural colored hair dyes. No hats or bandanas <i>(except on special announced days)</i>
<b>Hair Accessories</b>	Only flat and neutral colored headbands, bows, etc are allowed <i>(we will have special announced days for students to wear special hair accessories like cat ears, crowns, and other big type of headbands and bows)</i>
<b>Makeup</b>	Girls only <b>Elementary and younger:</b> lipgloss only <b>Middle and high school:</b> parent discretion, but not overdone and/or distracting; colors must be neutral-type of colors
<b>Tatoos</b>	Visible tatoos are not allowed
<b>Piercings</b>	Ears only. Girls only.
<b>Logo</b>	The only acceptable embroidery on clothing for students is the school logo. <b>Pre-approved local providers:</b> The Nest (Bloomfield) & Choice Uniform (Bardstown). To use another provider, ask the office for the logo file.
<b>Jeggings, Yoga Pants, and similar pants</b>	Jeggings and Yoga pants are not allowed for any student. Skin tight pants are not allowed. The appropriate colored legging can be worn with a skirt or dress on top (see the dress code requirements for details).
<b>Change of Clothes</b>	Students in grades <b>preschool – 1<sup>st</sup> grade</b> should bring a change of clothing in their backpack. Clothing items (shirt, pants, 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.

**Why doesn't BCA just have a designated "uniform" instead of a "dress-code"?**

We have not opted for a required uniform provider at this time because we desire to allow you to choose which brand and price decisions you want to make. We also desire to allow you to make clothing decisions that fit the needs and comfort levels of your child, while maintaining high standards for our school. However, for those who desire a one-stop shop we recommend Choice Uniform and any of our local uniform shops. Choice has our logos on file, but you can request the file from Sarah if you prefer a different provider. Lands End will be a one stop online shop once we have our school account setup with them. \*\*\*The providers listed are suggestions.

**Is there a "one-stop shop"?**

We recommend Choice Uniform or any of our local uniform shops for in-person shopping. Choice has our logos on file, but you can request the file from Sarah if you prefer a different provider. Lands End will be a one stop online shop once we have our school account setup with them. \*\*\*The providers listed are suggestions.

**Is BCA moving towards a "uniform" instead of a "dress-code"?**

To avoid a required "uniform" supplied from one provider, please make every effort to stick within the dress-code that we have provided. We have strived to make it very specific in order to avoid misunderstandings and misinterpretations. Our goal for our dress code is to establish modest and beautiful attire that is not distracting from the important work we come to school to do. We also desire for our teachers to focus on teaching and learning instead of dress code issues. We realize that misunderstandings and miscommunication will still occur and desire to work together to make sure everyone is on the same page. We appreciate your attention to ensuring you have read the dress code thoroughly and encourage you to ask questions for clarifications, if needed.

**What happens if a student comes to school out of dress code?**

Students who arrive at school who do not meet dress code guidelines will be required to call parents and wait in the office until the correct attire is provided. At times, we can pull lender garments from the used uniform closet. If you do not want us to provide lender garments for your child, please notify the office.

**Must I purchase from one of your recommended providers?**

**No. You can purchase attire anywhere you like and get them embroidered anywhere you like.**

**You can also use uniforms from last year and get them embroidered.**

**Where do I get garments embroidered?**

Only acceptable embroidery on clothing is the school logo.

Pre-approved local providers: The Nest (Bloomfield) & Choice Uniform (Bardstown).

To use another provider, ask the office for the logo file.

\* Please note- We are working on establishing a school store with Lands' End. Once that is finished, if you choose to purchase shirts through them they will include the embroidered logo.

**Should parents and volunteers follow the dress code when they are at school?**

When parents volunteer at the school, they should follow the 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.

## **Part V: GENERAL POLICIES**

### **Drop-Off and Pick-Up**

Children are to be dropped off at the front entrance of the church between 7:45-8:00. Doors are open at 7:30, so if necessary students may be dropped off at 7:30.

If you need to accompany a child in or enter to pick up a child, please park in a designated 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. We ask that you find a parking spot if you need to exit your vehicle 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 not unload until you have safely pulled to the door. Please do not drop off your student prior to arriving at the door.

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 the student to be dismissed to that person in the pickup line at dismissal. 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.

### **Student Drivers**

Students who have their license and wish to drive to school will register with the school office during the first week of school and obtain a parking number. Student drivers will be assigned a spot in the BCA staff parking lot. Written permission must be granted for a non-family student to be dismissed with a student driver. Student drivers and those riding with them will be dismissed out the BCA doors prior to dismissal for the pick-up line.

### **Lunch and Snacks**

Children are to bring sack lunches or lunch boxes each day with healthy meals. Students under 8th grade do not have access to the microwave or refrigerator. Students in grades 8th-12th are allowed to use the microwave. 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. At times, hot lunches will be catered for a fee and they must be paid prior to a child eating lunch. Preschool-2nd grade students have snack time and teachers will communicate expectations. 3rd grade and up do not. Food is only allowed in designated areas. Students are only allowed to have water in their water bottles.

**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.**

### **After School Care Pick-up Procedure**

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 alternative number 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.

### **School Office**

The office follows the school calendar.

The office is open from 8:05 am to 3:30 pm on the days school is in session.

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. Perimeter walkthroughs are conducted twice or more daily. 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.

### **Emergency Closings**

When severe weather conditions exist or are predicted, BCA may cancel classes, open late, or close early based on what is best for our families. We will consider, but not be bound by, action taken by local schools.

We will alert families when classes are canceled in three ways:

- by email via Gradelink
- by text announcement via Reach Alert
- by announcement on our Facebook page

### **Schoolwork during Closures**

If teachers assign schoolwork, the assignments will be passed along in a link included in a Reach Alert. 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.

We understand conditions may be significantly different at your home. If you feel at all uncomfortable about driving conditions, please do not attempt to get to BCA, even if we are open. Our teachers will make accommodations and there will be no academic penalty.

### **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

Approved Feb/12/24 Board Meeting

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, without the aid of medication.**

### **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**

Approved Feb/12/24 Board Meeting

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.

### **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 a safe room in the 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.

### **Accidents**

Students who receive an injury at school will immediately be referred to the office and an accident form will be completed by the secretary, teacher, and/or head of school. The accident form will either be sent home in the red folder or given to the individual who picks up the student at dismissal.

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.

**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.**

### **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

Approved Feb/12/24 Board Meeting

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 activities will incur additional costs.

### **Field Trips**

Field trips are scheduled by your child's 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 inside your vehicle.

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 not be permitted to attend the field trip.

Approved Feb/12/24 Board Meeting



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.**

### **Parties**

Birthday parties will not be held at school. However, children who wish to celebrate their birthday may bring a treat for the entire class for lunch or snack time. **Parents must contact classroom teachers 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. Out of respect for every family's approach to such things, BCA staff do not converse about nor encourage conversations amongst students about Santa, Elves on Shelves, the Tooth Fairy, etc.

### **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.

### **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.

### **Pesticide Application**

Approved Feb/12/24 Board Meeting

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.

## Part VI: PARENT INVOLVEMENT WITH THE SCHOOL

Children of parents who are directly involved in their child's school and education are much more likely to succeed and excel academically. The necessity for parents to be involved in their child's education is obvious. But, involvement within the school community is also a vital component of the family's experience at BCA. Parents and extended family members can serve and become an integral part of school life in many ways.

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.

### **Here are some specific examples of beneficial ways to be involved:**

- Pray for our school
- Attend chapel
- Attend morning assembly and sit with your child's class
- Come for lunch and/or serve as a lunch monitor
- Help with special projects
- Attend and assist with field trips
- Work with a teacher for a special visit with the class (ex- reading a book to the class)
- Participate in our fundraiser
- Attend our special events
- Use a special talent to host an after school class or share with your child's class (with teacher permission)
- Assist Mrs. Susan Kays in the library
- So many more!

### **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. A volunteer application and background check are required for those who volunteer regularly or who will be the sole overseer of students at any given time.

## **Part VII: COMMUNICATION POLICY**

Persistent effort, mutual trust, and God-honoring respect are vital components of healthy communication within our school body.

A formal Communication policy provides guidance and sets healthy limitations for more serious issues. Here are some topics that would necessitate application of the Formal Communication Policy:

***School improvement ideas, disputes, grievances concerning any aspect of BCA's operations, grievances between any two parties connected to the school.***

What are the tools used for Communication?

***Emails, Texts, Phone Calls, Conferences, Board Hearings***

### **General Guidelines**

1. How to address any disputes that arise which are not covered in this policy will be decided upon by the board.
2. The principles of Matthew 18 and James 3 should be followed. (humility, trust, eagerness to seek forgiveness, resolution and repentance, mature speech, etc)
3. Gossip weakens our school and is not part of resolving conflict in a Biblical way.
4. Email is appropriate to use when first addressing an issue or concern. The head of school should be copied on all correspondence addressing concerns.
5. If resolution does not occur through a few brief emails, then a conference should be held between the involved parties.

These guidelines are meant to provide clarity and guidance when difficult conversations are necessary. We do not want to avoid addressing concerns and conflict. Instead we want to honor God and each other by the way we address them.

### **Parent Conferences**

Parents and guardians wishing to have a conference with a teacher or head of school should do so by appointment. Impromptu conferences are discouraged as it prevents teachers from adequately fulfilling their responsibilities and distracts them away from their students. Please call the office, send a note to the teacher, or communicate by email in order to schedule an appointment.

### **Parent Communication with Faculty**

During the school day, our teachers' full attention is on the students and classroom instruction. They cannot receive or send emails and text messages at most points during the school day, with the exception of during their planning period (at times).

Whenever possible, leave a message for your child's teacher with the school's secretary and the teacher will return your call via email, text, or phone at the earliest convenience.

Every teacher has an email address where they can be contacted.

Some teachers may provide parents with a phone number where they can be reached outside of school

Approved Feb/12/24 Board Meeting

hours, but it is not required for teachers to do so. Please be respectful of teachers' family time and use discretion when contacting them outside of school hours.

Please give teachers at least a window of 24 business hours to return your email or phone call. Emails sent Friday through Sunday will be returned on Monday or Tuesday, depending on the email load a teacher received.

### **Clarifications**

In the rare instance that a parent and teacher cannot come to an agreement you may take the issue to the head of school. At no time should an individual student's problem be addressed to non-involved parties. In the great majority of cases if you have worked patiently and in good faith with the teacher or administrator you will find a satisfactory resolution of your issue. The same is expected of school personnel.

When you feel that concerns are not adequately addressed or resolved by teachers or administration, you may request a meeting with the board with the involved parties present.

**Part VIII: PARENT/STUDENT ACKNOWLEDGEMENT FORM**

**2024-2025 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 in the Online Lion Locker:

<https://www.bluegrasschristianacademy.org/online-locker.html>

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.**

Approved Feb/12/24 Board Meeting