



BLUEGRASS

Christian Academy

Parent/Student Handbook
2022-2023

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

Faculty & Staff 2022-23

Name	Title	Email
Mrs. Andrea Hutchins	Interim Head of School	andrea@bluegrasschristianacademy.org
Mrs. Julie Cissell	Finance Manager	finance@bluegrasschristianacademy.org
Mrs. Sarah Sanders	Administrative Assistant	sarah@bluegrasschristianacademy.org
Miss. Piper Koenig	Office Intern	intern@bluegrasschristianacademy.org
Miss. Kenna Carroll	Education Intern	intern@bluegrasschristianacademy.org
Mrs. Joy Bemis	Preschool Teacher	joy@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	hunter@bluegrasschristianacademy.org
Mrs. Heather Roberts-Nault	3rd Grade Teacher	heather@bluegrasschristianacademy.org
Mrs. Faith Holleran	4th/5th Grade Teacher	faith@bluegrasschristianacademy.org
Mrs. Holly Palumbo	Middle School Teacher	holly@bluegrasschristianacademy.org
Mr. Bryson Amyx	Middle School Teacher	bryson@bluegrasschristianacademy.org
Mrs. Joy Bemis	Afterschool Care Teacher	joy@bluegrasschristianacademy.org

BCA School Board

Mr. Kelly Dickerson, President

Mrs. Mary Bland, Vice President

Mrs. April Witt, Secretary

Mr. Josh Bennett, Member

Mr. Scott Peterson, Member

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Part I: SCHOOL OVERVIEW

Mission Statement

Bluegrass Christian Academy (hereafter BCA) partners with families to educate students in the classical tradition, to form them into God-honoring people who grow in virtue, wisdom, and service to others for the rest of their lives.

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. Within the last 6 years BCA has transitioned to a Classical Christian school, became a member of the ACCS, became 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.

Philosophy of Education

Bluegrass Christian Academy is a private Christian school committed to providing a biblically-based classical education. BCA strives to operate as an extension of the family under the expectation that the education of children is the responsibility of parents rather than the state.

BCA provides a classically-based curriculum focused on classical language, mathematics, composition, logic, rhetoric, natural history, history, literature, and biblical studies. The academic goal of BCA is to produce young people grounded in history, language, and the skills of sound thinking to provide broad-based knowledge in the context of a Christian worldview to be prepared for an uncertain future.

A love of learning is promoted by maintaining an orderly, well-disciplined environment in order to facilitate academic excellence and produce structure that rewards virtues including, but not limited to, self-control and personal diligence.

For further study of Classical pedagogy, methodology, and content that develops thinking, articulate students, the following works are suggested:

Recovering the Lost Tools of Learning by Douglas Wilson

Why Christian Kids Need a Christian Education by Douglas Wilson

Classical Education by Dr. Gene Edward Veith & Andrew Kern

Affiliation and Accreditation

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

Admissions

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

Limitations

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

- *Financial limitations:* Economic reality and financial fairness require that the majority of the school's overall income from tuition is adequate to pay the school's staff a reasonable wage. Simply put, the school's income must equal or exceed the school's financial outflow. Financial aid is available to a limited number of families. Contact BCA for more information.
- *Academic limitations:* There are children whose academic needs or behavioral needs are such that their enrollment in BCA may jeopardize the educational responsibility to the majority of our students. While we are convinced that a Classical Christian education is best for every student, we also recognize we may not be adequately staffed to meet the specific needs of every student.
- *Philosophical limitations:* Christian schools, by their very nature, represent a specific community of faith. BCA provides a Biblical worldview education. BCA teachers have as their mission to inspire every student to become a mature follower of Jesus Christ.

- *Theological limitations:* Though not required to be Christians, the parents of students in BCA should have a clear understanding of the Biblical philosophy and purpose of BCA. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program. The parents should be willing to cooperate with all the written policies of BCA.

Non Discrimination Policy

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

Enrollment Procedures

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

- Submission of properly completed application forms, most recent report card (if applicable), recent achievement test scores, immunization certificate, copy of birth certificate, and proper payment.
- BCA may require an entrance test for placement purposes
- Parent/student interview with the head of school and classroom teacher to ensure that the parents desire a Christian education for their child and family beliefs and practices are consistent with the standards, doctrine, and values of the school.

Upon completion of the designated steps, parents are notified as to whether their child has been accepted or not accepted into the school. **Students can be accepted with conditions, for example: the student may be admitted on a six-week trial basis or may be asked to repeat his/her previous grade.**

Students who have been accepted in the school must have their files complete and accounts current in order to begin school. This includes having completed necessary physical examinations where required. **Students entering the K3 preschool class will need to be age three and potty trained prior to August 1st.** Students entering the K4 program must be four prior to August 1st, Kindergarteners must be five prior to August 1st.

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 believes the deficiencies may be corrected. The

head of school and classroom teacher review conditional admissions each grading period. If the necessary corrections have not occurred, the student will be denied further admittance.

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

Re-Enrollment Procedure

Parents re-enrolling their child in Preschool through 8th grades must:

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

BCA reserves the right to refuse re-enrollment to students or families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, regulations, or who do not meet academic criteria of the school. In addition, no family may be re-admitted unless all financial obligations have been met.

Waiting List

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

Health and Immunization Requirements

Kentucky 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 immunization program or refusal of immunizations must be on file in the office no later than the 15th day of school or the child will be excluded from school until the program or opt out paperwork is completed.

Withdrawal

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

Registration Fees

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

Tuition Rates and Fees & After School Care

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

Tuition Assistance Program (TAP)

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

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

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

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

Part II: ACADEMIC PROGRAM

BCA Maximum Teacher/Student Ratios

Grade	Maximum* Teacher : Student Ratio
Preschool (PreK3)	1:8
Jr. Kindergarten (PreK4)	1:8
Kindergarten	1:12
1st - 2nd Grade	1:15
3rd - 8th Grade	1:17

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

Curriculum

How a child spends his days is formative and will make a profound impact on who he is and who he will become. Molding and shaping both academic and spiritual habits, cultivating a love of learning, and equipping students to learn well are worthy endeavors we pursue in partnership with parents. BCA is committed to the pursuit of excellence in the classroom by seeking to accomplish both Christ-centered and classical goals. Instruction, discipline, routines, and communication are rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a Biblical perspective.

Our classes emphasize the great works of literature, the great discoveries of math and science, the great ideas and figures of Western civilization, the greatly ordered Latin language, and the works of our great God through the study of Scriptures and Christian history.

Paired with our award-winning curriculum are dedicated teachers who lead with Christian character. Teachers are charged with the task of teaching all subjects as parts of an integrated whole with the Scriptures at the center.

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

Books, magazines, and other materials in the library must conform to the library policy. Normal decisions of appropriateness are made by the head of school.

When using secular texts the teacher will use the contrasting philosophies as an opportunity to teach and underscore the Christian worldview.

Curriculum Summary

As a Classical Latin School Association Partner Member, BCA is committed to the Classical Core Curriculum (CCC). 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.

Grade Levels and Methods

Preschool & Junior Kindergarten

3 & 4 year olds

Lower School

Primary Grades: K-2

Grammar Stage: 3-6

Upper School

Logic Stage: 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.

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.

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 and continues through grade 8.

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

7/25/2022

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 cumulative 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 (3rd-8th)

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 & Eighth Grade) (Ninth - Twelfth Grades in development)

Composition

English grammar, usage, and composition are taught yearly in K-12. The ability to write with clarity, beauty, and power is developed through the use of Classical Composition. The Classical Composition program is based on the original classical method of teaching writing called the “progymnasmata.”

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. Our classroom reading selections are carefully chosen to increase in reading difficulty each year.

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 and Algebra are assigned to Seventh and Eighth grade students respectively.

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.
- Aids Standardized Test scores.
- 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. Church History is studied in seventh and eighth grade. 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. Scientific skills are practiced and developed through lab activities that accompany each course.

Related Arts (Kindergarten - Eighth Grade)

Related Arts encompasses Art, Art History, Music, Music Appreciation, and Physical Education. 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. At times, BCA employs a teacher specifically for its Related Arts program. At other times, classroom teachers incorporate related arts subjects into their core studies. And sometimes, community members are brought in to teach special workshops.

Grading

Report cards are issued every nine weeks for grades K - 8th grades. BCA's grading scale is as follows:

Kindergarten, 1st, and 2nd grade students are graded on assignments based on the following:

- Completion/quality of homework and daily assignments
- Neatness of work submitted
- Class participation
- Test performance
- Preparation for class (papers, pencils, books, etc. brought to class)
- The quality of conduct (self-control) displayed by the students
- Proper spelling and good grammar will be expected in all courses. Homework and classwork will be evaluated for both. It is through this effort that we hope to encourage proper writing skills in all of our students.

K – 2nd Grades

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

3rd – 8th Grades

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

Gradelink

Communication between school and parents is vital for a student's success. Gradelink is our student information system that aids communication. Gradelink is mostly used to communicate grades and for report card access. It is recommended that parents check Gradelink regularly. It is our goal for Gradelink to be a primary means of communicating grades 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:

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

Homework assignments must be completed and handed in on the day designated by the teacher. Students in grades 1st – 8th are required to 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.

Testing/Assessments

BCA administers the Iowa Assessment Form E in grades 3-8 only. This assessment is used for two main purposes: to monitor student growth from year to year, and to evaluate class-wide performance.

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.

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

Academic Records

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

- No report card or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.
- Parents or guardians have the right to inspect and review all official records, files and data directly related to their child's academic progress, including all material that is incorporated into their student's cumulative record folder.
- Parents shall have an opportunity for a hearing with the head of school to challenge the content of their student's school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.
- Non-custodial parents have equal access to academic records and information from the teacher along with the custodial parent unless there is a court order revoking those rights. By law, both have joint input into the education of the child. (FERPA 34CFR 99.4).
- Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent may be notified by the school of the non-custodial parent's request for information.

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

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

Agendas

All students in grades Preschool – 8th 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

Preschool (PreK3 - 3 year olds)	8:00 A.M. - noon *
Jr. Kindergarten (PreK4 - 4 year olds)	8:00 A.M. - noon *
Kindergarten - 8th Grade	8:00 A.M. - 3:00 P.M. *

*Afterschool Care is available for all students until 4:30 P.M.

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

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.

Excused Absences

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

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

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

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

Planned Absences

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

- Parents are responsible for instruction of the material covered in class during the absence.
- Assignments must be gathered by the student.
- After the student returns, he or she has one day for each day absent to complete and return all assignments.
- Students are responsible for scheduling tests missed. They are allowed one day for each day of absence as a time frame for making up tests.

Tardy to School Policy

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 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

Proverbs 3:11-12 instructs us...

“My son, do not despise the Lord’s discipline, and do not resent his rebuke,”

and explains...

“...because the Lord disciplines those he loves,”

and compares...

“...as a father the son he delights in.”

Big picture: We delight in our students and we want them to learn to accept discipline from earthly authorities with humble hearts. We hope their hearts are transformed so that they willingly accept discipline from the Lord with gladness and gratitude.

What it looks like at school: We hope to help them identify and practice the attitudes and actions that embody Christian character by example from our staff, direction from parents, and the guidance of our Core Virtues and Code of Conduct. A well-disciplined and orderly classroom is a delight to students and teachers alike. Appropriate classroom behavior is a blessing to teachers and classmates.

CORE VIRTUES: Honor, Honesty, Obedience, Peace-keeping, 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.
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.

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

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

CONSEQUENCES

It is our joy and privilege to work with children and parents to support the development of Godly character. Throughout our discipline process, we never want to provoke our students to the point of discouragement (Col 3:21). However, it is necessary to recognize and contend with misbehavior so we can help students identify and address it in themselves, recognize how their misbehavior distracts others from important work, and so that we can maintain an orderly environment that facilitates deep learning

and a peaceful atmosphere. A delicate balance is at play, which necessitates clear expectations, clear consequences, clear rewards, and clear communication.

Expectations are taught school-wide and at the classroom level. There are common rewards and consequences school-wide. Teachers also have the freedom to implement rewards and consequences specific to their classroom as long as they are within reason and communicated clearly.

Students are expected to receive instruction, correction, and redirection well by obeying without challenge, excuse, or delay.

All discipline will be based on biblical principles e.g. restitution, apologies, seeking and granting forgiveness (public and private), swift punishment, restoration of fellowship, refusal to hold lingering attitudes or bitterness, etc. We expect that the vast majority of discipline will be handled at the classroom level. A visit to the office reveals an escalation beyond the scope of the teacher's responsibility (see office visit policy below).

Office Visit Policy

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

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

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

bring the student to repentance. If the student attitude and/or behavior does not alter revealing a desire to live under authority then the parents will then have the option to withdraw their student to prevent expulsion.

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

Searches for Suspicion of Unauthorized Materials

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

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

Electronic Devices

BCA's preference is that students leave electronic devices at home. 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, the office phone is always available for student use in such circumstances.

A teacher may confiscate a 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.

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.

Confiscation Steps:

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

2nd offense teacher takes and gives to 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.

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

Internet

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

Disciplinary Probation

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

Corporal Punishment

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

Part IV: DRESS CODE & STUDENT ETIQUETTE

Dress Code Policy

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

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

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

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

Dress Code Clarifications:

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

Ceremony and Special Occasions

Orders will be placed through the school office for ceremony and special occasion attire. This ensures uniformity. Details will be communicated and orders will be placed through the office.

Spirit Wear

Middle school students will play a role in designing this year’s spirit wear. Therefore, spirit wear orders will be placed after school starts. Details will be communicated and orders will be placed through the office. Students are allowed to wear spirit wear from past school years as long as it is still in good shape (no holes, tears, stains, and proper fit).

Change of Clothes

Students in grades preschool – 1st graders 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.

Parents and Volunteers

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

Student Etiquette

There are numerous ways that students are encouraged and expected to show kindness to one another,

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

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

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

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

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

We would like BCA to be a place where visitors sense the Christian love & hospitality.

“But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of him. For we are to God the aroma of Christ among those who are being saved and those who are perishing. To the one we are the smell of death, to the other, the fragrance of life” (II Corinthians 2:14-15).

Part V: GENERAL POLICIES

Drop-Off and Pick-Up

Children are to be dropped off at the front entrance of the church by 8:00 am.

If you need to accompany a child in or enter to pick up a child, please park in a marked parking space. This allows our traffic to keep flowing unimpeded.

Please do not park and abandon your vehicle in the drop off lanes during morning drop-off or afternoon pick up times. 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.

Lunch

Children are to bring sack lunches or lunch boxes each day. If your child has special health needs, allergies and/or requires a special diet, please notify the office and the teacher at the beginning of the school year. Hot lunches will be catered for \$6.00 per student/per lunch and they must be paid prior to a child eating lunch. Students are not allowed to buy drinks from the soda machine in the lunchroom.

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

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 7:45 am to 3:30 pm, Monday through Fridays during the school year.

Students are not permitted to be in the school office during class time without permission from a teacher

or staff member.

Lunches, homework, books, or other items to be delivered to your child may be left in the school office.

School Door Security

The doors to the building will remain locked during the school day unless staff members are stationed at the door during arrival & departure. If you need access to the office or after school program call 348-3900 to be buzzed into the building. All visitors to the building will need to stop at the office, sign in, and receive a visitor badge.

If you are coming in at lunch time and no one is available to let you in, parents will need to enter on the Parkway side of the building.

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 Website

Schoolwork during Closures

If teachers assign schoolwork, the assignments will be passed along in a link included in the 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 always notified of vomiting, fever over 100 degrees, or injury.

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

No prescription or non-prescription medication (including aspirin and vitamins) will be permitted on campus without a note from home and the doctor. All medicines are to be kept in the office and administered by the office staff. A form for medicine is available from the office and must be completed by a parent or guardian before any medication may be given to their child. All medication must be brought to the school office in the original medicine container and clearly marked with the child's name and dosage.

Illness and Fever

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

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

It is our policy that a child be free of fever, vomiting, and/or diarrhea for twenty-four (24) hours before returning to school.

Medications at School & Parent Responsibility

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

Prescription Medication (Example: Amoxicillin or antibiotic, Concerta)

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

Auto-Injectors

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

Communicable Diseases

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

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

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances

warrant, BCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. BCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

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 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/videos inside your vehicle. We would prefer you play Christian music, or nothing at all. Any videos shown must be approved by the teacher before the trip.

Parents assume full responsibility when transporting their own children and transporting other children in their vehicle at their own risk. There must be one child per seatbelt in the vehicle. Do not "double up" children in seatbelts. Behavioral standards at the event site should mirror our expectations in the classroom. Students should show respect and honor to other classmates, the audience, performers, guides, and chaperones. We expect to ask only once for a behavior to cease for the student to comply. We expect BCA students to behave with dignity, respecting all, in order to honor God. Students will remain under direct supervision by an adult at all times.

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

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

At the field trip site, the group of students should remain with their chaperone the entire time. Should the group reconvene and be seated in an auditorium or arena, the chaperone should be seated with his or her group.

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

The dress code is to be determined by the teacher with permission from the head of school. If a child shows up dressed in any way contrary to the stated choice, they will remain at the school, and not be permitted to attend the field trip.

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

Parties

Birthday parties will not be held at school. However, children who wish to celebrate their birthday may bring a treat (cupcakes or individually wrapped cookies) for the entire class for lunch or snack time.

Parents must contact classroom 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.

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

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 Feed the Need
- 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.

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 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.

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 the head of school, you may request a meeting with the board with the involved parties present.

Part VIII: PARENT/STUDENT ACKNOWLEDGEMENT FORM

2022 - 2023 Student Handbook Policies

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

The Student Handbook is available on the BCA website: www.bluegrasschristianacademy.org

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

PARENTS

Parent Signature: _____ Date: _____

Print name: _____

Parent Signature: _____ Date: _____

Print name: _____

STUDENTS

Student Signature: _____ Date: _____

Print name: _____

Student Signature: _____ Date: _____

Print name: _____

Student Signature: _____ Date: _____

Print name: _____

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