



Bowling Green
**CHRISTIAN
ACADEMY**

Handbook for Parents and Students

The Policies
of Bowling Green Christian Academy

Our Mission Statement

“Bowling Green Christian Academy partners with Christian families to provide a nondenominational, biblically integrated education which prepares each student to glorify God through life-long service to Jesus Christ.”

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Prepared through a committee consisting of parents, grandparents, faculty, staff and administration.

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Handbook for Parents and Students

PURPOSE OF HANDBOOK

For a school to function smoothly, it is necessary that there be consistent guidelines communicated to all. This Parent-Student Handbook is designed to ensure a clear understanding of these policies and procedures. The adherence to these requirements will allow the BGCA community as a whole to function with a unified spirit and give your child the greatest opportunity to best utilize the curriculum, activities, and relationships available at BGCA. In all instances, the word 'parent' is equivalent to 'legal guardian' when applicable.

THE VISION OF BOWLING GREEN CHRISTIAN ACADEMY

Bowling Green Christian Academy is an academic institution committed to providing Christian parents with a quality Christian education for their children. The Academy promotes a Biblically based worldview that assists parents in training their children to develop sound Christian character which will affect their community and world in a positive manner. The vision of BGCA is to be recognized and sought as the standard for educational excellence in south central Kentucky because of its academic, spiritual, and vocational development of students and its increasingly positive impact on society.

NOTICE OF NONDISCRIMINATION

Bowling Green Christian Academy does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its educational policies; admission policies; athletic, scholarship or financial aid policies, and other school-administered programs.

GOVERNANCE

Bowling Green Christian Academy is a nondenominational, independent Christian school. As an independent school, BGCA is neither governed by nor consistently funded by any church, denomination, or religious institution. Fiscal and policy-making authority is vested in the self-perpetuating Board of Trustees. Board members may include representatives from the community as well as parents of students at BGCA. Members serve on a rotating basis without remuneration and must be actively involved in a local church.

ACCREDITATION

Bowling Green Christian Academy is accredited by the Association of Christian Schools International. Founded in 1978, ACSI has over 2750 member schools, representing nearly 1,000,000 Christian day-school students. Membership provides many practical resources such as professional development conferences for teachers, accreditation and certification opportunities, student activities, publications, listings in its national directory, and insurance programs. Accreditation was awarded for grades K-8 in December of 2001.

STATEMENT OF FAITH

WE BELIEVE the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15; II Peter 1:21).

WE BELIEVE there is only one God, eternally existent in three persons—Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30).

WE BELIEVE in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3), Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11; Revelation 19:11).

WE BELIEVE in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-21, 5:24; Romans 3:23, 5:8-10; Titus 3:5).

WE BELIEVE in the resurrection of both the saved and the lost: they that are saved unto resurrection of life and they that are lost unto the resurrection of damnation (John 5:28-29).

WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).

WE BELIEVE in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

PARENT CODE

1. I understand and support Bowling Green Christian Academy's mission, educational philosophy, standards of conduct, and all policies and procedures outlined in the *Handbook for Parents and Students*.
2. I will cooperate fully in the educational functions of BGCA, doing my best to make Christian education effective in the life of each of my children, including nurturing Biblical principles in my home.
3. I will pray earnestly for Bowling Green Christian Academy. I understand that school policy requires that our family attend a Bible-believing Christian church. Weekly worship and active fellowship by BGCA students and their parents is expected.
4. I will agree to live by the Christian moral standards of the school including honoring the sanctity of marriage (Hebrews 13:4) between a man and a woman. Cohabitation of adults without the commitment of marriage is grounds for a student's dismissal from the school. The moral standards of the school are in agreement with all of those defined by Scripture.

5. I will pay all of my financial obligations to BGCA on or before the due date. If I am ever unable to pay on time, I will notify the school principal in advance (a) giving a reasonable explanation for the delay, and (b) stating when payment can be made.

6. I will support the school by gifts beyond the required tuition as God leads and enables.

7. I will undertake volunteer duties for BGCA as opportunities arise and God provides time and talent.

8. I will recommend BGCA to other Christian families as appropriate opportunities arise.

9. I will make every effort to attend all required meetings and parent functions of the school.

10. I will always follow a scriptural approach (Matthew 18)] to resolve issues of clarification, concerns, or grievances with the person or persons involved, and refrain from sowing discord among uninvolved persons.

11. I will seek the advancement of BGCA in all areas—spiritually, academically, physically, and financially.

STATEMENT OF EDUCATIONAL PHILOSOPHY

BGCA is dedicated to the education of the whole person (spiritual, intellectual, emotional, and physical) in the whole counsel of God as revealed in both the Scriptures of the Old and New Testaments.

Because man was created a spiritual being whose chief purpose in life is to glorify God and enjoy Him forever, BGCA is committed to leading each student into a vital, personal relationship with Jesus Christ as Lord and Savior and to train each student to serve Christ in every area of life. Such service will encompass family, church, nation, and world.

Because man was created a rational being, BGCA is committed to teaching and training students "to think God's thoughts after Him," and

to “bring every thought captive to the obedience of Christ.” These goals will be accomplished by comprehensively integrating Biblical teachings into every academic discipline and by assisting the student to acquire a mastery of the Scriptures and to apply these teachings to every discipline.

Through rigorous and comprehensive academic programs and extracurricular activities, students will be prepared to fulfill their calling as they take their place in the home, the church, and the world and as they determine their vocation or profession. Teachers will seek to develop within each student an inquiring mind and a mastery of the necessary skills needed to apply his or her knowledge in service to both God and man. Because learning is a life-long process, the educational program at Bowling Green Christian Academy seeks to foster in students a love of learning and a desire to know God more fully as He has revealed Himself in both nature and the Scriptures.

Because man was created an emotional being, BGCA is committed to developing within students an emotional and psychological wholeness as reflected by appropriate self-assessment. This goal means that students are taught to recognize the unique capabilities and limitations with which they have been endowed by their Creator. Students are also taught to respond Biblically in their actions and interactions with others in the diverse circumstances of life. Students are also taught to be obedient to the two greatest commandments set forth by Christ:

“LOVE THE LORD YOUR GOD WITH ALL YOUR HEART, AND WITH ALL YOUR SOUL, AND WITH ALL YOUR MIND...(AND) LOVE YOUR NEIGHBOR AS YOURSELF.” (Matt. 22:37, 39 NIV)

Because God created man a physical being, his body forms a part of his essence and is a gift from God. Therefore, the body is not to be rejected, nor is it to be worshipped. Rather, the Christian's duty is to understand, care for, and develop the body in discipline. The body of the Christian is the dwelling place of God's Holy Spirit. As such, it is to be offered up to God for His use.

The educational program at BGCA is dedicated to doing all things for the glory of God. Therefore, BGCA will strive to promote excellence in all parts of the school program and in student performance. All members of the staff and student body will be expected to perform

their responsibilities to the best of their God-given abilities. The aim of BGCA is to achieve excellence throughout the educational program.

COURSE OF STUDY

Classroom instruction combines the best of traditional and contemporary teaching methods and is classical in content. The standard courses in reading, mathematics, history, geography, natural sciences, language arts, foreign language studies, physical education, fine arts, and Bible form the core educational program. The curriculum is also supplemented with a variety of extracurricular activities designed to enhance students' learning and school experiences.

Biblical truth is integrated throughout the curriculum and forms the basis for students' development of a Christian world and life view. The Bible provides the frame of reference for the entire academic program. For consistency, it is required that students use the New International Version (NIV) of the Bible. Memory work may be done in the King James Version if requested.

Reading is at the core of the academic program. Particular attention is given to the development of reading skills in kindergarten through fourth grade. With substantial emphasis on phonics, students are taught a variety of skills needed to assist them in becoming successful readers. Computer programs supplement this curriculum.

In all grades, literature is introduced at the level appropriate to students' cognitive development. Students are exposed to various literary genres designed to deepen their understanding and appreciation of good literature and to foster a love of reading. Students are taught to recognize and critique the philosophical assumptions, conceptual recommendations, and core values of a literary work in light of a Biblical worldview.

The Academy places emphasis on traditional grammar and punctuation, vocabulary development, spelling, handwriting, and creative writing to enable students to better express themselves in oral and written communications.

Spanish rounds out the language arts program. The language program is designed to lay the foundation for the mastery of foreign languages in order to prepare students for a global community.

Mathematics skills are also of primary importance in the academic program. Special emphasis is placed on the facts of mathematics and their application. The mathematics program will be further enhanced by both remedial and enrichment mathematics using supplemental computer programs in the computer lab.

In science, students study the laws of God in nature and man's use of these laws. In addition to the facts and skills of science, students are taught the relationship between God's special revelation (the Bible) and His general revelation in nature and science.

History and geography are taught in all grades. Each teacher also uses the society in which students live to introduce them to God's created order as it finds expression in the home, church, school, state, and culture. Students are taught to interpret history in light of God's sovereign providence as well as to understand the secondary forces—geopolitical, economic, and religious—that shape human history.

Students are taught that music and the arts are gifts from God and are to be studied and enjoyed for His glory. BGCA teaches not only the skills to recognize and appreciate excellence in the fine arts but also the philosophies of music and art. In addition to classroom music instruction, the Academy also provides opportunities for private instruction in strings, percussion, brass, woodwinds, guitar, and piano.

Physical education is used to teach students to respect, develop, and care for their bodies as temples of the Lord.

Co-curricular and extra-curricular activities for students include competitions through Association of Christian Schools International (ACSI). These competitions include speech, spelling bee, math olympics, creative writing, science fair and student leadership conferences. In addition, students may participate in the drama club, chess club, speech club, art club and golf club. Private lessons on piano, guitar, violin, percussion, woodwinds, and brass are available. Other activities include the Scripps-Howard spelling bee, social studies

fair and dinner, 7th & 8th basketball, competitive cheerleading, and 6th-8th cross country. The school also coordinates, but does not officially sponsor, 5th & 6th basketball and cheerleading and 6-8th soccer.

Since excellence is the hallmark of the entire academic program, the Academy encourages and expects all students to maximize their God-given gifts.

ADMISSIONS

Christian education involves the whole person. Therefore, it is desirable that all elements that affect the education of the child be consistent with and properly reinforce one another. It is of paramount importance that the Christian home and church support the work of the Christian school. Bowling Green Christian Academy was founded to educate the children of Christian parents. BGCA supports, but does not replace, the training of the home and church.

Bowling Green Christian Academy admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs and activities available to BGCA students. We reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying handicap, or whose personal or family lifestyle is not in harmony with the stated philosophy of Bowling Green Christian Academy.

The following policies and procedures have been adopted to ensure consistent standards of admission in agreement with the mission and philosophy of the school. In all instances, the word 'parent' is equivalent to 'legal guardian' when applicable.

Admissions Procedures

The following items are required to complete the admissions process for Bowling Green Christian Academy:

- 1. Application for Admission**—Completed and signed.
- 2. Application Fee**—A \$50.00 (non-refundable) fee with application.
- 3. Church Information Form**—Please complete Part I of the form. The appropriate leader from your church should complete Part II and

mail it to the school. The Church Information form must be returned to the Academy prior to review by the Admissions Committee, unless previous arrangements have been made with the school administrator.

4. Standardized Test Scores—Please include a copy of the student's most recent standardized test scores.

5. Report Card—A copy of the student's most recent year-end report card is required.

The Admissions Committee will review the application upon receipt of all forms as noted above. The Admissions Committee may request an interview with the parents of the prospective students. Decisions regarding the scheduling of interviews for families will include the date the school office receives the application forms and fees. Students of school families have admissions priority over students of prospective families in the student candidate pool.

An entrance exam will be given to prospective students entering grades K5-12 to determine grade placement and to determine if the student fits the educational capabilities of Bowling Green Christian Academy. Students will be selected through a process that includes a review of previous school performance and tests, teacher recommendations, admissions testing, and a successful interview. If initial testing does not provide a clear assessment of the student's potential to be successful at BGCA, the school may require additional testing.

An enrollment fee (non-refundable) of \$160.00 is required for grades K4-12 following notification of acceptance for admission and classroom enrollment availability. This fee is due within one week to hold the student's place. For students in preschool ONLY (3-year-old program), the \$50.00 application fee is the full enrollment fee.

A letter of notification will be sent to students accepted for admission contingent upon available classroom space. The student's application file will be placed in the student candidate pool in the order in which it is received, and will be considered for admission when space becomes available.

The Finance Committee will grant Family Scholarships following notification of student's acceptance by the Admissions Committee and once enrollment has been finalized.

Acceptance or rejection of applicants will be made by written notification. Appeals may be made in writing to the President of the Board of Trustees.

Admissions Policies

1. In support of the mission of the Academy at least one parent must be able to state in writing that he/she has accepted and continues to acknowledge Jesus Christ as his/her personal Lord and Savior.
2. All families must be in active fellowship with a Bible-believing Christian church on a consistent basis. Official "membership" in a local church is not required.
3. Parents must state in writing that they have read and agree with the school's Statement of Faith, and both parents must agree to have their children educated in agreement with it.
4. The school does not discriminate on the basis of race, color, gender or national and ethnic origin in the administration of its admissions policies.
5. Prospective preschool students must be 3-years-old by September 1 of the school year, and completely potty-trained by July 1 of the same year. K4 students must be four-years-old by September 1 of the school year. K5 students must be five-years-old by September 1 of the school year.
6. Students are selected in order to maintain a student body of strong academic and moral caliber. BGCA may contact a student's previous school to ensure that the student is in good standing in both academics and matters of discipline. The Board of Trustees, upon recommendation of the administration and the Admissions Committee, may refuse to admit a student with academic, disciplinary or other problems.
7. Parents must agree to support the Academy's Parent Code and conduct themselves in accordance with it.

8. The parents must agree that: (a) the school has final discretion for the grade and class placement of children, (b) the school has final discretion in the discipline of their children within the bounds of the discipline policy, (c) they will meet all tuition and other financial obligations in a timely manner, (d) they will willingly support the school in prayer and in lending practical help as needed by the school.

9. Students with a physical handicap or learning disability for which our program is not staffed shall not be admitted.

10. Students who are married and/or have children will not be accepted.

The first six months of school attendance is considered a probationary period for all new students and families. Families will be notified in writing after completion of this trial period.

FINANCIAL INFORMATION

Tuition

The Board of Trustees establishes tuition fees each year. Tuition is charged, per student, on an annual basis. Payment may be made annually or according to a 12-month schedule, from June 1 through May 1. The monthly payment schedule has no correlation to the number of days your child is enrolled in school.

A discount of \$100.00 will be applied to tuition paid in full by May 1 for the upcoming school year *for full-day classes*. There is a discount of \$50.00 applied to tuition paid in full by May 1 of the upcoming school year for *half-day classes*. Only tuition paid in full, by cash or check, to BGCA will be accepted in the administrative offices. All other tuition payments are to be made to *SMART Tuition* and not to the school administrative offices. *SMART Tuition* prefers electronic bank drafts, but it also accepts personal checks.

Payments are due on the 1st of the month from June 1 through May 1. All payments on accounts are applied to charges in the order they are incurred. A late charge of \$20 per month is added to each account for

which payment in full has not been received by *SMART* by the 10th of each month. In addition, a \$20.00 charge will be assessed for any returned checks. These charges are cumulative.

Any account that is sixty (60) days or more in arrears will subject the student to dismissal. Outstanding balances over ninety (90) days late may be sent to a collection agency for processing. Report cards, cumulative records, diplomas, and other official school documents cannot be released until the student's account is settled in the business office.

The Tuition Contract acknowledges a commitment on the part of each family to fulfill the entire year's tuition obligation for each student enrolled. Enrollment may be finalized only by receipt of a signed and initialed Tuition Contract in the administrative office. The school makes financial commitments based on enrollment data. If, for any reason and at any time, a student withdraws from BGCA, a \$450 per student Withdrawal Fee is assessed in lieu of the remaining tuition. The Withdrawal Fee shall be strictly enforced and will not be waived. The Withdrawal Fee is in addition to any monthly payments already made.

Tuition Assistance

BGCA offers families the opportunity to apply for need-based Tuition Assistance. The Academy contracts with a professional financial assistance firm to determine eligibility. Eligibility is determined based on income, stewardship of financial resources, and hardship circumstances. No financial information is received at BGCA, or known by BGCA personnel, with the exception of the bookkeeper. The maximum scholarship allowable is equal to 50% of a family's tuition obligation. Application fee, enrollment fee, and books & supplies fees are not included in assistance awarded.

Families may apply for assistance for the upcoming school year after they have re-enrolled their students in February. The deadline for application for current families is March 15. Families will be notified of awards by the end of April. Funds not awarded to current families by May 1 may be made available to incoming families. Incoming families must complete the entire application process, including the admissions testing, interview, final acceptance, and the payment of enrollment fees, prior to applying for a tuition grant.

Re-enrollment and additional fees

1. Families are required to re-enroll students for the following school year by the last day of school in February. The re-enrollment fee is \$85.00 per student (\$170.00 per family maximum) and is required along with re-enrollment forms by the last day of school in February. All openings as of March 1 will be offered to the public.
2. Families who withdraw their students from enrollment, or choose not to re-enroll in February, but later desire to return to the Academy, will be charged the full \$160.00 enrollment fee per student at the time of re-enrollment. They must also complete current enrollment forms. The decision to re-interview a family will be determined by the Admissions Committee.
3. Books and Materials Fees are included in Tuition. See the "Tuition and Fees Schedule" page for more details.
4. Optional programs, clubs and activities may involve additional charges.

SCHOOL POLICIES

Academic Matters

Academic Grading Scale - Grades P3-2

- 1 = Satisfactory
- 2 = Progressing
- 3 = Needs Improvement

Academic Grading Scale - Grades 3 and up

A	= 90 – 100%	(4.00)
B	= 80 – 89%	(3.00)
C	= 70 – 79%	(2.00)
D	= 60 - 69%	(1.00)
F	= less than 60%	(0.00)

Conduct Grading Scale

- 1 = Satisfactory
- 2 = Progressing
- 3 = Needs Improvement

Principal's List:

All A's (Grades 3 and up)

Honor Roll:

All A's & B's (Grades 3 and up)

Academic Probation

Any student (Grades 3 and up) with a failing grade in any one or more subjects or an overall GPA below 2.0 at the time of a mid-term or quarterly report card is placed on Academic Probation for the next 4½ weeks. The Academy will send an academic probation notice to parents to alert them to the situation and will request that a parent speak with the appropriate teacher concerning the student's performance. With the help of the teacher and parents, the student is encouraged to complete all assignments and prepare for tests and quizzes. Continued academic probation may result in expulsion.

Eligibility for Athletics – a student who is on academic probation will be ineligible to play but may practice during the first probationary period. If a student is on probation for two 4½-week grading periods within the same sport season (i.e., basketball, cross-country), he/she will not be allowed to practice or play for the remainder of that sport season. This policy applies only to officially sponsored school teams.

Homework Philosophy

Homework will be assigned by each teacher and is designed to reinforce and enrich school learning by providing the necessary practice, integration, and application through related home activities and to stimulate voluntary effort, initiative, independence, responsibility, and self-direction. The quantity of homework will follow the general guideline that the average student will spend between ten and fifteen minutes per grade level per night (i.e. an average fourth grader will spend about forty-to-sixty minutes on homework on the average night). Minimal new homework assignments will be given on Wednesdays to allow for mid-week church commitments.

Promotion Policies

Except in the case of excused absences, each student is expected to attend the designated number of school days to be eligible for

promotion. A student who has a low grade average or is failing to indicate mastery of skills covered in his/her grade level will be kept in that grade level until he/she has shown sufficient progress to allow him/her to function successfully in the next grade. If there is a possibility that a student will be retained, parents will be notified well in advance of the end of the school year, and his/her teacher and the administration will work with the family to assist in arranging supplementary instruction, when appropriate, or to address other possibilities.

Standardized Testing

For students in grades K5 and up, The Academy conducts the Stanford Achievement Testing Program. The Academy may employ any other test determined by the administration and faculty to provide relevant evaluation of student academic performance. Students planning to enter kindergarten in the fall will also be evaluated prior to their placement in the kindergarten program.

Library

The library facilities are for the use of all students. The library is open during assigned school hours on a daily basis for students to check out or return books or to work on research. The Librarian or classroom teacher must check out books taken from the library. Students are responsible for the replacement of any books that have been lost or damaged.

Media Center

The media center is available to all students. Teachers utilize the media center for additional classroom instruction.

Physical Education

Physical education is a curriculum requirement for students in grades 1-8. Participation can only be excused with a note from a physician or a parent for a specific school day physical education class.

School-to-Home Reports

Academic Report Cards

There are four nine-week grading periods during the school year. Report cards are sent home at the end of each grading period. Parents must

sign and return report cards to the homeroom teacher within two school days, except at the end of the school year. Parents may keep report cards at the end of the school year.

Mid-Term Reports

Mid-term reports are sent home at the midpoint of each nine-week grading period. Parents must sign and return these reports to the homeroom teacher within two school days.

Conferences

Parents are expected to meet with their student's teacher at the end of the first quarter for parent-teacher conferences. Parent-teacher conferences can also be called at any additional time by either the parents or the teachers to discuss the progress of a student. These conferences should be coordinated directly with the homeroom or subject teacher involved.

The Parent Letter

Teachers will publish each week (usually on Fridays) a letter detailing the activities in their classroom during the preceding week and outlining activities for the upcoming week, including major tests and quizzes, field trips, etc.

The Trumpet

The Trumpet newsletter is a weekly source of news, announcements, information, and reminders about activities at school. It includes a column by the administrator, updates on the activities of the PTP (Parent-Teacher Partnership), athletic events, and a calendar of upcoming events that should be noted on a school-wide basis.

Parent questions, suggestions, concerns

In obedience to the wisdom of the Scriptures, all grievances or concerns must be addressed in accordance with the principle outlined in Mathew, Chapter 18. Initially, this means speaking privately with the particular teacher or appropriate school staff member in a constructive and supportive attempt to get clarification or resolution regarding a concern.

Only after parents have made honest attempts to clarify or resolve a concern and have been unable to do so satisfactorily should they contact the next level of authority. Generally, this next appeal means

speaking with the appropriate principal, then with the administrator. If this procedure does not produce a satisfactory resolution, then the parents may proceed to the school's Board of Trustees by bringing the matter to the Board in writing. Unless this procedure has been followed, Administrators and Board members will not discuss concerns or questions.

Student Conduct and Discipline

The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person's needs. It is the school's responsibility to provide the proper learning environment for students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary for us to function together each school day in a God-honoring manner.

Discipline can be defined as control. In the well-disciplined classroom, both the teacher and the students exercise self-control. Individually, maturing students should sense the responsibility to control themselves as a mandate from God. As the students operate on this level of self-control, the teacher is the authority figure who sets the positive and constructive tone for self-discipline and control in the classroom.

Each classroom teacher will communicate his/her system of classroom expectations to students and parents. Generally, a teacher will give a verbal reminder or warning for the first infraction and then for any subsequent infractions will apply appropriate consequences.

Grades P3-5

During the interview process, parents of students in grades P3 through 5 will complete a Discipline Option form for each child. Parents must choose one of the following disciplinary procedures for acts of insubordination. Acts of insubordination that may require corporal discipline include the following: (1) willful disobedience (2) blatant disrespect of authority (3) willful destruction of property and (4) violence—either actual bodily harm or the threat of such.

Option (A) – The teacher or administrative office will notify parents of the incident, and one parent will come to school immediately to attend to the problem. Parents choosing option (A) will understand that their

student will not be allowed to return to class or to school the following day until the incident is appropriately resolved.

Option (B) – The teacher or administrative office will notify parents of the incident, and then the teacher or administrator will proceed with corporal discipline as outlined below.

Corporal Discipline Procedures

1. Every attempt to contact parents will be made before discipline is administered.
2. The teacher or administrator will explain the student's wrong behavior and why the behavior cannot be condoned. The personal dignity of the student will always be held in highest regard.
3. The teacher or administrator will administer a spanking with a paddle, generally between 3-5 swats. This procedure will occur in private, behind closed doors, in the presence of one of the faculty or staff members, who will serve as a witness. To insure the privacy of the student, no one else will be involved in any manner in this procedure.
4. The teacher or administrator applying the paddling will ask the student to confirm understanding of the unacceptable behavior and to apologize to any individuals involved. Then the teacher or administrator will pray with the student.
5. The teacher or administrator will document the infraction and the action taken and will sign the documentation. The witness will also sign it. The school administrator will mail the original to the parents and will have a copy placed in the student's permanent file.

Grades 7-8

A system of accumulating checks (demerits) toward a morning detention is used for students in grades 7-8. Each check will result in a lunch break detention. Students at this grade level may receive checks for, but not limited to, the following items:

- Improper dress or appearance
- Disrespect toward others
- Habitual misbehavior
- Habitual irresponsibility (i.e., being late to class, coming to class unprepared)

At the third (3rd) check, the teacher will send a notice outlining the incidents to parents, noting that upon the fifth (5th) check the student will receive a morning detention. When a morning detention is issued, the student must report to the school by 7:25 a.m. the next Tuesday, Wednesday or Friday, whichever is closest. Failure to serve a detention promptly will result in the student's receiving an additional detention.

If a student receives three morning detentions within a 4-1/2 week period, the parents and the student will receive written notification that a fourth detention will result in a one-day suspension. All assignments and tests missed due to a suspension will be recorded as zeroes and cannot be made up. Suspensions can have a negative impact on grades and should be taken very seriously. A conference with the parents, the student, and the administrator may be called by any of these parties at any time.

Suspension/Expulsion

A student may be suspended (in-school or out-of-school) or expelled for, but not limited to, the following:

- Dishonesty or cheating
- Fighting or bullying
- Obscenity
- Forgery
- Vandalism
- Possession, use, sale, or transfer of any behavior-modifying substance
- Use or possession of tobacco products
- Striking or threatening any school personnel
- Assault and/or battery
- Possession of any item constituting a weapon
- Behavior in or out of school adversely reflecting upon the school

The Board of Trustees and Administration will determine any student expulsion (dismissal for the remainder of the school year). Expulsion does not exempt parents from meeting the financial obligations of the Tuition Contract. Expulsion may result from repeated misconduct; failure to respond positively to repeated efforts at correction by the school's personnel; a serious breach of the school's code of student conduct, including the use, possession, or distribution of drugs and/or alcohol, whether on or off campus; possession of any weapons at

school or at any school activity; threatening or bringing harm to the person or property of a teacher, administrator, or staff member; any action or attitude that seriously harms the name of Christ and/or the school's reputation in the community; any attitude not in harmony with goals and spirit of the school; and any action by a parent or guardian which seriously interferes with the school's ability to accomplish its educational purposes.

Personal Appearance Code

The administration of BGCA recognizes that there are varying tastes and attitudes toward clothing styles among the families whom we serve. The Board's policy is intended to set a reasonable standard that achieves the following goals: (1) The standard will be easy for students and parents to adhere to and for the administration to enforce; (2) The standard will promote the overall neat appearance of our students; and (3) The standard will foster a sense of pride in our school.

Personal appearance reveals much about a person's attitude toward himself or herself, others, and the Lord whom we serve. We desire a dress code that is simple and conforms to Biblical standards. Parents have the responsibility to see that their students are properly dressed. Except on special occasions, students must meet the following standards:

General

All students must be clean and properly groomed and must wear clean, neat, well-fitted clothing. Hair must be clean and neatly groomed. Students must avoid extreme styles. Young men are to have their hair neatly trimmed and off the collar of a normal dress shirt and be clean-shaven. Outerwear (coats, jackets, etc.) should be labeled with the student's name.

The faculty and administration determine the appropriateness of students' appearance. Students who come to school inappropriately dressed or groomed will be required to change clothes or return home as the administration deems appropriate. Repeated dress code violations may also result in detention or suspension from school.

Specifics – Acceptable school-day clothing

- Shirts—casual, dress, polo, and T-shirts with appropriate designs, always tucked in

- All shirts and tops must be long enough to tuck in (Grades 3-8)
- Sweaters, blazers, sports coats, sweatshirts
- Jeans or slacks, in good condition, free of holes, and not dragging the floor
- Leggings when worn with a dress or tunic-length top
- Belts, whenever the garment has belt loops (Grades 1-8)
- Shorts (no shorter than 3 inches above the knee, loose fitting)
- For girls—dresses, skorts, or skirts (no shorter than 3 inches above the knee)
- Casual, athletic, or dress shoes with socks (properly laced and tied), sandals

Specifics – Unacceptable school-day clothing

- Clothing, jewelry, and accessories that bear inappropriate or patently anti-Christian messages or symbols
- Sunglasses, hats, or head coverings of any kind in the school building
- Extreme hair styles or color
- Extremely tight, extremely loose-fitting, or improperly worn clothing of any kind
- Large shirts will not qualify as jackets and therefore must be tucked
- Cut-off jeans and slacks or shirts with holes
- Tank tops or “spaghetti strap” shirts, tops, or dresses (Grades 3-8)
- Sheer or otherwise-revealing clothing
- Elastic, spandex, or tight-fitting athletic wear
- Any items which promote or advertise drugs, alcohol, tobacco, inappropriate music, or anything else not in keeping with Christian principles
- Earrings or other piercing jewelry on boys
- Any piercing jewelry (other than earrings) on girls

Chapel Day Dress

Chapel day is held once a week and the following standardized apparel is required of all students:

- BGCA logo shirt in white, hunter green or burgundy
- Dress slacks, skirts, skorts, jumpers, or dress shorts in the following solid colors only: black, navy, khaki
- In colder weather, sweaters or blazers may be worn over the chapel shirts. Turtlenecks may be worn under the chapel shirt.

Field Trips

BGCA logo shirts may also be required apparel for outings in the community or on field trips. Classroom teachers or the administration will communicate specifics as needed.

Physical Education Class

Socks and athletic shoes are required for all students during PE class. Students in grades 6-8 are to wear clean BGCA logo gym shorts and logo T-shirts to every PE class.

Attendance and Tardiness

General Requirements Regarding Attendance

BGCA is committed to the philosophy and practice of classroom academic instruction. Each school day provides new learning experiences and opportunities to grow. In addition, the social and relational aspects of the learning process are as significant as the content and subject matter. While some aspects of a missed classroom experience may be repeated or recovered, certain other facts are lost, to the student's detriment. Therefore, we urge students to attend and participate in all classes. Some absences and instances of tardiness, however, are inevitable and unavoidable. The following attendance policy will encourage faithful attendance and ensure student performance.

For students in Grades K5 (full-day) and up: absences, tardiness, and early dismissals will be calculated as follows:

If a student misses less than 2 hours of a school day, that action is counted as tardiness or an early dismissal.

If a student misses at least 2 hours but less than 4, that action is counted as a half-day's absence.

If a student misses at least 4 hours, that action is counted as a full-day's absence.

For students in half-day P3, K4 and K5: If students miss more than 1 hour of their 3-hour school day, that action is counted as one day's absence.

Parents must contact the school before 8:30 AM each day that a student will be absent. If the administrative office is not contacted, the

absence will be recorded as unexcused. Unexcused absences prohibit a student from making up tests and quizzes and may jeopardize quarterly grades.

The student is responsible for all work missed during an excused absence. A student who misses an entire day has two school days for each one missed to complete this missed work. For excused absences, parents may request—at the time they notify the school of the absence—any assignments or homework the student may be able to do. Teachers will attempt to have assignments and materials prepared for parents to pick up no earlier than 3:30 PM the day of the absence. Parents must request additional work each day when they notify the office of the absence.

Absences will be excused and make-up work accepted for the following reasons only:

1. Illness of the student
2. Doctor or dentist appointment
3. Death in the family
4. Illness in the family, requiring the student to help at home
5. Travel (must be approved by the administration in advance)
6. Other reasons if approved by the administration

Any student absent more than fifteen (15) days from any class is at risk of not receiving credit in that class for the school year, regardless of whether the absences are excused or unexcused.

Students and parents will be advised in writing after the eighth (8th) absence; a conference will be required with parents and the student after the twelfth (12th) absence. School-sponsored activities are not considered absences.

General Requirements Regarding Tardiness

Punctuality is a virtue highly valued and encouraged at BGCA. In order to best utilize their God-given talents, students learn to be wise stewards of the time they have each day. Punctual arrival at school and class each day, as well as attendance throughout the instructional day, is crucial to the effective operation of our school, learning, and the enhancement of individual self-discipline.

Students arriving late are to report to the school office and receive a tardy slip. If a child is tardy eight (8) times, a letter will be sent home to parents. At twelve (12) instances of tardiness, parents must meet with the administrator. Habitual tardiness may result in expulsion.

Any student who needs to be dismissed from school before the end of the day or in the midst of the school day must have a parent sign him/her out in the school office. There will be no exceptions to this policy. Note that these early dismissals will be counted as tardiness or absence because the students will miss important classroom instruction time. If a student leaves without signing out, then he/she may be considered truant, and the policies on unexcused absences will take effect.

Chapel

Chapel is a weekly activity to provide the opportunity to worship, sing, and fellowship together. These are unifying times for the school. In addition, assemblies are called for special occasions and programs. Parents are welcome at all assemblies and chapel services.

Visitors

All parents are to stop in the school office and receive a guest badge to wear while they are in the building. All other visitors must sign in at the office and receive a guest badge to wear. Unauthorized visitors will be asked to leave the grounds. If a student wishes to bring a visitor, the student must have the administrator's permission prior to the requested visit. Those seeking to observe our school with regard to applying for admission may tour and visit with the Admissions Director or an Academy employee and observe all rules of the school. All visitors must identify themselves and state their reason for entry in order to gain entrance through the security system. Visitors must remain with an Academy employee throughout their visit.

SCHOOL HOURS

Administrative Office	7:30 - 3:30 Monday-Friday
AM P3, K4, and K5 (half-day)	8:15 – 11:15
PM K4 and K5 (half-day)	12:00 – 3:00
Grades K5 (full-day) through 6	8:15 – 3:00
Grades 7-10	8:10 – 3:05

The school doors open to students each morning at 7:55 a.m. and are locked each afternoon after dismissal at 3:15 p.m. During school hours all doors in the building remain locked. Parents are to enter the school building through the main entrance at all times and to obtain a visitor's badge from the front office before entering the building further. Students are instructed not to open any wing or side doors for anyone during the school day. A security system is in place for visitor admittance during and after school hours. Parents collecting students from after-school activities or Extended Care must ring the bell and request entrance from an Extended Care staff member. School personnel may request student security codes at any time as a condition of admittance.

Extended Care

The Extended Care childcare program provides services before, during, and after school for students in grades K4-8. The goal is to provide a safe, structured playtime that is an extension of the philosophy and teachings of BGCA. Age-appropriate activities include Bible story time, snack, free play, arts and crafts, homework preparation time, and sports activities. The program is licensed by the Commonwealth of Kentucky Cabinet for Health Services.

Families must register for Extended Care by the end of the first week of school. Students may participate on a full-time or part-time basis. Extended Care is available every school day from 7:15 a.m. to 5:30 p.m. The program is not available when school is closed. After-school care begins at 3:15 p.m. All unsupervised students remaining at school at 3:15 will be sent to Extended Care and appropriate fees will be charged to parents.

Extended Care during after school hours requires a security code for pick-up. Extended Care has a separate registration form to list approved emergency transport individuals. If the person transporting the student is not listed, a parent must be contacted for confirmation before the student is allowed to leave.

The monthly fee for full-time users is due the first day of the month. Part-time users will receive a statement of fees, with payment due at the first of the following month. A late pick-up fee of \$1.00 per minute

is charged for any student remaining after 5:30 p.m. There can be no exceptions.

Acad-A-Camp Summer Program

A summer program, ACAD-A-CAMP, is available for all BGCA and other students (upon approval) entering grades K-8 in the fall. This five-day-per-week program runs for 10 weeks during the summer months. Students may register for selected days or full-time attendance. Activities include field trips throughout the area taking advantage of the wonderful park and recreation facilities in the community, as well as other area attractions. Registration for ACAD-A-CAMP is encouraged at the time of re-enrollment, during February.

Extended Care and ACAD-A-CAMP fee information and dates are available in the administrative office.

SCHOOL COLORS, MASCOT, and LOGO

School Colors: Hunter Green, Burgundy, and White

Mascot: Warriors (Ephesians 6:10-17)

Logo: The Bowling Green Christian Academy logo and font are to be used only in accordance with the Standards Manual. No other logos or fonts are to represent BGCA without permission of the Development Department.

HEALTH and SAFETY/ MISCELLANEOUS MATTERS

Fire, Tornado and Earthquake Drills

Fire drills are conducted at various times during the school day on a monthly basis as required by the State. Tornado and earthquake drills are also scheduled. The teachers and staff will acquaint students with the proper procedures to follow. Maps of the evacuation and safety plans are posted in each student area, and each teacher will see that the students fully understand the procedures.

Illness or Injury

Should a student become ill or receive an injury while at school, he or she will be treated in the classroom. If the injury is of such a nature that it cannot be treated in the classroom, the student will be sent to the office where first aid will be administered. In the event that a serious injury or severe illness should arise, school personnel may seek emergency medical transportation and care. BGCA will have at least two faculty or staff members certified in Red Cross First Aid and CPR at all times.

If a student has a fever of 99° or higher, the student will be sent home or placed in the sick bay area until a parent or emergency contact person can pick up the student. A student should be free of any fever, without medication, for 24 hours before returning to school.

When a communicable disease is suspected, BGCA personnel will follow the same policy as the Barren River Area Health Department in terms of quarantining the student until a parent can come to take a student home.

Medications

School personnel will give no medications without first contacting a parent. Documentation will be sent home that day informing parents of the specific dose and time medication was administered.

If a student is in need of medication during the school day, the parent must deliver this to the school office with specific, written instructions regarding its administration. The office personnel will administer the medication according to these instructions. No medications (prescriptions or over-the-counter) may be kept on the student's person or in his/her desk, locker, or backpack, except with a doctor's written notice and with administrative approval.

Immunizations and School Physical Examinations

Current Commonwealth of Kentucky immunization certificates must be on file for every student. All student files must also contain a School Physical Examination for those in grades K-12. The examination and immunizations must be updated before the student enters kindergarten and again prior to entrance into 6th and 9th grades. A student may not be admitted to class without complete records. All health records must be signed and dated by a licensed physician and a parent.

Transportation of Students by Authorized Persons

For the security of all BGCA students, Student Security Code Forms must be on file for all students, indicating a confidential four-digit number chosen by parents and stating the names of non-parent individuals allowed to transport students. These codes may be requested prior to a student's being released to a non-parent. Only parents, legal guardians, and designated individuals should be aware of these numbers. There can be no deviation from this procedure.

Field Trips and Permission Slips

Field trips are encouraged to enhance the educational experiences available throughout our community for our students. Parental permission is required in writing prior to a student's participation on all field trips. A student will not be allowed to participate in a field trip if a parent has not returned a written permission slip.

Phone Usage

Students are allowed to request use of the office telephone for emergencies only. Forgotten homework or materials are not emergencies. Parents may also request use of the office phone for emergencies. Students may not use cellular telephones or pagers during school hours. This policy is subject to modification during the school year.

Backpacks

Students are allowed to carry backpacks to school. Backpacks or small suitcases with wheels are to be carried, not rolled up the stairs to the second floor. All backpacks and student bags are subject to inspection by school personnel at any time.

CD's, Games and Toys

Electronic games, radios, CD's, tape players, toys (in grades 3 and up), etc. are not to be brought to school unless assigned by a teacher for a specific day and class.

Lost and Found

A location for lost and found items will be designated and communicated to students and parents. The school is not responsible for lost or damaged items. All students' clothing should be clearly labeled with the student's name. Students may bring books and music

when approved by their teacher, but these should also be clearly marked with the owner's name.

Updating Information

The school's administrative office should be notified immediately about any change in the family's address or telephone number, work locations and phone numbers, and emergency contact phone numbers.

School Closing Due to Emergency

BGCA school closings due to bad weather or other circumstances are rare. A delayed opening of 1 or 2 hours is preferred, if possible. Any changes to the school day will be announced on WBKO-TV (Channel 13), WCVK-90.7fm, and WUHU-107.1fm, as early as possible. You may also call the school office and check the answering machine for updates related to school closings. Bowling Green Christian Academy does not follow the Warren County or Bowling Green City Schools' policies or calendar.

In case of a delayed opening, Extended Care personnel, and other faculty and staff are requested to be at school at the regular time, if possible. Extended Care will be available for registered students only. If school is closed, no Extended Care is available.

Student Accident Insurance

Student accident insurance is purchased by the Academy for all students. Please contact the school office for details regarding claims.

PARENT ORGANIZATIONS

Parent-Teacher Partnership

The purpose of the BGCA Parent-Teacher Partnership (PTP) is to provide an organized means through which all parents can participate in activities that enhance the spiritual and physical learning environment of the students, fellowship with one another, and be a support to faculty and staff. Some of the primary objectives of the PTP are to develop and promote an interest in Christian education among other Christians and the general public; to serve and assist in programs and activities as deemed appropriate or requested by teachers and the administration; and to pray and promote prayer support for all people and aspects of

the school. All parents of BGCA students are members of the BGCA-PTP.

Moms-In-Touch

Moms-In-Touch is a worldwide movement of moms gathering to pray. Groups meet for one hour each week, interceding for their children and the schools they attend. There are over 25,000 groups worldwide. Kentucky has over 300 schools covered by Moms-In-Touch groups. Contact the administrative office for meeting times and locations.

Athletic Committee

The BGCA Athletic Committee of the Board, working with, the Athletic Director, establishes the athletic programs and activities of the BGCA Warriors. This group believes that God is sovereign over all, including sports. Athletics provide opportunities to learn Christ-like character and to reflect His glory in competition. The group is committed to assisting and promoting BGCA athletics with time, talents, and treasure. For information, contact the athletic director.

Volunteers

Parent volunteers give hundreds of hours to support the teachers and their work with the students. Parents are needed to serve as room mothers, office helpers, field trip drivers, party planners and in various other ways. For information contact the BGCA-PTP.

