



Bowling Green Christian Academy
Parent/Student Handbook

"We know that if we work upon marble, it will perish; if we work upon brass, time will efface it; if we rear temples, they will crumble into dust; but if we work with men and imbue them with principles, we engrave on those tablets something that will brighten lives for all eternity."

Daniel Webster

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EDUCATIONAL PHILOSOPHY AND MISSION

The educational philosophy of Bowling Green Christian Academy is based upon two Biblical principles:

1. The most important part of educating children is encouraging them in the love of God and His Word and the development of Christian values and character.

"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."
(Deuteronomy 6:6-7)

2. The responsibility for educating children belongs to parents, not to the Government, the church or any other institution.

"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord." (Ephesians 6:4)

In addition to spiritual training, children also need academic training, training in citizenship and vocational training in order to become productive members of society. Parents should prayerfully seek God concerning the educational choices they make for their children.

Bowling Green Christian Academy provides high quality, distinctively Christian education. We partner with Christian families to develop life-long disciples who know their unique identity and purpose in Christ.

LETTER TO FAMILIES

To The Parents and Guardians,

The Bowling Green Christian Academy welcomes your family! We believe that your partnership with us will be a rewarding experience. We will be glad to assist you in any way we can.

This Parent-Student Handbook (Handbook) will explain the rules and regulations of Bowling Green Christian Academy (BG Christian). We ask you to accept the responsibility of studying the Handbook carefully and instructing your children on its contents. We ask each student to abide by the stated rules and to be governed by the intended spirit of the Handbook. Periodically there will be changes in school policy as determined by the school board. When such changes affect the parents and/or students, the details of these changes will be clearly communicated. If there are any questions, please feel free to ask any teachers or staff member for an answer.

We believe that the commitment you have given to Christian education is an important step in your child's development as a life-long disciple who knows their unique identity and purpose in Christ.

In the Lord's service,

The Faculty and Staff

SECTION I – GENERAL POLICIES

Article I – School Policy Statement

Bowling Green Christian Academy (BG Christian) began as a ministry of the Bowling Green Covenant Church. In May 1990, a BG Christian School Board was established. Today it consists of eight appointed members. The policies of the Academy are determined by the BG Christian School Board (the Board). Parents are expected to cooperate fully with the school policies set forth in this Handbook.

Article II – General Purpose

It has always been a part of God's plan that parents are ultimately responsible for the education and training of their children (Deuteronomy 6:6-9, Ephesians 6:4). The purpose of the Academy is to assist parents with this God-given responsibility. The Academy intends to guide and establish learning experiences that will assist each student in discovering and developing his or her individual uniqueness and talents, in becoming a mature Christian and a responsible and productive member of society. In this assistance we need cooperation and participation from all families in order for this model to flourish.

Article III – Statement of Faith

- A. There is one God, who is infinitely perfect, existing eternally in three persons – Father, Son and Holy Spirit.
- B. Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross as a substitution sacrifice and all who believe in Him, in total surrender and commitment are justified on the grounds of His shed blood. He arose from the dead and will come again to establish His kingdom of righteousness and peace.
- C. The Holy Spirit is sent to indwell, guide, teach, empower the believer, and convince the world of sin, righteousness and judgment.
- D. The Word of God, the Old and New Testament, inerrant as originally given, is inspired by God and is a complete revelation of His will for the salvation of men.
- E. Man was originally created in the image and likeness of God; he fell through disobedience, enduring thereby both physical and spiritual death.

- F. Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God.
- G. There shall be a resurrection of the just and unjust.
- H. The second coming of the Lord Jesus Christ is certain. His is the believer's blessed hope and is a vital truth which is incentive to holy living and faithful service.

Final Authority for Matters of Belief and Conduct:

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Bowling Green Christian Academy's faith, doctrine, practice, policy, and discipline, our school board is Bowling Green Christian Academy's final interpretive authority on the Bible's meaning and application.

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. (Gen 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 Scriptures. (Gen 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. (1Cor 6:18,7:2-5,Heb 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. (Matt 15:18-20; 1Cor 6:9-10)

We believe that in order to preserve the function and integrity of Bowling Green Christian Academy as a Christian ministry to provide a biblical role model to the Bowling Green Christian Academy students, families, and community, it is imperative that all persons employed by Bowling Green Christian Academy in any capacity, or who serve as volunteers, agree to abide by this statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1Thess 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; Rom 10:9-10; 1 Cor 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 nor the doctrines of Bowling Green Christian Handbook.

Article IV- Philosophy of Christian Education

Bowling Green Christian Academy begins with the premise that the only true education is a Christ centered education. This premise is based upon the fact that only Christian education deals with all the dimensions of life as viewed from a Biblical perspective.

A. Reality

God is the personal and purposeful Creator and represents the guiding force of the universe. Reality in life involves the understanding that God is real and is active in the lives of men and women today.

B. Truth

All truth is God's truth. Truth is consistent throughout the universe. Truth exists and is an absolute. God has shown Himself through His Scriptures, and man's understanding of truth comes through a study of the inspired Word of God and an understanding of His creation.

C. Knowledge

All knowledge must be put in the context of Biblical truth. Any knowledge or personal conviction which serves as a guiding principle in an individual's life must be based on truth as revealed in God's inspired Word.

D. Man

Man is created in the spiritual and moral image or likeness of God. Man's essential nature is his freedom to choose or decide for himself what he will think, become and do. Man's essential freedom of choice is affected by his inherent nature and his environment of both good and evil. Therefore, he is in need of special help to choose good which is to find fulfillment in a reconciled life made possible by Jesus Christ, the divine Son of God.

E. Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimension, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore call to defend, protect, and value all human life.

F. Christian Education

In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge and of man.

G. Implicit in Christian education are these basic truth:

1. Man possesses a spiritual dimension (Genesis 1:26-27).
2. Education involves the total being: spiritual, intellectual, physical and social (Proverbs 9:9).
3. Each person possesses unique individual potential, traits and needs (Romans 12"3-8).
4. The educational experience must involve the development of Christian beliefs, attitudes and skills.
5. An integration of Biblical truth will be an inseparable and primary part of the total educational process. Christian concepts will be central to the academic studies.
6. Children need a steady influence while preparing to live in a complex society. Only the Bible has the answers to man's needs and longings. The Bible will serve as our final authority on all questions.

Article V – Expected Student Outcomes

- A. To give God the glory in all things.
- B. To encourage each student to make a personal decision to accept Christ as Lord and Savior.
- C. To develop spiritual leaders in the church.
- D. To develop an understanding of one's unique responsibility to God.
- E. To help students realized their capabilities and limitations and how to make most of them toward growth and service.
- F. To equip each student with the ability to communicate clearly, logically and effectively through reading, writing, speaking and listening.

- G. To encourage creativity and curiosity.
- H. To encourage an appreciation of the arts.
- I. To teach the fundamentals of Language Arts, Math, History, Geography, Science and the Bible.
- J. To teach the fundamentals of physical fitness, nutrition and hygiene.

Article VI – Admission/Withdraw Policy

- A. BG Christian exists to offer Christian education in a Christian environment. An applicant will be asked to take an admissions test given by the Academy, and to furnish the school with the most recent grade card.
- B. Acceptance of the student will be based on the results of testing, previous grades, a personal interview with the parents and recommendations concerning the student's character, attitude and general promise.
- C. Withdrawal of a student will constitute an exit interview with the principal, filing a report for the student's permanent file showing the date of withdrawal, reason for withdrawal, and confirmation that all fees and fines are current.
- D. Student records are kept confidential in accordance with applicable state and federal laws.
- E. Notice of Non-Discriminatory Policy
Bowling Green Christian Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school initiated desegregation.

Article VII – Attendance Policy

- A. It is the responsibility of the parents and the students to create the habit of being punctual and regular in attendance. We are certain you will want to cooperate with the school in seeing that your child does not miss school unless absolutely necessary.
- B. Excused Absences

The following reasons for absence are valid: personal illness or injury, medical appointments, death of a relative, or a family emergency. Other special needs may be excused with administrative approval.

C. Unexcused Absences

Absence from school for a family's personal convenience is considered unexcused.

D. Procedure for Absent Students

1. Illness and Other Unanticipated Absences: Parents must notify the school office (419-354-2422) between 8:00 and 9:00 a.m. if the student will not be in school. Parents may notify the school the previous night or in the morning before the office opens by leaving a message on the voicemail or by email to office@bgchristian.org or uppercampus@bgchristian.org. The student must bring a written excuse to the office upon returning to the school if the parents had not previously called the school office.
2. Anticipated Absences: An "Anticipated Absence Request" form, or a signed and dated note stating time, date and duration, and reason for the absence, must be received by the office at least 2 days ahead. For an extended absence (an absence lasting more than two school days), the request should be submitted at least 1 week in advance. Parents will be notified regarding its approval status. Please send a note to the office at least a day before a scheduled doctor's or dentist's appointment.
3. Children who leave the school building during school hours must be signed out by a parent or guardian in the school office. Children returning to school from doctor's appointments also need to be signed in by a parent or guardian. The above procedures are intended to ensure the safety of all students at all times.
4. Make-Up work for absences is to be requested by the parent or student in advance if possible or immediately upon return. If work is desired during the day of absence, as is often in the case of illness, please make a request to the office by 9:00 a.m. of the day for which the work is desired. If the request is received by that time, every effort will be made to have it ready for the parent to pick up by the end of their child's usual school day. 1 day of make up is allowed for each day of absence (Example: a student who has been absent for 5 school days will have 5 school days to complete the assignments after return). Make-up work will be the responsibility of the parent/guardian.

5. Unexcused absences: Academic credit allowed, if any, for absences that do not meet the criteria for those excused and do not receive administrative approval, will be handled case by case. Depending upon the reason for the unexcused absence, and if it was the student or parent initiated, an administrative determination will be made.

E. Student Attendance Policy

When children are absent from school, they miss out on consistent instruction that is needed to develop basic skills. The attendance rate is important because students are more likely to succeed in academics when they attend school consistently. Children in early grades are particularly susceptible to falling behind in fundamental reading skills, which can have a detrimental and accumulative effect that impacts future learning.

Each year an attendance committee will be convened which will consist of the Director of Academics, School Counselor or other appropriate school leader, and two other faculty representatives. The attendance committee is created and managed by the Director of Academics.

The maximum number of absences in a semester, including both "excused" and "unexcused" as defined by school policy, shall be 12.

After 7 days of absence in a semester, a notification letter will be sent to parents/guardians (unless communicated prior through an alternative means, such as anticipated absence form).

After 10 days of absence in a semester, a parent/guardian meeting with the Director of Academics or Head of School is required.

After a middle or high school student has 13 accrued absences in any one course in a semester, no credit will be given for that course when the 13th absence occurs. For elementary students, absences will be recorded and accrued in half-days; no credit will be given when absences total 13 days, 26 half-days, or a combination of both. Parents/Guardians will be notified, and may appeal to the attendance committee. Exemption from this credit loss due to reasons defined as "excused" per school policy will be considered by the committee on a case by case basis. An alternative attendance or education plan may result.

F. Procedure for Tardy Students

1. Students are expected to be in school and in their seats at 8:00/9:00 a.m. respectively. Students who are tardy should obtain an "admit slip" from the office before entering the classroom.
2. If three tardy violations are received during a nine-week period, the student will stay for a 30-minute after school detention.

Article VIII – Enrollment Policy

- A. Read this Parent/Student Handbook carefully.
- B. Complete all forms in the *New Student Packet*.
- C. Parents/Guardians schedule an interview with the Head of School.
- D. The school will arrange a time for the testing and placement of the student.
- E. Parents/Guardians will be notified of the student's admission status by the school.
- F. Parents/Guardians will make the necessary financial arrangements.

Article IX – Kindergarten Entrance Requirements

- A. The admission policy for kindergarten is as follows:
 1. Birth date by August 31st.
 - a. Child will be admitted if they pass assessment.
 2. Birth date between September 1st and September 30th.
 - a. Child will be admitted if pass assessment and agreement exists between the teacher and the principal.
 3. Birth date after September 30th.
 - a. No admittance.
 4. Appeal can be made to the Board in each situation.
 5. Assessments will be made upon request subject to availability of personnel and payment of fees.
- B. Before a child can be admitted to kindergarten, the following records must be on file:
 1. Medical History Form documenting required immunizations.
 2. Copy of Birth Certificate.
 3. Statement of Cooperation.
 4. Emergency Contact Sheet.

5. Application.
6. Early Childhood Screening or equivalent assessment.
7. Interview with parents/guardians.

Article X – New Student Requirements

- A. The following records must be on file in the school office:
 1. The academic records from the former school and/or home school.
 2. Medical History Form documenting required immunizations.
 3. Copy of Birth Certificate.
 4. Statement of Cooperation.
 5. Emergency Medical Form.
 6. Application.
 7. BG Christian student assessment.
 8. Interview with parents/guardian.

Article XI – Tuition

A. Access to Christian Education

Bowling Green Christian Academy is committed to offering quality academics in an environment that is distinctively Christian. With this aim, the BG Christian Board of Education, as It's governing body, seeks to partner with families to ease tuition burdens and thus validate and support their desires and commitment to Christian Education. BG Christian seeks to accomplish this by acting as a conduit for donors wishing to help families with financial support and by allocating money in the annual budget to be used when needed to provide tuition assistance.

B. Financial Aid

There are several means whereby BG Christian families can lessen their tuition rates through financial aid. The two main categories for financial aid are, tuition assistance and scholarship.

1. Tuition assistance will be given to full-time BG Christian teachers and staff. The amount of assistance will be determined each year by the BG Christian Board of Education.
2. Tuition assistance and scholarships will be available through the BG Christian. Financial aid information will be published with the opening of reenrollment and will contain the action items necessary as well as the deadlines for the upcoming school year.
3. Tuition assistance applications are processed through an online form.

4. BG Christian families are eligible to apply for scholarships. These include, the EdChoice Scholarship, the Jon Peterson Scholarship, Ohio Christian Education Network SGO Scholarships (designated for BG Christian), and the Linette Butler Scholarship. Information regarding these scholarships and how to apply for them will be included in the published financial aid information.
 - i. We offer the following special needs services via the Jon Peterson Scholarship to qualifying students:
 1. Aide Services
 2. Education Services
 3. Intervention Services
 4. Occupational Therapy Services
 5. Speech and Language Services
5. BG Christian has a Free Money program and fundraising program that gives families an opportunity to reduce their tuition.

C. Tuition Assistance Procedures

Tuition assistance is available via donor provided funds in the form of endowed and named scholarships to approved students enrolled at BG Christian with all accounts in good standing. It is valid for one school year only. Additional fees such as reenrollment, technology fees, and early morning care are not covered by the awards. There may be an award available for class fees depending on availability.

1. Eligibility
 - i. Any family of a full-time Kindergarten through 12th grade student may apply for tuition assistance if they are concerned about affording the tuition at BG Christian Academy and they believe that they may qualify for the program.
 - ii. Requests for tuition assistance must be applied for annually by each family and will be based on each family's financial situation at the time of application.
 - iii. Tuition assistance may increase or decrease, depending on current circumstances.
 - iv. Current families must be in good standing and current on all payments to be eligible for the following year.
 - v. The application process begins with the opening of reenrollment and closes the last day of April. Tuition assistance must be applied for annually no later than April 30; there are no automatic renewals or guarantees.

2. Decision Process

- i. All assistance is reviewed and determined by the Tuition Assistance Committee. The committee uses will use same process outlined in the OCEN Scholarship Granting Organization, "Participating School User Manual" this provides a fair and confidential assessment of a family's financial need. Based on that assessment, as well as the amount of funds available, the Tuition Assistance Committee will determine the award amount for which families are eligible and send an award notice.
- ii. The amount of the tuition assistance awarded from BG Christian will take into consideration the amount of any other tuition scholarships received (i.e. EdChoice, etc.) before determining an amount to be given from tuition assistance.
- iii. Awards are distributed according to donated funds and BG Christian's financial aid budget.
- iv. Award letters will be sent out in May and must be accepted or declined by the end of the month.
- v. Money awarded to individual students is non-transferable, in case one student in a family goes elsewhere, so the money can go to another deserving student (possibly in a different family).

3. Loss of Tuition Assistance

- i. Failure to maintain all criteria associated tuition assistance will result in its revocation.
- ii. Students in grades 6-12 receiving tuition assistance are required to maintain a GPA of 2.0 in core subjects (English, Math, Science, History, and Bible) each semester.
- iii. If criteria are not maintained, the tuition assistance award will be revoked for the upcoming semester and all lost tuition credit will become the responsibility of the family.
- iv. If a family leaves BG Christian during the school year, or is removed from the school for any reason, the tuition assistance award will be prorated based upon the number of days the student attended.
- v. Exceptions to the above criteria will be reviewed on a case-by-case basis by the BG Christian School Board Officers

4. Non-Discrimination Policy

- i. Bowling Green Christian Academy admits students of any race, color, national origin, and ethnic origin to all the rights,

privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school initiated desegregation.

D. Emergency Tuition Assistance

The goal of the Emergency Tuition Fund is to aid families who find themselves in difficult financial circumstances that they couldn't have anticipated when registering and committing to a payment plan. A portion of the Board of Education's budgeted financial assistance money will be available through this fund. Families can apply for emergency tuition assistance by writing a letter of appeal explaining their circumstance and need. Families seeking assistance must submit their letter to the Head of School who will take it to the next scheduled Board of Education meeting where it will be reviewed in executive session. Money from the fund will be withdrawn and applied to families' tuition accounts at the discretion of the Board of Education.

E. Tuition Payment and Collection

Because BG Christian Academy desires to be a good steward of what God has entrusted to it, the BG Christian desires to build efficiency, accountability, and integrity into all aspects of the tuition payment and collection process. Tuition accounts are managed through FACTS, a renowned tuition management program.

1. Annual Payment Plans

- i. One Year Pre-pay: Families can opt to pay in advance for the school year and receive a 5% discount off the total tuition amount if the payment is made by July 31st. A \$20 non-refundable FACTS registration fee is required.
- ii. Semi-Annual Payment Plan: Families can opt to pay for tuition in two payments. One payment is withdrawn in August and one in February. A \$20 non-refundable FACTS registration fee is required.
- iii. 12-Month Automatic Monthly or Semi-Monthly Payment Method: Tuition is automatically deducted via the FACTS

programs on the 5th and/or 20th of each month, beginning in June, with the last payment in May. A \$50 non-refundable FACTS registration fee is required.

- iv. All tuition payment plans are set up through the FACTS tuition management program online.

2. Late Payment Policy

- i. BG Christian Academy's yearly operation budget is funded largely by tuition. Educational, extracurricular programs, and teacher salaries are set based on anticipated tuition income. It is both vital and imperative that families honor their commitment to BG Christian by keeping current with tuition payments. The Board of Education acknowledges the sacrifice and expense of choosing a private Christian education. The intention of this policy is not to police or to be punitive but to set necessary guidelines. With this aim, BG Christian utilizes the FACTS management company to implement collection procedures, including late payment fees, to hold families accountable for their tuition payments. PLEASE NOTE: Upon unforeseen and/or difficult financial circumstances, a family may contact the finance office or Head of School to set up a meeting and propose an alternate payment arrangement. The Head of School may take this proposal to the Board of Education. Final approval of any alternate payment arrangement plan or any waiving of late fees will require board approval.

3. Collection Procedure

- i. All tuition payments are due on the 5th and/or the 20th of every month. If changes need made to a scheduled payment, you must notify the BG Christian Finance Office 3 business days prior to the scheduled payment date.
- ii. If tuition becomes past due, a \$10 late fee will be assessed. FACTS will handle the payment collections per their procedures.
- iii. If tuition is not paid in full by the end of the school year, final grades will not be released. If it is the child's last year at BG Christian, records and grades (except what is required by the state of Ohio) will not be transferred until the tuition and all fees are paid in full, unless prior arrangement have been made.
- iv. Plans must be made with the finance office to pay off a previous tuition balance before a student is able to be reenrolled for the next school year.

4. Returned Checks

If a check is returned for ANY reason, the family will be notified via email and a \$15.00 service charge will be assessed.

5. Automatic Payments

If an automatic payment does not go through, the family will be notified by FACTS and a \$30 returned payment fee will automatically be processed from the checking, savings, or credit card account provided. FACTS will attempt to collect the automatic payment again. If the returned payment fee is returned, it will be rescheduled. Fees are subject to change.

i. Questions regarding Returned Payment Fees:

1. What is a returned payment fee?

- a. A returned payment fee is incurred by a consumer when a payment fails due to insufficient funds in a consumer's bank account or when a credit card is used for a scheduled payment and the credit card is either invalid or the credit limit is exceeded.

2. What is FACTS Policy?

- a. As described in the payment plans terms and conditions, if a payment is returned we will assess and automatically process a maximum returned payment fee of \$30.

3. Will I know if a returned payment fee is going to be charged to my account?

- a. Yes, if you have a payment that fails, you will be notified. The notice will tell you the date on which a \$30 returned payment fee will be processed and the date on which the failed payment will be rescheduled (unless you take some action in the meantime to make the payment). If the \$30 returned payment fee fails, it will be rescheduled.
- b. If we detect a pattern of failed returned payment fees, we may prohibit you from enrolling in payment plans administered by us in future years until the fees are paid.

4. Can I make up a failed payment before the rescheduled payment date?

- a. Yes. You are always able to bring your account current by making a payment online or over the

phone. BG Christian will determine if you are permitted to spread the failed payment across your remaining payments or reschedule the payment for the end of your payment plan.

5. Will I be charged an overdraft fee by my bank if my payment fails?
 - a. That depends on your financial institution. We understand that fees can be burdensome, which is why we strongly encourage all payers to pay careful attention to their payment schedule and do everything they can to avoid failed payments.
 - b. If an automatic payment does not go through for any reason, the family will be notified by FACTS to make payment arrangements.

Article XII – Parent/Guardian Involvement

- A. Parents are strongly encouraged to be active in the education of their children. We depend on parents for their cooperation and involvement in the following areas:
 1. Parent Teacher Organization
Meets throughout the year and is actively involved in helping the school.
 2. Back to School Night
Scheduled in August/September
 3. Parent Conferences
This is scheduled at the end of the first and third quarters. It is a 15-minute conference between the teacher and parent(s).
 4. Homework
Daily monitoring of homework
 5. Volunteer Work
The volunteer work areas are for teacher's aides, field trip drivers, room mothers (fathers), adopt-a-teacher program (secret parent), bulletin boards, and library assistants.
 6. Fund Raisers
One of the methods to defray tuition costs is to hold fund raisers.

B. Our philosophy as a school is to provide as many opportunities as possible for communicating with parents. The following are the current communication processes:

1. Teacher Conference

This is often the first step in the communication process concerning students and classroom activities. Please contact the teacher to set up a conference.

2. Director of Academics/Head of School

Please call during school hours to set up a conference.

3. Open Board Meetings

All Board meetings are open forum meetings. Parents are encouraged to attend. The meeting dates and times are scheduled monthly.

4. Board Meetings Presentation

To be placed on the agenda, contact a Board member, preferably at least one week prior to the meeting at which you wish to raise a question or present an issue.

5. Board Meeting Minutes

Minutes from board meetings will be provided upon request.

6. Weekly Email/Newsletter

A weekly update is sent during the academic year.

7. Contact Information

The contact information for administrators, faculty, staff, or board members is available in FACTS SIS, or by calling the school office.

8. Letters

Letters expressing questions or raising issues for consideration may be sent to the Academy in care of the Board. The letters will be discussed at the meeting following their receipt. Letters will receive a timely response.

SECTION II – STUDENT CONDUCT AND DISCIPLINE

Article I – Student Conduct and Discipline

A lifestyle which reflects Christian principles stands out in today's world. At the Bowling Green Christian Academy, we have a standard of conduct and dress that we feel should be a part of the students' mode of living. Most of the standards are simply for the protection of our students and for the orderly operation of our school.

Article II – Boy/Girl Relations

The Bowling Green Christian Academy provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances, these associations will deepen into more than passing friendships. This is both natural and expected. Any public displays of affection will be considered inappropriate.

Article III – Chapel or Assemblies

- A. Chapel and assemblies will be an important part of the spiritual and educational program of the Bowling Green Christian Academy. Each school day will begin with a devotional period. In addition to the daily devotional period, Chapel for the entire school is scheduled for Friday mornings. The Chapel consists of worship time and a Bible teaching. The following guidelines will be used:
 - 1. Attendance is required of all students.
 - 2. Each student will demonstrate proper courtesy to the speaker or group leader.

Article IV – Student Behavior

- A. Each student will be required to obey all the rules and regulations of the Academy. Our primary objectives are to develop respect for authority and to develop self-discipline on the part of the student. All students are subject to the authority of any teacher or staff member at any given time on the school grounds during the school day or during school functions. Students are to be courteous and respectful to all teacher, aides, secretaries and visitors.

1. Minor Offenses

Examples are chewing gum, running in the building, tardiness, littering, minor dress code violations, excessive talking and disruptive behavior, possession of unauthorized items (radios, tapes, video games, etc.) and minor property damage.

2. Major Offenses

Examples are unexcused absences, truancy, profanity, cheating, lying, fighting, major dress code violations, theft and vandalism.

Article V – Damage to School Property

It is expected that all damage, even accidental, will be acknowledged by the student(s) involved and that a plan for restitution will be made.

Article VI – Dress Code

A. Dress Code Standards

The standards of dress and grooming contained in this policy are for school, whether on or off of our BG Christian campuses. While we recognize that it is not morally wrong to have variations of hair-style or clothing that are different from the items allowed in the dress code, BG Christian's dress and appearance standards are designed to create an atmosphere in which students are able to focus on honoring the Lord while in pursuit of their education. If there is a question or appeal, the BG Christian Director of Academics and/or Head of Schools will make the final decision, with consultation of the School Board when needed.

Modesty and professionalism are two of our main goals in regards to dress code.

1. **Modesty** refers primarily to a genuine personal concern about the response your dress and behavior produce in the heart and mind of another person, and therefore should be reflected in a student's appearance at all times. Their appearance should first reflect his or her appearance as a follower of Christ. In part, this means that while we do not necessarily need to look different from the world, we do not need to place our focus on what is in style. Everything we do is an expression of our relationship with God. In His word, He makes it clear that we are to be modest and treat our bodies with the utmost respect and reverence. In treating our own bodies with respect, we should present ourselves in a way that commands respect from others and deters unwanted or negative

attention to our person. Students' appearance should also reflect the Christian value of encouraging the focus on the inner self, not the outer.

2. **Professionalism** not only sets a standard for a learning community committed to excellence, but also prepares students for their future, including compliance with dress code standards in a workplace or other location. While we want students to be comfortable, we also desire that students wear clothing that gives an age-appropriate reflection of professionalism. It is important to note that these standards do not involve morality, rather, they are preferences that BG Christian seeks to uphold in our school community. In the enforcement of these policies, only the Director of Academics and/or Head of School have the discretion to interpret and apply these policies as appropriate.
 - a. BG Christian has carefully considered and applied the following biblical principles in establishment of the dress code policy for all BG Christian students:
 - b. Student attire should be God honoring.
 - **1 Corinthians 10:31** "So whether you eat or drink, or whatever you do, do it all for the glory of God."
 - c. Student attire should be modest.
 - **1 Corinthians 6:19-20** "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body."
 - d. Student attire should take student safety into account.
 - **1 Corinthians 13:7a** "It (love) always protects..."
 - e. Student attire should be non-distracting in the classroom and should promote a higher level of learning excellence.
 - **Romans 14:19 & 21** "Let us therefore make every effort to do what leads to peace and to mutual edification... It is better not to eat meat or drink wine or do anything else that will cause your brother to fall."

B. Partnership with Parents

1. Parents should work with and guide their children to make good choices in the area of appropriate clothing and good grooming. We expect clothing and personal appearance decisions to be handled at home to ensure compliance with BG Christian standards. This is part of the parents' Statement of Cooperation.

2. Parents should review and familiarize themselves with the Dress Code Policy on a regular basis.
3. Should your student's attire be deemed inappropriate, parents should expect to receive a call from the school and be prepared to bring or facilitate a change of clothing.
4. **Proverbs 6:20** "My son, keep your father's commands and do not forsake your mother's teaching."
5. **Ephesians 6:4** "And you fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord."

C. Full Dress Code Policy

To best serve our families we regularly evaluate and make updates to the guidance of our detailed dress code policy. The policy as it currently stands is given to families upon admission, and updates are always announced and made available in a current version which can be found in the "*Resource Documents*" area of our "*FACTS SIS Family Portal*".

Article VII – Student Personal Technology Device Use Policy

- A. Personal Technology Devices (including but not limited to cell phones, smart watches not on school mode, tablets) are not permitted to be used during the school day.
- B. Personal Technology Devices (cell phones, tablets, etc.) must remain in student lockers at all times: from the time the student enters the building until the student leaves school at dismissal. Smart watches may be worn, but are not permitted for use to communicate during the school day.
 - a. Exceptions:
 - i. The student's IEP or Service Plan requires the device (i.e. medical technology)
 - ii. The student has been given explicit permission by a staff member to use the device to contact parents, etc.
- C. We recommend that parents continue to communicate any information their students need directly with the office during the day.
- D. Failure to comply with the stated policy will result in the following:
 - a. First offense: Immediate loss of that technology until the end of the school day. The parent/guardian will be notified.

- b. Second offense: Immediate loss of that technology until the end of the school day. Technology will be released to the student's parent/guardian. One hour after school detention for the student.
- c. Third offense: Immediate loss of that technology until the end of the school day. Technology will be released to the student's parent/guardian. One hour after school detention for the student. Student will not be permitted to bring the technology on campus during the school day.
- d. Fourth offense: One day in school suspension; conference with parent/guardian, student, and administration.

Article VIII – Discipline

- A. Students and parents are asked to carefully consider these rules and regulations. Submission of the Application for Admission is an indication that both the student and the parents intend to comply with the stated rules.
- B. Punishment for Minor Offenses
The faculty generally will be responsible for the behavior of students. Students are expected to respond to correction by a teacher for any behavior that is not in the best interest of the school. Parents will generally be contacted only for continued minor offenses. A Discipline Report will be sent home, explaining the offense and the disciplinary action taken. Parents are asked to sign the Discipline Report and to call the school teacher for any clarification.
- C. Punishment for Major Offenses
The Director of Academics (with oversight by the Head of School) will generally be responsible for handling major offenses. Parents will be notified for major offenses. A *Discipline Report* will be sent home explaining the offense and the disciplinary action taken. Parents are asked to sign the *Discipline Report* and to call the Director of Academics for any clarification.
- D. Disciplinary Action Alternative
Disciplinary alternatives can be, but are not limited to, the following: parent conference, after school detention, non-participation in extra-curricular activities, suspension and expulsion.

SECTION III – BASIC ACADEMIC MATTERS

Article I – Charter

A. Ohio Board of Education School Charter

On November 22, 2002, Bowling Green Christian Academy received a state charter. This accreditation makes available to the school and its families certain benefits, such as access to school buses. While the school continues to orient its curriculum toward Christian beliefs, the accreditation confirms that it is also in compliance with standards formulated by the Ohio Department of Education.

Article II – Faculty and Staff

All faculty and staff at the Bowling Green Christian Academy have been carefully selected on the basis of their education, experience and integrity. The most outstanding requirements are an unselfish spirit of dedicated to children, a belief that the Christian school ministry is their service to God and a complete and personal acceptance of the Lord Jesus Christ.

Article III – Facilities

Currently, the school is housed in two facilities. The lower campus (preschool and grades K-5) is located in the Bowling Green Covenant Church at 1165 Haskins Road, Bowling Green, OH. The upper campus is located in the Dayspring Assembly of God's educational wing at 17360 N. Dixie Highway, Bowling Green, OH (grades 6-12). Families will be made aware of locations for school activities as the events arise.

Article IV – Curriculum

- A. Bowling Green Christian Academy uses a variety of Christian curriculum such as ABeka, Bob Jones, Total Learning Plus, ACSI, and Biblical Choices . Students receive instruction in Bible, language arts, math, history/geography, science and computer along with additional elective classes.
- B. In addition to the basic subjects, enrichment courses are offered.

Article V – Student Progress Reports

Reporting student progress is an important part of parent/teacher communication. The reporting process is intended to convey the *individual* growth of the student, rather than to focus on the class or a comparison within the class.

- A. Report Cards – Quarterly report cards will be sent home at the quarter's end.
- B. Interim Reports – Interim reports will be sent home mid-quarter as necessary.
- C. IEP Progress Report – Progress reports on goals for students with IEPs will sent home quarterly.
- D. Conferences – Parent conferences will be scheduled at the end of the first and third quarters. At least one parent should attend the 15-minute conference. A report card will be given to the parent at the conference.
- E. Parent Involvement – Parents are encouraged to discuss the student's progress with the faculty or Director of Academics at any time. Please make an appointment with the teacher or Director of Academics to insure adequate time for discussion.

SECTION IV – SCHOOL ROUTINE

Article I – Change of Address or Telephone Number

Please notify the school immediately if your address, telephone number or work location changes. It is important that the school have current information in the case of an emergency.

Article II – Closed Campus

Bowling Green Christian Academy follows a closed campus policy. Students must stay on the school grounds from arrival time until dismissal time. A written note from a parent is required for student to leave the school for any reason.

Article III – School Calendar

The school calendar will be established and distributed by the close of the previous school year.

Article IV – School Hours

- A. School begins promptly at 8:00 A.M. at the upper campus 9:00 A.M. at the lower campus and ends at 3:00 P.M. at the upper campus and 3:15 at the lower campus. Supervision will be provided for students 15 minutes before school (7:45 A.M. and 8:45 respectively) and 30 minutes after dismissal (3:30 and 3:45 P.M. respectively).
- B. Early Morning Care is available on school days from 7:30 – 8:45 A.M. at the lower campus. There is a daily fee per student. A drop-in service is available.

Article V – Office Hours

The school office hours are from 8:00am to 4:00pm at the lower campus and 7:30am to 3:15pm at the upper campus. Parents or visitors must report to the school office. Please do not go directly to the student's classroom.

Article VI – Telephone Calls and Messages

- A. All telephone calls and messages to students or faculty must be made to the appropriate school office (419-354-2422 ext. 100 lower campus, and ext. 107 upper campus). Faculty and students will not be called from the classroom except in an emergency. Student use of the telephone will be limited to necessary local calls.
- B. School voicemail will take messages after hours.

Article VII – Emergency School Closing

- A. In case of heavy snowfall and ice, the school will be closed. Please check the following stations: WTOL TV 11, WTVG TV 13, and WNWO TV 24 will be notified as early as possible. The decision to close the school will rest with the administration. Please do not call the school or the faculty.
- B. In case of inclement weather, school may be delayed. Please listen or watch the above stations for the name of BG Christian Academy. If a student is delayed due to weather, parents driving from a distance should attempt to call the school and the student(s) will not be counted tardy.

Article VIII – Communicable Diseases

- A. General Health, Illness, and Communicable Disease Protocols
 - a. All students should be screened by a parent or a caregiver each day. Volunteers should self-screen. A person shall not come to school if he/she displays an acute onset of any of the following symptoms:
 - i. Temperature of 100°F or higher
 - ii. Chills
 - iii. Nausea or vomiting
 - iv. Diarrhea
 - v. Loss of taste or smell
 - vi. Persistent cough
 - b. A person must be clear of symptoms which require them to stay home from school for 24 hours (without the aid of fever-reducing medication) before being permitted back to school.
- B. Families should consider keeping their student at home if they are showing an acute onset of more than one of the following symptoms:
 - a. Mild Cough

- b. Sore throat
 - c. Headache
 - d. Body ache
 - e. Excessive congestion/runny nose
- C. Please telephone the school immediately if your child is diagnosed as having a contagious disease. Your child should be fever/symptom-free for the period of time prescribed by their primary care provider before returning to school. In the case of strep throat, your child must be on the medication for 24 hours before returning to school. If your child has pink eye, please do not send him/her back to school until there is no longer a discharge from the eye.

Article IX – Illness During School Hours

If a student becomes ill during the school day, he or she may be excused by the office staff. It is important that the school have the current telephone numbers of both parents. Each student is required to have an up-to-date *Emergency Contact Form* on file.

Article X – Medication

All medication, including pain reliever, must be accompanied by a *Medical Release Form* available in the office, and both must be kept in the office where the student comes to take it. The teacher is notified when the student needs to be released to the office.

Article XI – Student Injury

- A. In case of a serious injury, the faculty and staff of BG Christian retains the right to seek professional help, including the ambulance, physician or emergency room service. Parents will be responsible to pay for the services obtained on the child's behalf.
- B. Written permission for emergency care is required from the parents; a preference for the physician can be stated.

Article XII – Health Records and Immunization

Immunizations are required by the Ohio Department of Health and students must be up to requirements unless the parent chooses to sign an exemption waiver. An immunization certificate can be obtained from your family doctor. A copy of the immunization record or an exemption waiver must be present in the student's file.

Article XIII – Right of Access

- A. The Buckley Amendment of the Family Educational Rights and Privacy Act of 1974 grant the right of access to educational records accumulated subsequent to December 21, 1974. Access must be granted within 45 days of a written request to the Principal's office. Available records include grades, evaluations and standardized test results. These records cannot be released to persons or institutions outside the school without the written request of the parents.
- B. The Buckley Amendment affords the right for challenging the accuracy of recorded information. The parent any write a statement of position, which will be inserted in the student's records.

Article XIV – Parent Visitation

Parents are welcome to visit the school; however, preschool age children and school-age guests are not permitted to visit the classroom without approval. Parents who plan to visit the student's classroom should call or write a note to the school office.

Article XV – Fire/Tornado/Crisis Drills

There will be unannounced fire, tornado and crisis drills throughout the year.

Article XVI – Field Trips

Field trips are planned for their educational value. Notes giving details of the field trip will be sent home.

Article XVII – Parties

- A. There will be various occasions for parties during the school year; examples are Thanksgiving, Christmas and Valentine’s Day. Parents may be asked to help furnish food and supplies, or to help supervise the parties.
- B. If a parent wishes to send a birthday treat to school for the student’s birthday, please notify the student’s teacher.

Article XVIII – Physical Education (P.E.)

All students are expected to participate in Physical Education activities, unless specifically excused with a written note from the parents. Rules for student dress during P.E. classes are explained in the Dress Code.

Article XIX – Lunch

- A. All students are required to bring their lunch to school. Please include the necessary napkins and utensils for eating.
- B. Snacks (chips, pretzels, etc.) and dessert packages can be purchased by the students. Certain hot items will be available on a weekly basis, please refer to the lunch order form in the student’s weekly turnaround envelope.

Article XX – Instrumental, Choral Music and Art

Music class is held twice a week for kindergarten through 5th Grade. Art is held once per week. Academy Singers and Beginners Band are optional and classes are before 9:00 A.M.

Article XXI – Transportation

BG Christian does not provide transportation to and from school but public bussing is available in certain school districts.

Article XXII – Lost and Found

BG Christian recommends the labeling of all clothing, lunch boxes, supplies and items brought to school for “sharing” time. Lost items which are not claimed will be given away.

Article XXIII – General Standard of Conduct

The following guidelines have been established so that student behavior will be such that it creates a positive, safe, and enjoyable learning environment for everyone. The following basic rules are general standards of conduct. There are others, of course, which the teachers and the office explain to students, but these represent many of the basic guidelines.

- A. The student is to act and speak in a way that will be pleasing to Christ, to others, and to himself.
- B. During school hours, all students, staff and visitors should use the main entrance when entering the building.
- C. Items that could be considered weapons are not to be brought to school, e.g. guns (real or toy) including squirt guns, knives, swords, et cetera.
- D. Children may bring personal items for playground use **as approved by their teacher**.
- E. Students are to walk while anywhere in the building. When in the hallways, they are to conduct themselves in a manner that will not disturb other classrooms.
- F. The school will not be responsible for any items brought from home by students for use in the classroom or at recess.
- G. The use of inappropriate language is unacceptable.
- H. It is required that students stay on the school grounds in allowable areas from the time they arrive at school until the time they leave. Playground use must be under direct adult supervision. All school rules are in force at all times, including before, during, and after school and school-sponsored activities.

- I. **Lower Campus:** All students arriving at the lower campus before 8:45 a.m., with the exception of those who are here for a specific activity (i.e. band) should report directly to the gym. **Upper Campus:** All students arriving at the upper campus before 7:40 a.m. need to wait by the fire doors near the front desk.
- J. **Lower Campus:** Students need to be picked up by 3:45 p.m. Students here after that time will be taken to the office to wait for their ride. **Upper Campus:** Students need to be picked up by 3:15 p.m.
- K. Damage to property is to be reported to the office. Depending on the circumstances, the student may be charged to cover the cost of repair or replacement caused by damage.
- L. Students are to respect the authority of all school personnel: the principal, teachers, staff, and volunteer aides assigned by the school.
- M. It is unwise to bring or leave valuables around. Important items brought by students, with teacher permission, should be given to the teacher or brought to the office, for safe keeping until needed. **Students should mark their personal items with their name in some manner that cannot be removed.**

ARTICLE XXIV – Playground and Gym Recess Rules

A. PLAY AREA BOUNDARIES

Children are to stay in the playground boundaries

Students should never go into the street. If a ball or other object with which they are playing goes into the street, an adult is the only one allowed to get it.

B. EQUIPMENT

Playground equipment taken out will be returned to its original indoor storage after recess, by those who took it outside.

C. HARDBALLS

Hardballs, regardless of size and how they are made, are not to be brought to school or used for school play.

D. STICKS, STONES, ETC.

Sticks, stones, snow, ice and other stuff on the ground are not to be picked up, thrown, kicked, etc.

E. PLAY EQUIPMENT

The playground equipment should only be used for its intended use.

F. ROUGH PLAY

No rough play is to take place at any time.

ARTICLE XXV – School Arrival and Dismissal

- A. The detailed arrival and dismissal procedures for our Lower and Upper Campuses are detailed, along with accompanying diagrams, in our “Drop-Off and Pick-Up Procedures” document. These procedures are reviewed regularly, and copies of the current procedures are given to families upon admission. Updates are announced to all families when made, and update to date copy of the procedure document is available in “Resource Documents” area of our “FACTS SIS Parent Portal”.
- B. Children are not to play on the playground between 3:15-3:45 there is no supervision by the school at this time.
- C. No roller blading, skating, ball playing, etc. while waiting for your ride home.
- D. **Lower Campus:** Students who have not been picked up by 3:45 will be taken to the school office. **Upper Campus:** Students who have not been picked up by 3:20 will receive a phone call home. **Both Campuses:** Drivers will need to come to the office/front desk to get these students. Students should not be in the halls unless they are here for an after school activity.
- E. All students riding a school bus or using alternate transportation (after care facility transportation) must check in with the bus line teacher immediately at the end of the school day.
- F. Students are to walk, not run, to their bus.

SECTION V – ENDING REMARKS

We appreciate the confidence you have shown us by enrolling your child here at Bowling Green Christian Academy. We ask that the Lord would help us to teach the students socially, academically and spiritually, and to help them grow and mature into strong moral men and women of God that reflect His glory.

Agreements for Parents and Students

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Bowling Green Christian Academy and is subject to change with notice by decision of the Bowling Green Christian Academy School Board. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for the future school years.

Signature of Mother

Date

Signature of Father

Date

Students in Grades 6-12: Please read and sign.

I hereby affirm that I have read the Student Handbook. I certify that I consent to, and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

Signature of Student

Date