



*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.

The mission of Bowling Green Christian Academy actively aspires to high quality distinctively Christian education that will enable each student to serve God and others with Christian character and academic excellence.

## LETTER TO PARENTS

To The Parents,

The Bowling Green Christian Academy welcomes your family! We believe that your association 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 (BGCA). 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 provision of a Christ-centered education for your children.

In the Lord's service,

**The Faculty and Staff**

## SECTION I – GENERAL POLICIES

### Article I – School Policy Statement

Bowling Green Christian Academy (BGCA) began as a ministry of the Bowling Green Covenant Church. In May 1990, a BGCA School Board was established. Today it consists of seven elected members. The policies of the Academy are determined by the BGCA 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. BGCA 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. Notice of Non-Discriminatory Policy  
BGCA recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. 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-BGCA) 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 answering machine or by email to [bgchristian@bgchristian.org](mailto:bgchristian@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, 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 insure 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. 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 Principal.
- 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 1<sup>st</sup>.
    - a. Child will be admitted if they pass assessment.
  2. Birth date between August 1<sup>st</sup> and September 31<sup>st</sup>.
    - a. Child will be admitted if pass assessment and agreement exists between the teacher and the principal.
  3. Birth date after September 31<sup>st</sup>.
    - 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. BGCA student assessment.
  8. Interview with parents/guardian.

## Article XI – Tuition

### A. Access to Christian Education

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

### B. Tuition Assistance/ **Financial Aid**

- 1. There are several means whereby BGCA families can lessen their tuition rates.**
- 2. Tuition reductions will be given to full-time Academy teachers and staff, and those actively in the pastorate. The amount of the reduction will be determined each year by the Academy Board of Education.**
- 3. Tuition assistance and scholarships will be available through the Academy. Financial aid information will be published in March and will contain the action items necessary as well as the deadlines for the upcoming school year.**
- 4. Financial aid is processed through FACTS management. A \$30 application fee is required to process a financial aid application. This is a one-time fee per family applying.**

5. **Academy families are eligible for the Northwest Ohio Scholarship Fund, the EdChoice Expansion Scholarship, and the Jon Peterson Scholarship. Information regarding these scholarships will be included in the Financial Aid information packet.**
6. **The Academy has a Free Money program and fundraising program that gives families an opportunity to reduce their tuition.**

C. 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 using the Emergency Tuition Fund Application available in the office. Families seeking assistance must return the completed application to the Principal 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 upon the recommendation of the principal.

D. Tuition Payment and Collection

**Because BG Christian Academy desires to be a good steward of what God has entrusted to it, the Academy 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. Payment Plans

- a. **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 31<sup>st</sup>. A \$20 non-refundable FACTS registration fee is required.**
- b. **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.**
- c. **12-Month Automatic Monthly or Semi-Monthly Payment Method: Tuition is automatically deducted via the FACTS programs on the 5<sup>th</sup> and/or 20<sup>th</sup> of each month, beginning in June, with the last payment in May. A \$50 non-refundable FACTS registration fee is required.**

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

**2. Late Payment Policy**

- a. BG Christian Academy's yearly operation budget is funded largely by tuition. Educational and extracurricular programs and even teacher salaries are set based on anticipated tuition income. It is both vital and imperative that families honor their commitment to the Academy by keeping current with tuition payments. The Board of Education acknowledges the sacrifice and expense of choosing a private Christian education, so the aim of this policy is not to police or to be punitive but to set necessary guidelines. With this aim, BGCA 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 Business Administrator or Principal to set up a meeting and propose an alternate payment arrangement. The Principal 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**

- a. All tuition payments are due on the 5<sup>th</sup> and/or the 20<sup>th</sup> of every month. If changes need made to a scheduled payment, you must notify FACTS or the BG Christian Finance Office 3 business days prior to the scheduled payment date.**
- b. If tuition becomes past due, a \$10 late fee will be assessed. FACTS will handle the payment collections per their procedures.**
- c. 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 BGCA, 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.**



Plans must be made with the Business Administrator 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 \$10.00 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.

**a. Questions regarding Returned Payment Fees:**

**i. What is a returned payment fee?**

1. 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.

**ii. What is FACTS Policy?**

1. 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.

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

1. 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.

**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.**

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

**1. Yes. You are always able to bring your account current by making a payment online or over the phone. BGCA 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.**

**v. Will I be charged an overdraft fee by my bank if my payment fails?**

**1. 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 Fellowship**

Meets three times per 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. Principal  
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  
This is available on the school bulletin board following each Board meeting.
  6. Turnaround Newsletter  
This is published weekly during the academic year.
  7. Telephone Contact  
The telephone numbers of all School Board members are listed on the school bulletin board or can be obtained by calling the Academy 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 Thursday morning and afternoon. 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 – (Please refer to the BG Christian “Dress Code Policy” for daily wear)

##### A. Guidelines For Formal Dress at BGCA

1. Dresses and skirts are to be no higher than 1-inch above the knee, 2-inches when kneeling.
2. Clothing should be made from appropriate fabric and should not be too tight.
3. No strapless dresses. No open-midriff dresses.
4. Necklines should be high enough to be considered modest and appropriate even when leaning over.
5. Remember that our goal is to have our students dressed in a way that pleases our Lord and is a good witness for Him.

##### B. Physical Education Dress

1. Shirts – gray and black BGCA T-shirts in good repair.
2. Shorts – black BGCA shorts in good repair. No long or short jeans. Shorts must be at least 2-inches below where the student’s outstretched fingertips touch when allowing hands to hang loosely at the side. Waistband of all shorts and pants must be worn at waist level.
3. Shoes and socks – Gym/athletic shoes in good condition are required, with socks.
4. Outdoor P.E. – Each student must wear appropriate clothing suitable for weather conditions when P.E. classes meet outside.
5. Students are to change into their P.E. clothing in the designated locations, and no sooner ahead of P.E. class time than is necessary.

Students are to change back into their regular school clothes and shoes after P.E. according to the dress code requirements for that day unless their P.E. class is last period. Students having P.E. during the next to the last period may remain in P.E. clothing if the principal and their teacher(s) approve.

C. Cotton and Blues Fridays

Each Friday is designated "Cotton and Blues Day." Denim jeans are allowed. Belts are not required as long as the pants remain properly fitted at the waist. All other restrictions and general dress guidelines still apply. All shirts are to be tucked in.

D. Notice and Exceptions

Kindergartens through Third graders have been given grace regarding wearing belts, due to the manual dexterity involved. They are however, still required to adhere to the dress code as stated above.

E. Dress Code Violations

1. The office will send home a dress code violation report, if needed. This report should be signed by the parent(s) and returned to the school.
2. If a student receives three dress code violations in a nine-week period, the student will stay for a 30 minutes after-school detention.

Article VII – 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 Principal 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 school Principal 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 (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 (Pre-kindergarten and 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. 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.
- D. Parent Involvement – Parents are encouraged to discuss the student's progress with the faculty or Principal at any time. Please make an appointment with the teacher or Principal 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 lower campus and 419-353-1808 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. An answering machine 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. Please telephone the school immediately if your child is diagnosed as having a contagious disease.
- B. Your child should be fever-free for at least 24 hours 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 BGCA 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. A general permission slip is sent home in the summer packet and must be on file in the office for students to go on field trips.

#### 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 Grades 1 through 5. Art is held once per week. Academy Singers and Beginners Band are optional and classes are before 9:00 A.M.

### Article XXI – Transportation

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

### Article XXII – Lost and Found

BGCA 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. 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.
- J. 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.
- 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 – After School Dismissal

- A. Students through grade three are required to ask the on duty teacher if they can go to their car before stepping off the sidewalk.
- B. Students who are walking home must tell the duty teacher that they are ready to cross the parking lot to go home. Walkers are not to cut between cars or cross the playground; they are to use the sidewalks.
- C. Students waiting for rides are to remain on the sidewalk or in the grass between the sidewalks. They are not to go beyond those boundaries.
- D. Once a teacher delivers his/her class outside, the students are to remain outside unless given permission by the duty teacher to re-enter the building.
- E. Students may not enter cars/vehicles from the sidewalk, nor step off the sidewalk before their ride parks in a space. The only exceptions are: a) for noon dismissal for kindergarten rides may pull up to the sidewalk; b) day care providers in official organization vehicles may pull up to the sidewalk. It is preferred that such providers arrange to pick up children at the south door to avoid congestion in the parking lot.
- F. Children are not to play on the playground between 3:15-3:45 there is no supervision by the school at this time.
- G. No roller blading, skating, ball playing, etc. while waiting for your ride home.
- H. Students who have not been picked up by 3:45 will be taken to the school office. Drivers will need to come to the office to get these students. Students should not be in the halls unless they are here for an after school activity.
- I. 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.
- J. 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**