

D-IV. ACADEMIC POLICIES

TEACHER STANDARDS AND QUALIFICATIONS

All teachers of BGBS are born-again Christians, dedicated to serving the Lord through teaching, and are active members of a local church. The members of the BGBS faculty have been interviewed and selected by the administration and Board because of their abilities and qualifications. All teachers shall be certified by the Kentucky State Board of Education, or shall agree to be so certified within three (3) years of being hired, providing they are otherwise qualified. Alternative certification is available through the Association of Christian Schools International (ACSI).

"It was he who gave some to be ...teachers" (Ephesians 4:11)

CURRICULUM AND TEXTBOOKS

The Christian philosophy of the school must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated. At BGBS, textbooks are provided through the annual registration fees. Students are responsible for their texts and should damage or loss occur, they or their parents will be held accountable.

A-Beka book materials are the backbone of our school's curriculum. A-Beka is an academically-sound approach to education with a Biblically-based Christian worldview, used by over 800,000 students across America. It is expected that teachers will not stray too far from the subject content of the A-Beka curriculum. This does not mean that topics of varied interest cannot be discussed or that other materials cannot be used for enrichment, but the primary attention will be paid to the official curriculum. Bob Jones University curriculum is used also throughout the curriculum. Bob Jones is also a Christian curriculum that is taught from a Biblical worldview. Secular texts are used in Middle/High school English (grammar) and mathematics.

ELEMENTARY SPECIAL CLASSES

Students in elementary school receive instruction in Physical Education, Computers (Grades 4-6), Library, Music, Art, and Spanish (beginning Fall of 2009) through special resources.

BIBLE VERSION FOR CLASSROOM USE

The use of Scripture in the classroom is a fundamental, integral, and principle part of the education process. For this reason, it is important that BGBS adopt a policy that recognizes not only the important use of Scripture, but that it also selects a version that has those qualities which further the education process.

There are several Bible translations which are accepted by conservative, evangelical scholars as quality works for study. Each of these translations has strengths and weaknesses and would appeal to segments of the Christian community. To strengthen the educational process of using Scripture in the classroom, BGBS has adopted the King James Version as the recommended version. The KJV will be used for classroom study, quotation, and memorization.

BIBLE MEMORIZATION

Each student will be involved in Bible memorization each year. Students must memorize verses from the King James Version. It is required that each student learn at least one verse per week. High school students usually learn between three to five verses per week. These verses will be in accordance with a Bible guide for each grade.

HOMEWORK

We believe that homework is an integral part of the school program. A sincere effort will be made to insure that homework is not excessive, so as not to intrude on your vital family time. Each teacher will give homework to help students advance in their studies. Therefore, each student is required to complete his or her homework assignments.

- a) Homework will not be given over holidays and vacation times except for long term/major projects (i.e. science fair, research papers, class projects)
- b) No homework will be assigned on Wednesdays and Fridays for Grades K – 6, except for incomplete seatwork/class assignments. For grades 7 & 8, limited homework may be assigned on Wednesdays and Fridays. Homework may be given in grades 9-12 on Wednesdays and Fridays.
- c) Homework is to be turned in at the beginning of the class period for which it was assigned.
- d) (Grades K-6): Homework not turned in on time will be lowered one letter grade for each day it is late.
- e) (Grades 7-8): Homework not turned in on time will be penalized 50% on the first day. On the second day, homework not turned in will result in a 0%.
- f) **(Grades 9-12): Homework not turned in at the beginning of class on the day it is due will receive a 0%. No exceptions unless discussed with the teacher.**

ASSIGNMENT NOTEBOOK (Grades 3-12)

In an effort to better keep you informed of your student's daily work and test schedule, we are requiring that grades 3-12 make use of an Assignment Notebook. We believe this will keep parents informed of his or her child's homework, quiz and test schedule, and up-coming projects. It is the administration's and teacher's belief that the use of this assignment notebook will aid our students in meeting the educational goals of developing self-discipline through organization skills.

In grades 7-12, the assignment notebook will be calculated in with the student's average in each class.

TEACHER RESPONSIBILITIES:

- To write/post on the board the daily assignment for the students to copy into the assignment notebook. Students should record upcoming quizzes, tests, and projects, including the due date or date of quiz or test.

STUDENT/PARENT RESPONSIBILITIES:

- Students in grades 3-12 are required to use an assignment notebook.
- The student will write his/her name on the front of the assignment notebook with a black marker. The student needs to write down each class name, any assignment (test, quiz, project) that is given by the teacher, plus the due date.
- Parents need to check their child's assignment notebook nightly and be aware of assignments, tests, quizzes, and projects.

TUTORING, After School for Grades 7 – 12

Tutorial sessions for middle and high school students are opportunities for students to receive extra help or to make up work they have missed from being absent. Several guidelines have been created to make the tutorials most effective.

- 1) Each teacher has been asked to extend his/her normal work schedule by offering one tutorial session per week. The tutoring schedule will be posted in the hallway during the first week of school.
- 2) The student must inform the teacher the day before he or she intends on staying for tutoring. A teacher will not stay for tutoring on his or her scheduled day if the student has not made an appointment the previous day.
- 3) Tutorials will begin promptly at 3:40 PM and end at 4:30 PM. If a student has scheduled to stay for a tutorial and is not in the classroom at 3:40 PM, the teacher is not expected to wait if the student is tardy. Students need to be picked up from tutoring at 4:30 PM. If a student is not picked up by 4:30 PM, he or she will go to after school care.

ATTENDANCE

All students are to attend school regularly. We believe that regular attendance in classes is essential to the success of a student's school experience. One can never really make up or compensate for absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. A student must be in school 5 hours to be present for the entire school day. **To participate in after school activities (sports practices, games, activities, etc.), a student must be at school by 10:25 a.m. in order to participate in the activity, unless there is a doctor's note. Only a doctor's note will excuse the student from the activity. Students who are sick and are not present at school are not allowed to come to any sporting event or school activity outside of school hours (whether they feel well or not). Students arriving or departing early/late will receive the following:**

Arrivals

8:10-10:25 **Tardy, but counted present**
10:26-12:35 **Counted ½ day absent**
12:36-end of day **Counted absent all day**

Departures

8:10-10:25 **Counted absent all day**
10:26-1:25 **Absent ½ day**
1:26-3:25 **Present all day**

Students who check out for a doctor's appointment who are gone more than 2 ½ hours will be counted ½ day absent.

EXCUSED AND UNEXCUSED ABSENCES:

1. Absences are excused for:

- (a) illness
- (b) injury
- (c) death in the family
- (d) medical or dental appointments that cannot possibly be made outside of school hours
- (e) family reasons pre-approved by the administration (one week's notice)
- (f) marriage in the immediate family
- (g) one morning in order to obtain their driver's license if the student has no test scheduled during the period of the absence
- (h) educational trips of an educationally redeeming nature
- (i) business trip where both parents are required to be out-of-town and the children are too young or have no other place to stay
- (j) help at home of an emergency nature will also be given consideration
- (k) special situations where a student may have the opportunity to represent his church, scout troop, a civic organization or some such group will be considered by the administration based on the student's grades, previous absences, etc.

Other items to remember regarding excused absences:

- A student must be free of fever for 24 hours (without fever reducing medication) before returning to school. On the day of return following an absence due to illness, should a student run a temperature of 99+ degrees or higher, he or she will be sent home for two additional days of recovery. So, students should stay home until they are clear of symptoms.
- A student who has vomited or been nauseated will not be admitted to school until he or she has been free of all symptoms for 24 hours.
- **Personal illness of a student requires the certificate of a doctor if more than five consecutive school days are missed for Grades K-12.**
- Vacation or family travel during school time is discouraged. **Written notification must be made at least one week prior to the date of a vacation/travel, so that teachers will have time to prepare work for the student.** Assigned work must be completed immediately upon the returning to school. Make up tests will be given at the convenience of the teacher and should be completed within four school days of the student's return from a family vacation or trip. **Only five days are excused for a planned trip/vacation.**
- Religious holidays or Bible conferences must be approved by the Principal with five days notice.

- The school may determine that an absence is unexcused even though approved by the parents.
2. **Absences are not counted when students are:**
 - (a) participating in school-sponsored activities during the school day
 - (b) attending college days for juniors and seniors

Except for illness, injury, and death in the family, prior notice of the absence should be given one week in advance. Otherwise, students must bring a note explaining their absence on the day of their return. **Students who do not return a note on the day of their return from being absent from school will receive an unexcused absence. No exceptions to this rule.** Remember eight or more absences in the spring semester will result in a loss of a student's final exam exemption. Homeroom is an important part of the day because of the Bible study, attendance, announcements, handouts, and various voting opportunities.

3. **Absences are unexcused for:**
 - (a) all of the above listed excused absences if not requested in writing and approved in advance of the absence
 - (b) oversleeping
 - (c) hair appointments
 - (d) shopping excursions
 - (e) automobile repairs
 - (f) working on a class assignment
 - (g) unapproved personal trips
 - (h) truancy
 - (i) tardiness
 - (j) parent notes without either any explanation and suspension
 - (k) failure to bring a note in the three day grace period
4. **Consequence for Unexcused Absences:** Students can only receive 50% credit on homework assignments if the absence is unexcused. A student can earn no higher than a 75% on quiz or test for an unexcused absence. **After three (3) unexcused absences in a quarter, the student will receive a 0% on all homework assignments, quizzes, and tests.**
5. **Loss of Credit for the Year Due to Absences:** For students in grades 9-12 to receive graduation credit in any class, total semester absences may not exceed sixteen (16). After (16) absences during a single semester, students will not receive credit for the class they have accrued the absences. Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the School Administrator. **This rule will be strictly enforced.**

ABSENCE REPORTING

- Parents are asked to phone the school between 8:30-9:30 AM on the day of the absence and give the reason as well as the anticipated number of days the student may be absent. Work may be picked up between 2:00-3:00.
- Parents are required to write an excuse to be sent the day of the student's return to school. The note must be brought to the front office before the tardy bell on the day of the student's return. Students will receive a note from the office to take to their teachers/classes. It must include the student's name, the dates of the absence, the reason for the absence, and the parent's or guardian's signature.
- **Students must bring a note on the day they return from an absence; otherwise, the absence is unexcused.**
- After a total of ten (10) cumulative full-day absences in any class for a single semester due to illness, students are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for each additional absence for the school year in order to be excused. **If a doctor's note is not turned in on the 11th absence, then the absences become unexcused.**

EXCUSED AND UNEXCUSED TARDIES

After the 8:10 bell rings, students who are not in class are tardy. Students must obtain a note from the office of the reason why they are tardy. Students are to give the note to their teacher upon arrival to the classroom.

Students in grades 7-12 should be aware that tardies affect their unexcused or excused absences for exam exemption in the spring.

1. Examples of unexcused tardies:

- (a) oversleeping
- (b) arriving late for any reason not in keeping with reasonable prudence

2. Examples of excused tardies:

- (a) student or parent automobile delays or breakdowns in route to school (unless habitual)
- (b) detainment by the office or another teacher
- (c) temporary illness

Being on time is a life skill important to each student's future. A child's tardiness is disruptive to the class, and is a bad habit if allowed to develop. Promptness to class protects the teacher's right to begin the instruction on time for all students. Students in K-12 who do not make it to the class by 8:10 need a tardy slip from the office to enter class. Teachers will send students to the office if the students do not have a tardy slip.

Consequences for Unexcused Tardies:

In 1st-6th grade, tardy to school will result in the parents receiving a call or letter after 5 tardies from the teacher and after 10 tardies from the office in each semester. Unexcused tardies in excess may affect the student's enrollment for the next semester. Tardies to school in the elementary classes disrupt and distract the children as teachers try to begin the day. Three unexcused tardies result in one unexcused absence.

In 7th-12th grades, three unexcused tardies counts as one unexcused absence. **After every six unexcused tardies in a nine weeks period, the student will receive an after-school detention. Drivers who receive six unexcused tardies in a nine week period, will not be able to drive for one week. At eight unexcused tardies in a nine week period, the student driver will not be able to drive to school for a period of nine weeks.**

EARLY CHECK OUT & LEAVING CAMPUS DURING THE SCHOOL DAY

Students who must leave early should bring a note stating the reason for leaving and the time of dismissal and approximate time of return. If it is a doctor's appointment, the note should also include the time of the appointment. The note should be signed by a parent or guardian. Students who become sick during the school day will be sent by the classroom teacher to the school office where their parents will be notified by telephone. Parents will be asked to take their child home or grant permission for their student to drive home.

Elementary parents may have off-campus lunch with their children on occasion by advising the teacher and signing out their children at the office. Grades 7-12 parents may take their children off campus during the allotted time for lunch. However, they may not go to lunch with another parent and student. Approval should be made 24 hours in advance with the school office.

All students signing out early must be signed out in the school office by a parent or guardian before leaving the campus. No student may leave the building without being checked out by a parent. Three (3) unexcused early check-outs carry the same penalty as an unexcused absence. Excused early check-outs include: doctor/dental appointments and family emergencies.

***Parents are required to sign in their child at the office when coming to school after 8:20 a.m. Parents must also come in to check their child out if leaving early. Parents should not drop off their child without signing him/her in to the office after 8:20 a.m.**

Seniors may leave after their last class during the day. For any reason a senior needs to return to school during

the school day, he or she must check-in through the office and be in school dress code if returning for tutoring or working in the computer lab on an assignment.

TRUANCY

Kentucky law considers a student habitually truant after eight (8) unexcused absences in a school year. In addition, any student who has not attended school for three (3) consecutive days or tardy without valid excuse on three (3) or more days is truant. The office will attempt to make contact with the parents or guardian by phone or letter when the number of unexcused absences reaches six (6). If the truancy continues, then the school office will send a letter to the District Court of the county where the student has permanent residence under KRS 159.180 to seek legal recourse for resolution of the problem. Students who become excessively truant with 16 or more unexcused absences or 12 or more unexcused tardies may be expelled or denied re-enrollment. **BGBS will enforce this for the 2009-2010 school year.**

MAKE UP WORK FOR 7-12 GRADES

It is the responsibility of the student and parent to contact the office/teacher concerning make-up work. Parents are asked to contact the office by 9:30 a. m. to request students' work, which may be picked up between 2:00-3:00 p. m.

Excused Absences: This is an absence in which the student is expected to make-up the missed work for full credit. For every day the student has an excused absence, he or she will have the same amount of days to complete the make-up work. Announced tests and projects for which students had an adequate time to study shall be made up on the day immediately following the absence. Students are not permitted to miss regularly scheduled classes in order to make-up work.

Unexcused Absences: This is an absence for part or all of the school day. Students should meet with their teacher to find out what was missed during their absence, but 50% will be deducted from homework assignments and no grade of 75% or above will be given on a quiz or test. Students must turn in major projects or term papers on the first day of their return from an unexcused absence without loss of credit.

Absences Before or on the Day of a Test: If a student is absent on the day a test is given or the day before a test and the test date was announced while he or she was present at school, he or she will take the test on the date he or she returns to school.

In-School Suspension (ISS): Students in ISS will:

- Take quizzes/tests on the day of their ISS
- Turn in homework assignments
- Hand in major projects or term papers without loss of credit
- Will lose one percentage point per class at the end of the quarter per ISS

GRADE REPORTING

- **Report Cards** are issued on a quarterly basis after the completion of each 9-week term. The dates for their release are given on the school master calendar. Report cards should be returned to the school with a parent's signature within two days of them being sent home.
- **Mid-Term Progress Reports** are given out to **grades 1-12** during the half way point of each quarter. These reports reflect the student's academic progress, conduct, and absences/tardies. Progress Reports are to be signed and returned to the school within two days.
- **Parents are encouraged** to make follow-up calls to teachers or to contact the school office at any point during the grading term to set up an appointment for a conference with teachers concerning grades.
- **Students in grades 7-12 are expected to** get their parent's signature on test and quizzes if they did not make above a "73-D" average. Parent signatures must be presented the following school day once the test or quiz has been sent home.

Report Cards will be withheld if any part of a family's financial account is not current.

GRADING SCALE FOR GRADES 1-12

BGBS has adopted the following grading and conduct scale:

92-100	A-Excellent	E-Excellent
83-91	B-Above Average	G-Good
74-82	C-Average	S-Satisfactory
65-73	D-Below Average	N-Needs Improvement
0-64	F-Failing	U-Unsatisfactory

GRADES 7-12 TEST POLICY

1. For grades 7-12, tests will count **50%** of the grading term. **In-class work, homework, quizzes, and other work determined by the teacher will make up the remaining grading term.**
2. Failing tests in grades 7-12 are to be sent home to be signed by a parent and returned the next day.
3. Teachers may take points off a test if there is no name on the test.
4. Teachers should give students at least three days notice in scheduling a test. Study guides may or may not be given out by the teacher. It is the student's responsibility to listen and take good notes in class.

FINAL EXAM POLICY (GRADES 7-12)

All semester exams will be given according to the semester exam schedule given out in December and May. All students in grades 7-12 are required to take first semester exams. All students must take their exams on the day they are given. There should be no appointments or trips scheduled during exam week.

Student Exemptions from Spring Final Exams: First semester, all students are required to take a final semester exam. Second semester, students may be exempted from taking a final exams in any course where they have earned an "A" when quarters 3 and 4 are averaged and **must receive an "A" on the last major test in that class prior to the final exam.** The following conditions will revoke the privilege of being exempted from second semester exams:

- The accumulation of eight (8) or more **unexcused or excused** absences in the 3rd and 4th grading periods.
- The accumulation of six (6) or more **unexcused or excused** tardies in the 3rd and 4th grading periods.
- The accumulation of 15 or more demerits in the 3rd and 4th grading periods.

Subjects which do not have an exam, the semester average will be determined by averaging the quarter grades only. Dates for final exams are on the school master calendar, which is established in the spring of the previous year. Students are notified two weeks in advance as to specific time slots for each exam. Exams will be comprehensive, covering material for the entire semester. Parents should understand the importance of final exams and should not request exams to be given early or later for any reason.

Students who are absent due to an excused illness (**an excuse from a doctor's office is required**) during a scheduled final exam will take that exam on the day of his/her return. Extended serious illnesses will be taken care of on a case- by- case basis.

***There are NO exceptions to the excused/unexcused absence policy on exam exemptions.**

***Also, students may not take their exams until all school accounts are paid and up to date.**

SEMESTER GRADES (GRADES 7-12)

The semester average is derived from the two quarter grades and the semester exam. Each of the quarter grades are weighted at **40%** in the determination of the semester grade, with the semester exam comprising the remaining **20%** of the total semester average.

HONOR ROLL

A student will earn the distinction of being placed on the honor roll each nine week grading period if he or she complies with the following:

- **“High” honor roll:** All A’s
- **“Honor” roll:** The number of A’s must be greater than or equal to the number of B’s

PARENT-TEACHER CONFERENCES

BGBS believes it is very important for school and home to work together. In order to promote effective communication and understanding, BGBS holds two parent/teacher conferences per year. These conferences are held before and after school.

Teachers will use letters, phone calls, and regular progress reports as needed to communicate with parents.

Parents may request a conference with their child’s teacher at any time. Parents interested in arranging a conference with a teacher should call the school office and leave a request for the teacher to return the call. A conference should be scheduled at a time convenient for both the parents and the teacher.

Parents should call teachers at school. Teachers have the option of making their home telephone number available. Please be considerate of their time away from school. Occasionally, during the course of the year, misunderstandings or problems can arise between the teacher and a student, teacher and a parent, parent and the school, or any of several possible areas. This is often the result of lack of communication between those involved.

Complaints or problems will be considered in no other way than prescribed as stated:

1. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, (95% of misunderstandings are!) it should then be brought to the principal.
3. If it is still not resolved at this level, it should then be presented to the board chairman.

STANDARDIZED TESTING

BGBS administers the following standardized tests during the school year:

- **Achievement Testing:** grades K5 – 10 in April
- **PSAT:** is taken by all juniors each Fall
- **ASVAB:** is taken by all 10-12th graders in the Fall

It is especially important that the students be present during achievement tests. Students absent during achievement tests for any reason will be charged a fee of \$25.00 per day for achievement test make-up.

ACADEMIC PROBATION, Grades 7 -12

Students who fall below a 2.5 grade point average within a nine-week grading period will be put on academic probation for the next grading period. The student must maintain a 2.5 grade point average or higher during the next quarter to remain in good standing at Blue Grass Baptist School. Students who fail to maintain a 2.5 may be asked to leave during the next semester. New students coming to BGBS will be put on probation if they have a grade of “D” or lower in any subject. They must maintain a “C” average in all classes to remain at Blue Grass during the first quarter.

PROMOTION-RETENTION

ELEMENTARY: The decision to promote or retain a student at the end of the school year for Grades K-6 will be determined by the teacher in consultation with the principal and parents.

Factors that will be considered are:

- Academic performance—both class performance and standardized testing
- Social and emotional development
- Excessive absences (**25 per year**) due to illness or other factors

MIDDLE SCHOOL: Grades 7th & 8th: a student will be held in the same grade level when:

- He/she has two “F’s” in major subjects for the yearly average: English, Math, History, Science, Bible
- He/she has one “F” in a major subject and/or three “D’s” in minor subjects for the yearly average
- Excessive absence (**25 per year**) due to illness or other factors

HIGH SCHOOL: Grades 9-12: a student may not be re-enrolled when:

- He/she has an “F” in Bible
- He/she has one “F” in a major subject and did not follow through with make-up credit during the summer
- He/she has failed to finish the year with a 2.5 cumulative GPA
- Excessive absence (**25 per year**) due to illness or other factors

Parent Notification: Parents shall be notified at the interim period of the third quarter of possible retention of their child.

MIDDLE SCHOOL COURSE OUTLINE (GRADES 7-8)

The Middle school course outline is structured to give students skills in all academic areas. Courses are geared to prepare students for high school. All students are required to take all middle school courses that are offered during the school year. The curriculum for grades seven and eight is A-Beka in most academic subjects with supplementation of Bob Jones Bible and Science. Math and English (grammar) use secular texts that have been approved by the administration. The following courses of study are offered:

Grade 7

- **Bible: A study of the Old Testament and New Testament**
- **Language Arts: Grammar, Spelling, Vocabulary, Literature, Writing**
- **Math (Pre-Algebra)**
- **Life Science**
- **World History**
- **Personal Development (Includes one semester of Computer Applications)**
- **P.E. and Health**
- **Independent Reading and Writing (Chronicles of Naria)**

Grade 8

- **Bible: A study of the Old Testament and New Testament**
- **Language Arts: Grammar, Spelling, Vocabulary, Literature, Writing**
- **Math (Algebra I)**
- **Earth Science**
- **American History**
- **Personal Development (Includes one semester of Computer Applications)**
- **P.E. and Health**
- **Independent Reading and Writing (An introduction to William Shakespeare)**

VOLUNTEER COMMUNITY SERVICE HOURS

Beginning with the class of 2013, students are required to complete a total of 100 hours prior to graduation. Service hours must be pre-approved by the school administrator. Students have from their freshmen through their senior year (due May 1) to complete the 100 hours. Students wanting to earn more hours may do so for a credit. See Career Development Credits below. Students must pick up a packet before starting their community service hours. Students must follow the guidelines set forth by the administration.

Failure to complete the 100 hours prior to May 1 of the student's senior year will prohibit them from walking at commencement.

CAREER DEVELOPMENT CREDITS

Career Development credits are designed for high school students. Students may earn ¼ credit increments in Volunteer Community Service, Job-Shadowing, and CO-OP. There are requirements for each career development course that students must complete to receive a letter grade and receive credit. Volunteer Community Service is for grades 9-12, Job Shadowing is for grades 11-12, and CO-OP is for grade 12. **Students interested in completing any of these courses must pick up a packet in the front office.** Any job/service hours must be pre-approved by the school administrator before starting any career development course.

HONORS ENGLISH (GRADES 9-12)

Honors English is offered for Freshmen, Sophomores, Juniors, and Seniors. Honors English is optional to the student and the course work is in addition to the regular English course work. The total possible grade for Honors English will be 800 points more than the regular English grade. The grades for Honors English will be recorded separately and will not be added to the student's grade until the end of the school year. Therefore, if a student begins Honors English but does not finish it, points will not transfer to the regular English grade.

HONORS HISTORY (GRADES 10-11)

Honors History is offered in World Civilizations and U.S. History. Honors History is optional to the student and the course work is in addition to the regular History course work. The grades for Honors History will be recorded separately and will not be added to the student's grade until the end of the school year. Projects and research assignments will be given each quarter.

HONORS BIBLE (GRADES 9-12)

Honors Bible is designed to give students an opportunity to have a deeper understanding of the Bible and develop a closer relationship with the Lord. Students taking Honors Bible will continue to do their regular Bible coursework. Students wanting to receive an extra ½ credit a year can complete Honors Bible by fulfilling the course requirements. Students must complete all the required work to receive credit for Honors Bible. Those students who begin Honors Bible and do not complete the required work will not receive the additional ½ credit. This course is only offered when students request it.

GRADUATION EXTENTION

Any senior who fails to pass all course requirements by the second semester of his or her senior year may make arrangements through the UK Independent Study program to complete his or her graduation requirements. In order for BGBS to grant the student a BGBS High School diploma, all UK I.S. work must be completed and received from UK by May 1 of the student's scheduled graduation in May.

EARLY GRADUATION

Believing that the senior year is of the utmost importance in the final preparation for college, BGBS does not permit early graduation. With BGBS's graduation requirements, the social dimensions of students, and the maturation process of life in general, BGBS desires to encourage young people to experience their senior year in high school.

VALEDICTORIAN AND SALUTATORIAN HONORS (12)

The following guidelines are used to determine the recipient of valedictorian and salutatorian honors:

1. A student may not be considered for valedictorian or salutatorian if the student has withdrawn from a course.
2. Valedictorian and salutatorian honors shall be primarily based upon the cumulative grade point average, but the administration may use discretion in selection by considering a candidate's attitude toward the school or Christianity. In such circumstances, the administration may elect to honor another candidate with the next highest GPA or, in the absence of such a candidate, not bestow the honor. No student may receive these honors if he or she has not completed the required pre-college courses and earned a cumulative grade point average (CGPA) of at least 3.5.
3. The recipient of the valedictorian or salutatorian honor **must have successfully** completed the following course of study under the pre-college diploma requirements:
 - a. Algebra I, Algebra II, Geometry, and Pre-Calculus
 - b. Four Science courses (Physical Science, Biology, Chemistry, and Physics)
 - c. Four English courses (English I, II, III, IV)-(must have completed Honors English)
 - d. Three credit hours of history (Civics, World Civilizations, U.S. History)
 - e. Two years of foreign languages (Spanish I, II or French I, II)
 - f. One Bible course for each year enrolled
 - g. Speech/Mass Media
 - h. Art/Music Appreciation
 - i. Volunteer Community Service (total of 175 hours completed)
 - j. Senior Seminar
4. A student may be considered for valedictorian/salutatorian honors only if he/she has been enrolled at BGBS full-time for all of his/her junior and senior years.
5. If more than one valedictorian is selected, then no salutatorian will be elected.

NATIONAL HONOR SOCIETY / JR. NATIONAL HONOR SOCIETY (7-12)

QUALIFICATIONS: Induction into the National Honor Society is based upon the following four qualifying categories:

1. **SCHOLARSHIP:** Students become eligible to join the NHS or JNHS based upon their cumulative GPA. GPA's must be a cumulative of a 3.5 or higher to qualify.
2. **LEADERSHIP:** Defined as roles of leadership in both school and community organizations, and/or less formal leadership roles.
3. **SERVICE:** Defined as positive and helpful contributions to school, classmates, and community; going above and beyond the opportunities for service provided at school; and having a positive attitude and spirit of giving towards others.
4. **CHARACTER:** Defined as possessing the qualities or a trait that distinguishes the student as one of high integrity and good reputation.

SELECTION PROCESS: Students' cumulative grade point averages (cumulative GPA's) will be reviewed at the end of the 4th quarter of the school year. All students who meet the CGPA requirement will receive a letter notifying them of their candidacy for NHS or JNHS membership during the fall semester.

STUDENT COUNCIL

The purpose of The Student Council (TSC) shall be:

- To provide a forum for student expression in school affairs
- To give opportunity for student experience in various skills of leadership
- To create and promote student interest in school clubs and other student school activities
- To improve school spirit while promoting the welfare of the school both physically and spiritually

Representatives are selected from each class in 7-12 grades for the Student Council. Student Council and homeroom officers must have been at BGBS at least one full semester, must have a 3.0 GPA through the previous year, and cannot have been suspended or served academic and/or disciplinary probation the previous school year.

CLASS WITHDRAWAL PROCEDURE

All schedule changes must be completed within the first week of school. Core classes will only be changed after contact has been made between the teacher and parent. Parents must give their written consent for a student to drop a class once the schedule has been set. Schedule changes will only be approved for schedule conflicts or on the recommendation of the teacher. Changes will not be made to accommodate friendships, lunch periods, or a student's teacher preference.

If a student drops a class after the completion of the third week in the course, a WF (withdraw while failing) must be recorded for the dropped class. The WF will be translated as a zero when calculating the GPA and the WF will appear on the permanent record and no credit will be granted for that course.

HIGH SCHOOL COURSES

Students in grades 9-12 are to complete a total of 26 credits prior to graduation. High school courses are designed to prepare students for college and beyond. Students must pass all courses in each grade to move on to the next grade level. Failure to do so will result in students having to make up credit through the Independent Study program through the University of Kentucky. Students who fail courses may be asked not to return if their GPA is not above a 2.5. Scheduling conflicts may occur as well for students who fail courses for the next school year. All students are required a Bible and English course for every semester they are enrolled at BGBS. See the graduation requirements on the next page for all credits that must be met before graduation.

Courses taught at BGBS must be taken at BGBS. No student may take courses that are offered at BGBS at another institution.

BGBS Minimum Graduation Requirements

BGBS minimum graduation requirements exceed the Kentucky (704 KAR 3:305) state requirements.

- All students must meet the minimum diploma requirements that are appropriate for their graduation year.
- Students are required to have a Bible and English course for every semester they are enrolled.

SUBJECT	STANDARD DIPLOMA	PRE-COLLEGE DIPLOMA
BIBLE 9 -12	2 credits (1/2 credit each year)	2 credits (1/2 credit each year)
ENGLISH	4 credits: English I,II,III,IV (Honors offered)	4 credits: English I,II,III,IV (Honors offered)
MATH	3 credits: Algebra I, Geometry and Algebra II	4 credits: Algebra I & II, Geometry, and Pre-Calculus/Consumer Math
SCIENCE	3 credits: Physical Science, Biology, and one elective	3 credits: Physical Science, Biology, and Chemistry or Physics
SOCIAL STUDIES	3 credits: Civics, World Civilizations, and U.S. History (Honors offered)	3 credits: Civics, World Civilizations, and U.S. History (Honors offered)
COMMUNICATIONS	1 credit: Speech/Mass Media	1 credit: Speech/ Mass Media
FOREIGN LANGUAGES	2 credits: French/Spanish I & II	2 credits: French/Spanish I & II
HEALTH/ P. E.	1 credit	1 credit
ARTS	1 credit: Art and Music Appreciation	1 credit: Art and Music Appreciation
COMPUTER SCIENCE	1 credit: Computer Literacy	1 credit: Computer Literacy
SENIOR SEMINAR	1 credit	1 credit
COMMUNITY SERVICE	Class of 2013 and beyond: must complete 100 hours prior to graduation	Class of 2013 and beyond: must complete 100 hours prior to graduation
ELECTIVES	2 credits	1 credit
TOTAL:	24 credits	24 credits

Elective Offerings		
SUBJECT AREA	CREDIT	COURSES
BIBLE	½	Honors Bible (9-12 grades)-offered when requested
MATH	1	Consumer Math (11-12 grades)
	1	Pre-Calculus (11-12 grades)
FOREIGN LANGUAGE	1	Spanish III or French III
HISTORY	1	Economics (offered when available)
SCIENCE	1	Chemistry (11-12 grades)
	1	Physics (11-12 grades)
	1	Wildlife Management
TECHNOLOGY	1	Advanced Computer Literacy (11-12)
	1	Journalism (grades 11-12)
	1	Desktop Publishing (grades 11-12)
CAREER DEVELOPMENT*	1	Job-Shadowing (11-12 grades) 175 hrs
	1	Volunteer Community Service (9-12 grades) 175 hrs
	1	Peer Mentoring (11-12 grades)
	1	CO-OP (12 th grade) 175 hrs of work

*Career Development course credits may be earned in ¼ credit increments.

Seniors who have or who show evidence of being on schedule to meet minimum graduation requirements may leave school early. Seniors taking advantage of Early Admissions to Bluegrass Community & Technical College or other higher institutions may substitute a 4th math requirement at BGBS by taking a college level math course (College Math or Calculus). Pre-Calculus must be taken at BGBS if offered.

Graduation Academic Recognition:

1. **Honors: CGPA 3.50-3.64**
2. **High Honors: CGPA 3.65-3.84**
3. **Distinction: CGPA 3.85-4.00**

TRANSFER STUDENTS

When a student transfers to BGBS after the ninth, tenth or eleventh grades, credits earned at the previous school(s) will count toward graduation requirements at BGBS. Transfer students are not required to make-up Bible courses missed while not enrolled at BGBS.

STUDENT TRANSCRIPT REQUEST

Transcript request for college applications may be made by a student (grades 9 – 12) at any time by making the request in writing with the name and address of where the transcript should be sent. The request should be made at least 48 hours before the transcript is needed.

COLLEGE VISITATION DAYS

Students will be allowed two (2) days during their junior year and three (3) days during their senior year to visit a college or university of their choice. The college visitation must be taken by the end of the third grading period. These days will not be included in the seven (7) allowable absences per semester.

However, these visits **MUST be cleared through the office at least two days prior to the visitation.** Otherwise, the absences will be counted. The student will provide the office with documentation to account for this day. All work that will be missed should be obtained by the student from each teacher in advance and is due upon the day of return; exceptions to this are left to the discretion of each teacher.

Documented evidence of the visitation must be provided.

EXTRACURRICULAR ACTIVITIES

The following extracurricular activities are approved by the Board and shall be supervised by the administration through the appointment of advisors and coaches.

- ❖ School Yearbook
- ❖ School Newspaper
- ❖ Clubs:
 - Beta Club
 - Elementary Honor Society (grades 4-6)
 - National Honor Society (grades 10-12)
 - National Junior Honor Society (grades 6-9)
 - Photography Club
 - D.A.R.E. (5th grade)
 - Girl Scouts
 - Boy Scouts
- ❖ Athletics:
 - Basketball
 - Volleyball
 - Cheerleading
 - Baseball
 - Softball

END OF YEAR AWARDS ASSEMBLY

DEPARTMENTAL AWARDS AND COMPETITION AWARDS

Departmental awards are also presented at each grade level during the Awards Assembly to an outstanding student in each academic subject. Selection is based on the student with the highest grade and to the student who has shown most improvement.

MIDDLE SCHOOL/HIGH SCHOOL TIMOTHY AWARDS

The Timothy Award is for one student from each grade (7-11) who best exemplifies Christ in service above self as described in I Timothy 4:12: an example in speech, in faith, in conduct, and in purity. In consideration of all our outstanding students, this award will not be given to the same student in consecutive years. This award is presented at the Awards Assembly in May.

BARNABAS AWARD

The senior who has shown the most encouragement to fellow classmates and faculty is presented the award at graduation. Selection of this award is made by the senior class.

PRINCIPAL'S AWARD

The Principal's Award will be given to a senior at graduation who has demonstrated leadership abilities, exemplified Christ in action and attitude, and has dedicated his/her life in serving the Lord in every aspect of life.

GOOD SAMARITAN AWARD

The Good Samaritan Award is presented to a senior at graduation who has shown compassion to others. The award is given to the student who has a gift of helping others and giving others hope and encouragement in everyday life. The award is selected by the high school faculty.