

G-VII. OFFICE INFORMATION

CHANGE OF STATUS

For the benefit of your child, please notify the School Office and your child's teacher immediately of any changes of address, telephone number, emergency contact numbers, family physician, or other important information.

ADMINISTERING MEDICATION

In order to abide by the guidelines and requirements of the Kentucky State Board of Health, we must follow the procedures below concerning medications given at school:

- NO medication will be used by a child unless it is sent in the **original container** with the original label showing the following: prescription number, date filled, physician's name, child's name, and directions for use (frequency and dosage).
- **Over-the-counter medications** (including ibuprofen) must have a parent's written order/request indicating child's name, name of medication, reason for giving, frequency of use, and dosage. Parent's signature and date must appear on the order/request.
- Parents will be asked to fill out an information card that will be kept on file in the office as long as the medication is given.
- Blue Grass Baptist School reserves the right to inspect and verify any student medication. The school may also decline a parent's request to administer medications.

PERSONAL ITEMS

All personal items such as coats, lunch boxes, books, and other materials should have the student's name on them. Items turned into the "lost and found" that are not claimed by the end of each grading period will be disposed of or given away.

START OF THE SCHOOL DAY

- **Students arriving at school between 7:10 and 7:45 a.m. must report to Before School Care and should enter the school through the cafeteria door.** Students are not, for any reason, to wander around the school grounds or in the school building before school opens. School doors will open at 8:00 a.m. Students are counted as tardy to school if not in their classroom at 8:10 a.m.
- Students not involved in an after school activity must leave campus immediately after school. Students who have not left campus by the 3:40 p.m. bell **MUST** be in After- School Care under adult supervision. No student is to be in the gym or on the playground without adult supervision. Detention will be issued for those who are not adhering to this policy.
- Parents are to arrange transportation to and from school for their children. Zip code lists are available in the school office for carpooling information.
- Please be sure that a staff person sees your child arrive and leave, to avoid "lost" children. Do not drop off your children unsupervised.

STUDENTS DRIVING TO SCHOOL

High School students (grades 9-12) with proper licenses may drive to and from school.

- The student driver and his or her vehicle is subject to all laws of the State of KY and the city of Lexington.

- Vehicles must be registered with the school office accompanied by a vehicle registration form.
- Drivers must provide a photo copy of their licenses.
- Proof of auto liability insurance coverage.
- Students must park vehicles in designated areas upon arrival, and leave school grounds immediately following dismissal.
- Students are not allowed to leave campus during their lunch period or any other time during school hours without prior approval from the office.
- If a student drives to school and is to be released early, a written note or phone call from a parent/guardian must be presented to the office before the student can sign out.
- Should a student be involved in an accident or “fender/bender” on the campus, this occurrence must be reported to the office as soon as possible.

STUDENT PARKING

Students need to understand that parking on school property is a privilege, not a right, afforded to students. Certain conditions are attached to privileges. Students who fail to uphold these conditions will be subject to loss of parking privileges, monetary fines, and disciplinary action. Students who drive to school must register their vehicle(s) with the office.

- The maximum speed limit in the parking lot is five (5) miles per hour.
- Students should not allow others to ride on the hood, trunk, etc. of their cars; nor should passengers be hanging out of the windows or sunroofs.
- Students may only park in designated areas and not on the street.
- Students should refrain from playing loud music in their vehicles while in the school parking lot.
- Students may not go to their cars during the day without first obtaining permission in the school office.
- Students are to leave the parking lot, and enter the building immediately upon arriving.
- The school is not responsible for lost, stolen or damaged properties in regard to student drivers and their vehicles.
- The school administration reserves the right to inspect or search any vehicle parked on school property. The interiors of student’s vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.

Failure to operate a vehicle in the appropriate manner will result in disciplinary measures and/or suspension of driving privileges.

LOCKER GUIDELINES

Students in grades 7-12 will be assigned a locker. These lockers are for the personal use of the student who has been assigned that locker. Any concerns or problems a student has with his or her locker should be reported to the assistant principal. Lockers may not be decorated on the outside and may only have non-glue stickers applied to them. No open food or drink shall be kept in the locker.

Student lockers are BGBS property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their locker. Blue Grass Baptist School exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers are conducted by school authorities for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.

STUDENT SEARCHES

School officials have the right to search students, their personal items (e.g., purse, book bag, etc.), lockers, desks, automobiles, or their property, if a reasonable suspicion* exists that the search may reveal evidence the student has

violated a school rule, policy, or the law. The purpose of the search is to protect the safety and property of others. Registration of a child at BGBS constitutes parent's and student's consent to such searches. If the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend BGBS will be revoked. In no instance, shall the school official strip search any student. The use of trained LPD police dogs to locate controlled substances on property owned or controlled by the Board of Education may be utilized. If a search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities or those in ultimate disposition.

** The school official must be able to articulate the reason for the search.*

CONTINUED ENROLLMENT

Blue Grass Baptist School reserves the right to deny continued enrollment to any student whose actions demonstrate that it is not in the best interest to allow re-enrollment. Students who have demonstrated, through detentions, progress reports, and poor attitude, a lack of interest in being at BGBS will be interviewed by the principal. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc. After this interview, a conference with parents will be scheduled. Students may be placed on disciplinary probation with enrollment for the following year withheld until a review of the student's progress has been evaluated.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES DURING AN ABSENCE

Students absent all or part of a day may not participate in any school sponsored extracurricular activity (e.g. athletic team practices/games, class socials, field trips) without the Principal's written permission. A physician's note for a scheduled appointment is the primary reason a student would be permitted to participate in a school activity that day.

LATE PICK-UPS

Please be at school to pick up your child promptly at 3:25 p.m. Children tend to panic and think they have been left when others go home and someone hasn't come for them. *If a child is not picked up from school by 3:40 p.m. the child will be placed in After-school-care.* Please contact the school as soon as possible if you are going to be late.

COMMUNICATION

In order for school and home to join in partnership, communication is vital. The school shall make every effort to effectively communicate with the home. Examples of standard communication techniques are described below.

"Highlights": A monthly newsletter will be sent out regularly to all parents of students K – 12. It will contain a calendar of upcoming events as well as other pertinent information.

Parent-Teacher Conferences: (PTC)-Please call or e-mail the teacher(s) you wish to schedule a meeting with.

BGBSintouchk-6 will be a mass e-mail for elementary students.

BGBSintouch7-12 will be a mass e-mail for high school students.

Parents may also check the "Classrooms" link on our website: www.bluegrassbaptist.com. On the Classrooms link, teachers will post information pertaining to homework, class assignments, etc.

COMMUNICABLE ILLNESSES, INCLUDING HIV/AIDS

Students or school employees with indications of a communicable illness, including HIV/AIDS, are required to have

an examination by a medical doctor immediately. The school then requires a statement from the doctor giving pertinent information about the illness. The school reserves the right to require an examination by a medical doctor appointed by the school.

After reviewing all medical data, the school administration will determine whether the individual's continued presence will present a health threat to others. If so, the school reserves the right to take appropriate action, including dismissal.

Upon having the following illnesses a child must have written consent from either a physician or the Health Department to return to school, or be subject to school office approval for re-admittance:

Chicken Pox	Measles	Mumps	Pneumonia	Flu
Whooping Cough	Pinworms	Scabies	Ringworm	Strep Throat
Impetigo	Pink Eye	Hepatitis	HIV/AIDS	

FIRST AID PROCEDURES

- First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.
- Parents will then be notified. If parents can be consulted immediately, efforts will be made to find out which physician is to be secured. This information will be on file for each student in case the parents cannot be reached.
- The child will be transported to the nearest hospital emergency room by the school if the parents cannot get to the child in a timely manner. A school faculty member will stay with the child until the parent assumes responsibility.
- Internal medication will be given only by or on the order of a physician.

EMERGENCY CLOSINGS

For emergency announcements affecting school opening and closings, please tune your television to channel WKYT, WLEX or WTVQ. Tune your radio to WJMM or WVLK. If you do not hear Blue Grass Baptist School mentioned specifically on the first day of a potential closing, follow the open/closing schedule for Fayette Co. Schools. On the second day, look for BGBS to be called by name.

LUNCH

Hot lunches are ordered Monday-Thursday from various vendors. Pizza is available for sale on Fridays. Microwave ovens are also available to heat lunches. There is not a refrigerator available for lunches. Parents are advised to provide lunch boxes with ice packs in which to carry any food items that must be kept cool until lunch time. *For health reasons there is to be no sharing of opened food from one student to another.*

Children may bring lunches to be heated in microwave safe containers (No metal cans or containers). *Please do not send items in plastic "zip-lock" bags that must be transferred to another container or an open plate by K – 3rd graders.* Be sure to label all containers with the child's name. **Because of time limitations, do not send items that require more than 2 minutes of heating time.** *Do not send containers that require opening with a can opener, these items should be opened at home and placed in a sealed microwaveable container.*

At times, a teacher or the administrator may arrange to have lunch brought in for the students. Parents will be notified in advance of the date and cost of the brought in meal.

Parents are invited and encouraged to eat lunch with their child at school from time to time, we do ask that you check in through the office when doing so.

CHARGE POLICY FOR STUDENTS

Students in grades 1-6 will be allowed to charge up to \$5.00 in the lunchroom. All charges must be cleared at the end of each grading period or student grades or records will not be released. Students will not be allowed to call home to ask a parent for permission to charge any item.

TELEPHONE USE & INCOMING CALLS

Parent-student or student-parent calls are permitted only in cases of emergency, and with permission of the school office. In the event a student or staff member receives a call, he or she will be called out of class only in the case of an emergency. Normally, phone calls for students and staff will be handled between classes, during lunch time, or after school. **No cell phones are to be used during the school day. No exceptions.**

SPECIAL DAYS AND HOLIDAYS

On all holidays, the sacred rather than the secular shall be emphasized. The use of Santa, Easter Bunny, and Valentine Cupid will not be used in classroom decorations. At Halloween, the harvest theme will be used for classroom decoration and not witches, ghosts, spooks, or jack-o-lanterns. All students and staff should refrain from wearing clothing with these themes and may be asked to call home for a replacement.

HOLIDAY & BIRTHDAY PARTIES

Birthday parties are permissible during snack time, or at the end of the school day. No gifts are to be exchanged at school. If your child will be having a party outside of school, please mail invitations instead of handing them out at school. This will insure that no invitations will be lost, and no child will feel left out of the excitement of receiving an invitation at school. Parents should give the teacher ample notice of their desire to set up a class birthday party.

Parties may be held for: Thanksgiving, Christmas, Easter, and the end of the school year.

No gifts are to be exchanged for these holiday parties between students but, the class and teacher may elect to adopt a Christian service project to observe for the occasion.

We ask that our parents and staff not promote **Halloween**. You may decorate classrooms and cakes with scarecrows, cornstalks, friendly jack-o-lanterns, and anything pertaining to autumn.

Christmas and Easter: Everyone is asked to emphasize the true meaning of Christmas and Easter, and not use a Santa Clause figure, reindeer, or an Easter rabbit figure to decorate classrooms, cakes, or clothing.

VISITORS: PARENTS AND STUDENTS

Visitors and parents are asked to support the school guidelines by conforming to BGBS dress standards while on campus and at school functions.

Parent visits to school are warmly encouraged, but should be done by appointment to avoid preventing or detaining the teachers from filling their school responsibilities. Parents should not go directly to the student's classroom, but all visitors must report to the school office and register their visit.

If items are delivered to the student during class such as lunch, homework, books, etc., the items should be left in the office so as not to disrupt class.

BGBS is a closed campus. This means no visiting students are allowed in or around the school during normal school hours of 7:30 a.m. to 3:30 p.m.

Students may, however, bring friends with the teacher's and principal's written approval. Visitors must meet all behavioral regulations of BGBS. They must check in with the school office as soon as they arrive, so their whereabouts will be known should they need to be contacted.

STUDENT SAFETY/LIABILITY

Once a student arrives on the school premises, he or she will not be permitted to leave until the close of the day. Exceptions to this rule must comply with our attendance policy. No student is to be taken from school before the close of the school day without first checking with the office. Students remaining at school for an after-school activity must be supervised. These rules are for the safety and protection of your child. Disciplinary action will be taken if the rules are violated.

By enrolling your child in BGBS, you also gave permission for your child to take part in all school activities, including sports, P.E., school-sponsored trips away from the school premises, and absolve the school from liability to you or your child because of any injury to your child at school or during any school activity.

PARENT CHAPERONES/VOLUNTEERS

At times, throughout the school year, parents may serve as chaperones, class volunteers, coaches, or club sponsors. We ask that all parents follow the same standard of modesty in dress and conduct as the students. Parents are asked not to smoke or use any form of tobacco while on field trips, while attending BGBS functions, or while on school property.

All parents and volunteers who are entrusted with the supervision of students either during or after school must submit an application to do so through the school office and complete a process for approval to work with our students. In this process the adult volunteer will make a declaration of moral integrity, and submit a police background check.

FIELD TRIPS

Field trips are taken at various times during the school year to places of educational interest. On field trips, the students are required to maintain the same level of self-discipline away from school as they are at school. The school dress code applies on all trips unless specified by the administration. Permission to take the trip should not be granted by telephone. The official permission slip issued by the school must be signed by a parent and filed in the office before going on the trip.

TRANSPORTATION OF STUDENTS

The problem of transporting students on field trips, to and from sporting events, and other similar occasions are a concern to the school for the safety of our students. The use of private automobiles by faculty, parents, or students shall be governed by the following guidelines:

- Students transported in personal vehicles shall not exceed (6) six passengers plus driver for a total occupancy of (7) seven.
- All students are required to wear seat belts.
- Parents, faculty, and staff providing transportation for a school related event shall submit to the school office:
 - A copy of their Kentucky driver's license,
 - **photocopy** of current liability insurance coverage on the vehicle being used, and
 - the vehicle's license plate number of all possible cars to be used.

DRUG ABUSE, SELLING, OR DISTRIBUTION

As a matter of policy, BGBS will investigate fully any incident suggesting drug involvement on the part of students,

faculty, staff, or parents. Confirmation of drug possession, abuse, selling or distributing will be reported to the appropriate legal authorities, and will subject the individual(s) involved to immediate disciplinary review by the Administration.

TEXTBOOKS AND OTHER SCHOOL PROPERTY

Each student is required to take good care of all books, supplies, and resources that are provided to them through the school. If these are lost or damaged the student will be required to pay for it.

FUND-RAISING BY STUDENT ORGANIZATIONS

All proposed fund raising activities must be submitted to the administration in writing for approval, prior to implementation.

Approval will be based on the following principles.

- Solicitation of gifts on an across the board basis will be limited to special situations such as scholarship funds and mission projects.
- Sale of goods and services at fair prices is the preferred method of fund raising for student activities. This could include car washes, yard work, baby sitting, tutoring, or other similar activities. The funds should be designated for a specific use related to the function of the organization or group.
- Sale of raffle tickets or other forms of gambling will not be permitted.

The above guidelines are consistent with Biblical principles concerning giving and working. Careful adherence to the spirit of these guidelines will teach our students valuable practical lessons in these areas, and will be a testimony to the community at large.

STUDENT ACCIDENT INSURANCE

BGBS cannot be financially responsible for accidents or the hospitalization of students. All students must have their own or family accident insurance. A policy to cover the student while at school may be purchased for a nominal fee at the beginning of each school year.

STUDENT GRIEVANCE PROCEDURE

- In the event that any student or group of students shall feel aggrieved by any policy of the Blue Grass Baptist School, or actions of its agents or employees, said student or students shall be entitled to use the following method of obtaining redress.
- The student/s or parent/s shall file a written request with the school administration setting forth in detail the action or policy which is the basis of the grievance. The administration may initiate a hearing or discussion on the basis of this written request.
- If the grievance is not settled after being filed with the principal, the aggrieved party or parties may at any time, subsequent to fourteen days after filing with the principal, file a written notice or copy of said grievance with the chairperson of the BGBS Board requesting that the Board review same. The Board or a committee appointed by it shall determine within thirty days whether a formal hearing shall be held.
- During the pending of any grievance, the policy or action being appealed shall be enforced, unless modified by order of the BGBS Board.

STUDENT RECORDS

Student's Legal Name

Kentucky code requires a student to be enrolled under the name that appears on his or her birth certificate or certificate of birth by adoption. The legal name is to be used in all facets of school records, report cards, student testing, and any school activities.

BGBS collects and maintains student records of individual students to provide information to parents and authorized

staff, and to provide a basis for evaluation and improvement of school programs. While keeping such records, BGBS will protect the privacy of parents and students by maintaining the confidentiality of personally identifiable information.

BGBS must receive written consent of parents before releasing personally identifiable data from records other than a specified list of persons with a legitimate educational purpose for inspecting such records. At age eighteen, these rights transfer to the student.

BGBS maintains a cumulative folder on each child. Essentially, these records contain the following categories of information: Academic achievement, aptitude and interest, immunization records, copies of child's birth certificate and social security number, family data, teacher observations and current individual educational plans when appropriate.

At the present time, student records are maintained in the school office. The Head administrator/principal is the authorized custodian for these records.

If a student transfers to another school, a copy of the students cumulative folder will be sent to the new school upon written request from that school.

Parents Access to Their Child's Records: Sometimes parents worry about what information is kept regarding his or her child, and whether the information is correct. Parents, custodial and non-custodial, as well as legal guardians may not have access to student records unless the school has evidence of a court order revoking these rights. Teachers' notes on a student that are not maintained in the education record of the student and are not shared with anyone else are not considered part of the education record and teachers are not required to give these notes to parents.

To protect the privacy of students and their families, BGBS grants the parents the right to review, amend, and challenge the contents of their child's educational records by following this process:

- By parent's written request, a photocopy of their child's "permanent record/ file" will be sent to their home by mail within 15 days.
 - BGBS may charge a fee for copying time, paper, and postage. Currently the fee is set at \$15.00 per review.
- After receiving a copy of their child's record, parents may request an amendment of all or part of the record if they are not satisfied with its accuracy and completeness. A request form for this purpose is available from the school's office.

WITHDRAWAL PROCEDURES

All withdrawals must be completed in the school office. Since BGBS hires teachers, purchases textbooks, and makes other financial commitments on a yearly basis determined largely by the strength of Enrollment/Tuition Contracts, parents should understand that the student(s) are enrolled for the entire school year. Parents should also understand that the absence or withdrawal of any student after August 1st does not relieve them of the responsibility for payment of the entire year's tuition and fees listed in the Tuition Contract.

The school office must verify that all textbooks, library books, athletic, and all other school equipment have been turned in before the withdrawal will be complete.

REPORTING SUSPICION OF CHILD ABUSE/NEGLECT

In accordance with state law and school policy, school staff is obligated under penalty of a fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

CONTROVERSIAL ISSUES

BGBS recognizes that controversial issues are an inherent part of our democratic and autonomous church tradition and that a knowledge and understanding of these issues are an indispensable part of education. The school further recognizes that the first institution initiated by God was that of marriage and of the family. Because of this, BGBS exists to assist Christian parents in their responsibility of providing for their children a Christ-centered, Biblically based, well-rounded education. It is not our intention to tell families how to raise their children, and while BGBS is not a church in itself, it is made up of families who place high importance in living a Christ-filled life.

Our view of Proverbs 22:6 is that the school is to help parents train their children for an effective witness to a lost world. Satan would like nothing better than to use controversial issues to rob our school of its effective witness. Therefore, wishing not to become a stumbling stone to any, the board asks that students, parents, and staff members avoid controversial issues at school.

PROBLEM RESOLUTION PROCEDURE

We believe in “**The Matthew 18 principle**” and chain of command.

- Keep the problem confidential. Parents should discuss the problem only with the teacher or the person directly involved. (Matthew 18:15-17)
- If the parent and teacher or person directly involved cannot come to an agreement, the two should come together before the Administrator.
- If the above does not resolve the problem, the Administrator should go before the Board of Directors with the problem.

*Please Note: Please request a copy of the A.C.S.I. brochure,
“The Matthew 18 Principle for Solving School Problems.”*

Please Note: Any Agreement in writing between BGBS’s administration and parents supersedes information contained in this Parent/Student Handbook.