Student/Parent Handbook
Acknowledgment and Contract

The Bowling Green School Student/Parent Handbook is a printed acknowledgement between students and their parent/guardian and the school to provide the best possible education for all students. It is required that students and their parent/guardian sign a statement that they have read the handbook and agree to abide by its policies and rules set forth therein. By signing this statement, students and their parent/guardian agree to be governed by the policies and rules stated in this handbook. Specifically, understanding and agreeing to the following:

1. My child may be photographed for regular school activities and those photographs may be placed in a newspaper or on the school's website.
2. The parent/guardian is responsible for ensuring that the Bowling Green School dress code is met.
3. Off campus activities may be considered for continued enrollment at Bowling Green School.
4. Corporal punishment may be used on my child.
5. Students in grades 7th-12th may be drug tested.
6. All financial matters must be paid in full before students are allowed to take mid-term and/or final exams, participate in any school activities and/or graduate from Bowling Green School.
7. My child will be issued a Google workspace/education account and will be enrolled in Google Classrooms for educational purposes.

Failure to abide by the handbook policies and rules of either the student and/or their parent/guardian may result in the student's removal from the school or other disciplinary action.

Pledge by the Student:
I promise to work very hard to achieve my personal best. I understand that my education is important, and I will try to make the most of every opportunity I have to learn. I will do my best to attend school every day. I will arrive on time and in uniform. I understand that Bowling Green Schools's standards for academics and behavior are very high and that there will be consequences if I do not live up to these standards. If I fail to honor any one of these standards, I will take responsibility for my actions, try to learn from my mistakes and will work to improve my behavior. I know that I must always work to be a better student, a better citizen and a better person. I pledge that all of my academic work in every subject will be original. I will not plagiarize, copy or cheat in any way. I have read the school's rules and policies and will abide by them.

Student Signature_____

Printed Name_____

Parent/Guardian
Signature_____

Printed Name_____

Bowling Green School

Student/Parent Handbook

Approved by

Louisiana State Board of Elementary and Secondary Education

Accredited by

AdvanceED

Member of:

Midsouth Association of Independent Schools
Southeastern Conference of Independent Schools
Louisiana Association of Independent Schools

Bowling Green School Administration

Head of School: Kim Burris
Director of Operations: Valarie Comeaux
Director of Curriculum and Instruction: Kris Neyland
Guidance Counselor: Kaye Crain
Athletic Director: Matt Sessions

700 Varnado Street
Franklinton, Louisiana 70438
Phone: 985-839-5317
Fax: 985-839-5668
www.bgsbucs.com

Table of Contents

Introduction		6
Dedication		6
Mission Statement and Beliefs		6
Christian Code of Conduct		7
Educational Boards		11
Code of Conduct for Students and Parents/Guardians		12
Section I - Administrative Policies		13
A.	Organizational Setup	13
B.	Grievance Procedure	14
C.	Admissions	16
D.	Tuition and Fees	18
E.	Withdrawal	20
F.	Student Insurance	21
G.	School Closure due to Severe Weather	21
H.	After School Care	22
Section II - Academic Policies		22
A.	Grade Reports	22
B.	Academic Policy	23
C.	Promotion for Grades 1st-8th	24
D.	Grading System for Jr. High and High School	24
E.	High School Curriculum	26
Section III - Student Policies		29
A.	Dress Code	29
B.	Gender Segregation	34
C.	Attendance	35

D. Drug Testing 39
E. Plagiarism 40
F. Bullying 42
G. Social Media 45
H. Cell Phones and Electronic Devices 45
I. Driving on Campus 47
J. Leaving Campus During School 47
K. Cafeteria Procedures 48
L. Routine Regulations 49
M. Dances 51
N. Special Events 52
O. Teacher and Student Parties 53
P. BadgePass 54

Section IV – Discipline 55
A. Disciplinary Actions 55
B. Levels of Offenses 57

Section V – Athletics and Spirit Groups 67
A. Athletics 67
B. Dance Teams 69
C. Cheerleaders 69

Section VI - Clubs and Organizations 70
A. Fellowship of Christian Athletes 70
B. Student Council 70
C. Beta Club 70
D. Junior Beta Club 70
E Interact Club 71
F. Academic Boosters 71
G. BGS Technology Policy 71

Introduction

The Bowling Green School Student/Parent Handbook is published by the Administration and Board of Directors and is distributed to the students, parents, faculty and staff. The purpose of this handbook is to provide helpful and pertinent information concerning all aspects of student life at Bowling Green School.

The Administration and Board of Directors try to anticipate as many circumstances as possible. However, if new and/or unusual circumstances arise, the Administration and Board of Directors have the authority to use their discretion in whatever circumstances the handbook may not address. If necessary, the Administration and Board of Directors have the right to amend the handbook when and/or if necessary.

Dedication

Bowling Green School is justifiably proud of its campus and traditions. This handbook is dedicated to our students, parents/guardians, faculty, staff and all others who make our school a reality by their endless generosity, hard work and dedication.

Mission Statement and Beliefs

Mission:

Bowling Green School strives to provide a safe Christ centered environment for our students and staff. The core values of

honesty, loyalty and perseverance will empower students to achieve academic goals while fostering a duty to civic responsibility, personal growth and God's Kingdom focus.

Christian Code of Conduct for Students

Personal Character
Each student is expected to act in a manner that reflects biblical values and to develop personal character traits that show maturity. Further, as a community of Christians, students should encourage and support others to live in a manner that pleases God. The following characteristics are representative of Scriptural standards that should be emulated.

Love for God's Word—There is no greater source for direction and encouragement than the Bible. Bowling Green School places God's Word in the highest regard, and every student is urged to spend personal time in it regularly; furthermore, middle and high school students are required to attend the Bowling Green School weekly chapel service. *(Josh. 1:8; Ps. 19:10; Ps. 119:97, 119:127, 119:165; Col. 3:16)*

Respect for God, Other People, and Property—God deserves reverence and respect, and our lifestyle and worship should reflect the honor we owe Him. We are also commanded to show respect to those God has given to be in authority. Students at Bowling Green School must hold administrators, teachers, and staff members in high regard and respond with respect and compliance. Good sportsmanship is also expected in all athletic endeavors; student athletes must respect the authority of coaches and officials. *(1 Pet. 2:17, Prov. 9:10, Eccl. 12:13, Rom. 13:7, Phil. 2:3, Rom. 12:16–18, Eph. 6:5–9)*

Kindness and Consideration for Others—Christians are to actively seek opportunities to show kindness to others. Common courtesy and politeness are qualities to be developed.

Bowling Green School students must exemplify and promote these traits. *(Eph. 4:32, Matt. 7:12, Luke 6:31, Phil. 2:4, 1 Thess. 5:15)*

Compassion and Christian Love—God's great love for us is reflected when we act with genuine care and concern for others. The Bible teaches that this is the hallmark of a true disciple. *(Eph. 5:2, Luke 10:25–37, Jude 22, 1 John 4:7–8, John 13:34–35)*

Honesty and Integrity—It is necessary that each student deal truthfully with others and maintain a reputation for choosing to do what is right. Without these traits, it is not possible to properly interact with other people or with God. Academic dishonesty will not be tolerated. *(Ps. 25:21, Ps. 15:1–2, Prov. 12:22, 2 Cor. 8:21, Phil. 4:8, Prov. 11:3, Rom. 12:17–21, 2 Cor. 4:2, Matt. 5:37)*

Discipline and Self-control—Christians are to exercise control over their emotions and desires so that behavior is appropriate and right. This is accomplished as the Holy Spirit is allowed to guide every decision and direct each action. *(Gal 5:16–26, Rom. 6:12–13, 1 Cor. 9:24–27)*

Modesty and Purity—Christian men and women are expected to maintain the highest moral standards as a reflection of God's holiness and as a protection against the effects of sin. While much of today's culture has abandoned these precepts, the biblical principles for behavior and modesty are essential. *(Ps. 51:9–10, 1 Tim. 2:9, 1 Cor. 6:19–20, 1 Pet. 3:3–4, Ps. 24:3–5, 1 Tim. 4:12)*

Diligence—The ability to work hard is important for academic and athletic endeavors and is a characteristic that the Bible encourages. Being available and willing to work to achieve success, academically, athletically, and otherwise, is necessary to please God and contribute as a citizen. *(Prov. 13:4, Deut. 6:17, Prov. 22:29, Col. 3:23)*

Responsibility—The Bible teaches that each person must give account for his actions; taking personal responsibility for one's life is the beginning of real stewardship. Making it your duty to be reliable, so that others can depend upon you, is a mark of true maturity. *(2 Cor. 5:10, 1 Cor. 4:2–4, Gal. 6:4–5)*

Etiquette and Manners—Bowling Green students must speak and behave with courteousness to fellow students, faculty and staff members, and campus visitors. *(1 Cor. 15:33, Col. 4:5–6, 1 Cor. 14:40)*

Prohibited Activities

Each student accepts the responsibility to actively uphold the Code of Conduct and to refrain from any action that would be detrimental to academic growth, spiritual growth, the safety or well-being of others, or any action that would impair the ability of others to follow Bowling Green School's Christian Code of Conduct. *(1 Pet. 2:11, Rom. 14:13)* **For this reason, students who participate in illegal or prohibited activities or who build a reputation for involvement in these activities will be subject to discipline including but not limited to punishment, suspension, or expulsion.**

Use, Possession, or Association with Alcohol, Illicit Drugs, and or Narcotics, any Marijuana Products, Tobacco, and Related Products, such as E–cigarettes and Vaporizers—as a protection against harmful effects and the controlling nature of these substances, Scripture teaches us to avoid them. *(Prov. 23:31; Rom. 12:1; Prov. 20:1; 1 Cor. 6:19–20)*

Pornography or Sexual Immorality—The Bible indicates that all sexual activity -- outside of marriage between one man and one woman -- is sin. Therefore, the following is considered to be sexually immoral: fornication, adultery, homosexual behavior, or any other sexual perversion. Also, any involvement in pornography or sexual communications, including verbal, written, or electronic, are prohibited. *(1 Cor.*

6:9–10, 18–20, Matt. 5:28, Heb. 13:4, Rom. 1:26–27, Ps. 119:37, 1 John 2:16)

Profanity or Obscenity—Inappropriate language is not permitted whether it be verbal, written, or electronic. *(Eph. 4:29, Col. 3:8, James 5:12)*

Harassment, Abuse, and Discrimination—The safety and well-being of students is of utmost importance. Bowling Green School does not tolerate hazing, physical or verbal abuse, coercion, stalking, intimidation, harassment (verbal or sexual), discrimination, or any other behavior that places the health and safety of other students and faculty in jeopardy. Students must avoid the use of divisive or inflammatory comments, symbols, or actions of any kind, even in jest. *(Col. 3:8; 4:6; Eph. 4:29–32)*

Stealing—the Bible clearly teaches that stealing is wrong. Taking, possessing, or using what does not belong to you without the owner's consent is considered stealing. Plagiarism is stealing.
(Rom. 13:8–10)

Additional Expectations
In light of current issues regarding sexual orientation and gender identity, Bowling Green School adheres to the following expectations and beliefs:

Each student's gender will be determined by what is recorded on their birth certificate, and within the framework of God's Holy Word.

Each student must use restrooms, locker rooms, and changing facilities which align with the student's biological sex as recorded on their birth certificate.

God's definition of marriage is the legal and spiritual union of one man and one woman; any student courtships on campus

and/or dates to school events must reflect God's future plan for a holy marriage.

Educational Boards

State Board of Education:
Bowling Green School is approved by the Louisiana State Board of Elementary and Secondary Education for non-public schools; and as such, it adheres to the educational standards established by the BESE Board.

Midsouth Association of Independent Schools (MSAIS):
Bowling Green School is a member of the MSAIS. There are 120 schools in this organization. Each school pays a membership fee based on the number of students on the last day of each previous school year. Bowling Green School participates in the MSAIS athletic programs and meets all educational and athletic regulations required for these activities.

AdvanceED (SACS):
Bowling Green School is accredited by AdvancED which was created through a 2006 merger of the PreK-12 divisions of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools on Accreditation and School Improvement (SACS CASI); and expanded through the addition of the Northwest Accreditation Commission (NWAC) in 2011. Bowling Green School is listed on the International Registry of Accreditation by AdvancED.

Code of Conduct for Students and Parents/Guardians

Receiving a quality, morally based education can best be served when students, parents/guardians, faculty, staff, Administration, and the Board of Directors work together. These relationships should be centered on mutual respect, communication and courtesy. Normally, differences between these individuals are resolved. However, in some rare cases, the school may find it necessary, in its discretion, to require the parent/guardian to withdraw their child(ren).

It shall be an express condition of enrollment that students and their parents/guardians behave in a manner that is consistent with, but not limited to, the school's philosophy, objectives, policies, and our Christian Code of Conduct set forth in the handbook. Our principles include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting academic, moral and behavioral expectations.
- Students and parents/guardians may respectfully express their concerns about the operations of the school with the faculty, staff, Administration or Board of Directors. However, it should not be done in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive. (See Social Media, page 44.)
- These expectations for students and parents/guardians include, but are not limited to, all school sponsored programs and events.

The school reserves the right to determine if an action falls short of the principles of Bowling Green School. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian. However, if the behavior continues, further action can be taken such as suspension of the student, withdrawal of the student or suspension of the parent/guardian's privilege to come on the school's campus and/or participate in any school activities.

Section I - Administrative Policies

A. Organizational Setup

Charter and Board of Directors:

Bowling Green School was chartered by the State of Louisiana in 1969 under the name of The Bowling Green School. The school is governed by an eleven member Board of Directors. The Directors are elected by the General Membership to serve in the best interest of Bowling Green School. The Board strives to have at least one member from each geographical area that the school serves. Each year the Board elects a President, Vice-President, Secretary and Treasurer (these offices may be combined under one person, such as Secretary/Treasurer) to serve one year terms. The Board of Directors is charged with the management of all affairs of the corporation subject to the provision of its articles of incorporation and its By-laws. The Board meets regularly on the third Monday of each month. Special meetings can be called by the President or Vice-President when necessary.

General Membership Meeting:

There is an annual meeting of the membership of the corporation as determined by the Board of the Directors. Notices are emailed to all shareholders not less than 5 days prior to the meeting. The purpose of this meeting is to elect

new board members, cover financial statements and any other business that may properly come before the meeting.

B. Grievance Procedure

Bowling Green School recognizes that harmonious relations with its faculty, staff, parents/guardians and students can be maintained and improved through effective communications. The Board of Directors adopted the following grievance procedures as a means to examine and resolve possible problems, which relate to the administration of policies of the school.

Definition:

A grievance is a claim by an employee or parent/guardian, stating that he/she has suffered harm or injury by the interpretation, application, or violation of a contract, a school policy, a law or a constitutional right.

Procedure:

Any grievance claims shall promptly be presented to the Administrator in writing. Such notices shall be presented no later than five working days after the day on which the alleged grievance occurred. Included with the grievance shall be a detailed listing of all facts that support the position. Also, list the names of any witnesses. These witnesses will be questioned and may be asked to submit signed statements during the grievance process. The Administration and/or BOD will then schedule a conference with the individual making the claim in an attempt to resolve the grievance. A written decision by the BOD and Administration must be rendered within five working days after receipt of the grievance. The grievance procedure is the only acceptable manner in which Bowling Green School acknowledges complaints.

Any public display of outrage by a parent/guardian, student or faculty member will not be tolerated and will be dealt with accordingly.

C. Admissions

Statement of Admissions:

Bowling Green School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the organization. Bowling Green School does not discriminate on the basis of race, color, national, or ethnic origin in administration of our educational policies, admission policies, scholarship programs, and other organization-administered programs. However, we do reserve the right to deny admission to or dismiss from the school any student who cannot benefit from the Bowling Green experience based on his/her past academic achievement or whose personal lifestyle is not in harmony with the stated Christian Code of Conduct, objectives or policies of Bowling Green School.

There is a 90 day probationary period for all students who enter Bowling Green School. During this time, students are evaluated for both academic and behavioral traits. Also, during this time, students may be advised to return to a lower grade if academic proficiencies are noted; and students with major academic and/or behavioral problems will be dismissed from Bowling Green School. In such a case, the membership fee will be returned and the membership is voided. However, registration fees and tuition for the 90 day probationary period are not returned.

Additionally, since the operation of the school depends upon the collection of tuition, the ability of the applicant for

admission to meet their financial obligations will be a factor in the consideration for admission approval.

Membership and Admission:
In order for a student to attend Bowling Green School, a family membership must be obtained. A formal membership application must be submitted for approval and a membership fee paid. Details of this procedure are set forth in the Charter and By-laws of the school. To register for classes, a registration fee for each child must be paid each year. Upon entering Bowling Green School for the first time, complete registration forms for each student must be completed. If the student is transferring from another school, Bowling Green School requests all records of the student from the previous school. Please note that any applicants who have initiated, are currently pursuing, have pursued, or intend to pursue legal claims or litigation against Bowling Green School may be deemed ineligible for admission, subject to applicable federal, state, and local laws and the school's employment/admission policies.
No student who is married, previously married, pregnant or a biological parent will be allowed to enter school or to continue as a student at Bowling Green School. As a Christian organization, we strongly oppose abortion and encourage students to accept their responsibilities as parents. Pregnant students will be encouraged to earn a high school diploma through correspondence courses, obtaining a GED or other means that meet with accreditation standards.

Registration:
When registration fees are paid, the student's name is placed on a class list, and a place is reserved for that student. Anyone registering after the registration deadline will be placed on a waiting list. Once that class has filled, no one will be admitted until the number on the waiting list warrants adding another

class. If your child is not registered before the registration deadline, Bowling Green School cannot guarantee that your child will be enrolled for the year.

For a child to be registered, all tuition, fees and late charges must be brought up-to-date before the child is considered registered. If tuition is delinquent and is not brought up-to-date by the first of the next month, the child will lose his/her place on the list of returning students or will not be able to return to class.

Students will be registered and given priority in the following order and must register during the designated registration period:

First Priority: Students currently enrolled in Bowling Green School and children of faculty members at Bowling Green School.
Second Priority: Siblings of currently enrolled students and children of BGS alumni
Third Priority: Students who did not attend Bowling Green School the preceding year or those who were enrolled the previous year but withdrew before the end of the year.

To qualify as a sibling, the child must be physically residing in the same residence as the sibling and the Bowling Green member must have legal and physical custody of the child.

If a registered student does not report to school on Prep Day, the place will be held for a period of one week. During this time, the school will try to contact the parent/guardian to see if the child will attend Bowling Green School. At the end of the week, the place will be filled if needed. Also, if Bowling Green School receives a request for that student's records from

another school, the place will be filled. The admission fee and other fees will not be refunded.

Please note: When a registration period ends, that priority is lost.

Tuition:
All tuition payments will be paid in twelve (12) equal payments beginning June 1, before the beginning of the school year. Upon registering through the FACTS management system, you may choose to pay tuition monthly, bi-annually or in full. All tuition payments are due on the first of the month. There will be no discount for payment made in full.

If a student is registered after June 1 but before September 1, all prior tuition with fees is due in full and is non-refundable. Registration and Membership fees are non-refundable.

Outstanding Balances:

Bowling Green School strives to provide a safe, high-quality academic, athletic, and extra-curricular experience. We depend on the timely payment of tuition, dues, and fees to meet the financial obligations necessary to accomplish these goals. Enrolling children at Bowling Green requires significant financial commitment. School tuition must be a budget priority for all member families.

General accounts are due on the 1st of every month.

Other financial requirements such as registration, fees, dues, etc. may have other specific deadlines.

Bowling Green Administration will work to assist any family that experiences legitimate financial hardship and is temporarily unable to pay. It is the parents' responsibility to communicate with the school in a timely fashion. Parents who find themselves in financial difficulty are urged to contact the Accounting Office for alternative payment arrangements before the account becomes delinquent.

Delinquent accounts will be handled in the following manner:

1. If an account becomes 15 days past due, the parents will be notified that they have five (5) working days to contact the Accounting Office and make alternative arrangements to bring their account current.
2. If the account becomes 30 days past due, and the parents have not made other payment arrangements with the Accounting Office, their student(s) will not be allowed to participate in ANY school activities (Including but not limited to: athletic practices, team meetings, games, spirit groups, club activities and meetings, field trips, dances, prom, etc.)
3. If the account becomes 60 days past due, and the parents have not made other payment arrangements with the Accounting Office, their student(s) will be WITHDRAWN from the school and not allowed to re-enroll until all financial obligations are fulfilled with the school. In the event of such withdrawal, the parents will have to petition the Board of Directors to have their student(s) reinstated.

- Official school records, report cards, transcripts, diplomas, etc. will not be released to parents or institutions, and access to FACTS will be blocked until outstanding balances are cleared, and all tuition, fees, and fines are paid.

- Any accounts with outstanding balances at the close of the academic school year will result in the student(s) being unenrolled from Bowling Green School, if the parents have not made other payment arrangements with the Accounting Office.
- Any accounts that have been delinquent three or more times in one academic school year will be made to pay tuition in full before the start of the new academic school year, or their student(s) will not be allowed to attend.
- Bowling Green Administration and the Board of Directors reserves the right to dismiss a student due to overdue payments.

Please note: There will be a $30.00 charge assessed through FACTS management system for all checks returned to the school for NSF. If two checks are returned to the school, an additional $30.00 NSF charge will be assessed.

E. Withdrawals

If a student withdraws from Bowling Green School, the custodial parent or legal guardian must visit the school office in person to complete and sign the required withdrawal paperwork.

If a student withdraws on or after the first day of any month, tuition for that month is still due. To avoid being charged for the upcoming month, withdrawal requests must be completed before the first day of that month.

Before the withdrawal process can be finalized, all outstanding financial obligations to the school must be paid in full. This includes, but is not limited to, cafeteria balances, past-due accounts, NSF fees, and any other outstanding charges.

Students must return all school-issued property, including their Chromebook and charger, in the same condition in which they

were received. Replacement or repair charges may be assessed for any unreturned or damaged items.
Payments must clear the school's financial system before student records can be released or the student's account can be removed from the FACTS system.

F. Student Insurance

Bowling Green School provides all students a supplemental accident insurance policy. This supplemental policy will cover students for accidents that occur during the school day or during a school sponsored activity, including athletic events. Claims cannot be made until a personal insurance policy claim is filed. Subsequently, a claim may be filed with the school's insurance carrier. Claim forms may be obtained in the administrative office.

G. School Closure due to Severe Weather

Prior to school opening:
If there is a tornado or hurricane warning issued for our surrounding parishes, the following agencies will be notified if the school is closed for the day: radio stations WFCG FM 107.3; or television stations WWL (Ch.4), WDSU (Ch.6) or WVUE (Fox8) ; or visit www.actionnews17.com. Additionally, all families will be notified via a Parent/BUC Alert.

During school hours:

Action taken will be based upon existing conditions and what is believed to offer the best protection for the students. Procedures for safeguarding the students are set up, and drills for such are conducted. In most cases of severe weather, a student is as safe at school as he/she would be anywhere. If the

school is closed during the day, the radio and television stations listed will broadcast the information.

Additionally, in winter, if snow or ice has accumulated on roads and/or bridges or is forecast to do so, school will be closed automatically.

H. After School Care
After school day care is provided on Mondays through Fridays for students in Pre-K3-6th grade from 3:00 pm to 5:30 pm.

All students remaining on campus after 3:00 pm must be under the supervision of one of the following:
1. A teacher for academic or disciplinary work
2. A coach for athletics
3. The extended day care program
4. An activity group sponsor

Section II - Academic Policies

A. Grade Reports

Report Cards:
Report cards are emailed at the end of each nine week period and indicate the letter and numeric grade attained by the student in each class. These report cards become part of the student's permanent grade records. Parents/guardians are emailed report cards.

Grading scale for grades K-12th:
90-100% = A (4 grade pts.)
80-89% = B (3 grade pts.)
70-79% = C (2 grade pts.)
60-69% = D (1 grade pts.)

0-59% = F (0 grade pts.)

B. Academic Policy

- Students must maintain a 75% average on all classes for each nine week grading period.
- Students who fail to maintain a 75% average on all classes will be placed on Academic Probation for the next nine week grading period.
- Students who have a failing grade in two or more classes will be placed on Academic Probation for the next nine week grading period.
- Students who fail to achieve above a 75% average during the probationary period will be placed on Academic Suspension for the next nine week grading period.
- Any student who is failing 50% of their classes during any nine week grading period will immediately be placed on Academic Suspension.
- Any student with a grade average of 59% and below during any nine week grading period will immediately be placed on Academic Suspension.
- Any student on Academic Suspension will not be allowed to participate in any extra-curricular activities for a period of nine weeks. These activities include, but are not limited to: sports, spirit groups, dances, Prom, field trips, club activities, etc.
- Students who fail to maintain a 75% average on all classes for three consecutive 9 week grading periods will be placed on Academic Expulsion and may be dismissed from Bowling Green School.
- For all conditions listed above, "consecutive 9 week grading periods" may crossover school years.

C. Promotion for Grades 1st-8th

Grades 1st-3rd:

1. Must pass ELA with a grade of "C" or higher
2. In addition to ELA, students must pass either ELA or Math with a grade of "C" or higher.

Grades 4th 8th:

1. Must pass either Math or English Language Arts (ELA).
2. Must not fail more than two subjects.

Administrative placement will be considered using the following guidelines:

1. A student will be retained no more than a total of two times during the first six grades.
2. A student will be retained no more than a total of three times during the first eight grades.
3. A conference to determine a questionable placement will be held upon request with parent/guardian, teachers, and the Head of School.

D. Grading System for Jr. High and High School

A weighted-points system based on the time spent on and the importance of a given activity will be recorded in the class record book for tests, homework, daily work, etc. Test and major projects/assignment grades count for 45% of the 9-week average; quiz and other projects/assignment grades count for 35% of the 9-week average; daily classwork/homework grades

count for 20% of the 9-weeks average. The assigned point value and category for an activity should reflect the overall relative value of the requirement. At the end of the nine-week period, a percentage grade will be computed and a letter grade will be assigned. Grades are to be given for course-related academic work only (i.e. projects, tests, quizzes, assignments, homework).

Grades shall not be given based on non-content related requirements (i.e. attending functions, behavior, etc.) Each student must have at least one (1) grade/score per subject recorded each week in the class record book. Each student must be assigned a minimum of four (4) grades in the major grades category, four (4) grades in the minor grades category, and four (4) grades in the homework/classwork category per 9-week marking period.

Bonus points may only be given if all students are given equal opportunity to receive the points. Bonus work must be relevant to the course content and must be a learning experience. Bonus points may not be given for behavior or participation. If given, bonus points should carry a relatively small weight of the overall points in a grading category.

Calculating Grades: When determining grades for full-year courses, **each semester grade** is calculated as follows:

(1st 9-weeks grade x 1.75) + (2nd 9-weeks grade x 1.75) + (Semester Exam grade x 1.5)/ 5 = **Semester One AVERAGE**

(3rd 9 weeks grade x 1.75) + (4th 9-weeks grade x 1.75) + (Final Exam grade x 1.5)/5 = Semester Two AVG

Using the calculated nine-weeks grades and calculated exam grades the final grade for the year is calculated as follows:

1st 9weeks + 2nd 9weeks + 3rd 9weeks + 4th 9weeks + Semester Exam + Final Exam /10 = **FINAL AVERAGE**

E. High School Curriculum

Graduation Requirements:

The following is a list of the courses required for graduation from Bowling Green School:

4 units of English:

English I, English II, English III, and English IV

4 units of Science:

Biology I, Physical Science, Chemistry and a 4th Science (Biology II, Environmental Science or, if offered, Physics)

4 units of Math:

Algebra I, Geometry, Algebra II, and Adv. Math or Algebra III

4 units of Social Studies:

American History, Civics, World Geography and World History

2 units of Physical Education

2 units of a Foreign Language

1 unit of Fine Arts or Art

3 electives

24 total units are needed for graduation.

Classifications of Students:

The following guideline is used to determine a student's grade classification:

0-4 units - Freshman (9th grade)
5-10 units - Sophomore (10th grade)
11-16 units - Junior (11th grade)
17 or more units - Senior (12th grade)

Because graduation requirements call for a total of 24 units, each student should take seven classes a day, except for seniors, who can schedule fewer than seven and have the proper number of units to graduate. Students have ONE week after the beginning of school to add and/or drop classes. Freshmen and Sophomores must take six academic courses and a physical education class.

Students in grades 9th-11th should take seven subjects to ensure the proper number for senior year. Bowling Green School will not accept the GED test as meeting the requirements to participate in graduation. College early admissions students may participate in graduation after a registration fee has been paid. Requirements for early admissions are set by the Louisiana Department of Education.

Criteria for Valedictorian and Salutatorian:
The student with the **highest quality grade point average** will be awarded the honor of Valedictorian. The student with the **second highest quality grade point average** will be awarded the honor of Salutatorian. In the case of a numerical tie, the final overall percentage will be used.

Valedictorian/Salutatorian calculations will be based on the 24 credits from the Louisiana TOPS University Diploma curriculum, 19 of which must be from the TOPS Core Curriculum, plus any extra core classes. To be eligible for these two top honors, student(s) must attend Bowling Green School all four years of high school. (August - May, 9th - 12th grade).

Criteria for Honor Graduates:
Honor graduates must complete the TOPS core curriculum. The values of GPA will be as follows:
Summa Cum Laude: 3.9 and higher
Magna Cum Laude: 3.75-3.89
Cum Laude: 3.5-3.74
Honors: 3.4 -3.49

TOPS CORE CURRICULUM
(For High School Graduates of 2018 and later)
For the Tops Opportunity, Performance and Honors Awards
As of September 30, 2014

ENGLISH = 4 units
1 unit English I
1 unit English II
1 unit English III
1 unit English IV
MATH = 4 units
1 unit Algebra I
1 unit Geometry
1 unit Algebra II
(Integrated Mathematics I, II, III may be substituted for the Algebra I, Geometry, and Algebra II sequence)
1 Unit from the following: Algebra III; Advanced Math - Functions & Statistics, Advanced Math - Pre-Calculus, Pre-Calculus, Calculus, Probability and Statistics
SCIENCE = 4 units
1 unit Biology I
1 unit Chemistry I
2 units from the following:
Earth Science; Environmental Science; Physical Science, Biology II or Physics

SOCIAL STUDIES = 4 units
1 unit U.S. History
1 unit from the following: Civics, Government,
2 units from the following: Western Civilization, European History, World Geography, World History or History of Religion

Section III - Student Policies
All rules and regulations stated in the Statement of Admissions and Code of Conduct will be adhered to. In addition, students must observe the following regulations and policies. These rules are in effect for the purpose of providing a school environment in which each student can take full advantage of all opportunities to achieve a quality education, and take part in meaningful activities.

Students are to conduct themselves in a Christian manner at all times, both in the classroom and on the campus, and at all school sponsored activities, on campus and away from campus. The lack of discipline on the part of any student will not be tolerated. Failure to comply with all regulations will result in disciplinary action being taken against the student. Minor acts of misconduct will result in detention and/or restrictions placed on the student.

A. Dress Code
The dress code is an important part of the discipline of the school. All students should take pride in their appearance and be appropriately dressed the entire school day and at school events except for special dates as set by the Administration. Additionally, a student's attire (including but not limited to grooming, make-up, hair, jewelry, etc.) should not be

distracting from the learning environment nor be a safety factor for any of the school's curricular offerings.

PK3 - Kindergarten Students

Girls

Long/short sleeve green crewneck or polo shirt with crest (drifit or cotton blend)
White crewneck or polo shirt (drifit or cotton blend/can only be worn UNDER green)
White Peter Pan collared shirt (can only be worn UNDER green)
Green crewneck sweatshirt with crest
Green button down cardigan with crest
Green legacy varsity cardigan with crest (available only at Lands End)
Green legacy varsity full zip cardigan (available only at Lands End)
Green full zip jacket with crest (cotton or fleece)

3-button green polo dress with crest
Plaid jumper (top of the knee) with white Peter Pan collared shirt or white polo shirt
Top of the knee (standard pleat) plaid skirt
Top of the knee plaid (box pleat) plaid skirt
Top of the knee plaid skort
Khaki top of the knee shorts
Khaki pants
Black leggings (for under skirts/jumpers in winter)

Boys

Long/short sleeve green crewneck or polo shirt with crest (drifit or cotton blend)
White crewneck or polo shirt (drifit or cotton blend/can only be worn UNDER green)
Green full zip jacket with crest

Green quarter zip jacket with crest
Green crewneck sweatshirt with crest

Khaki top of the knee shorts
Khaki pants

*** PreK3, PreK4 and Kindergarten:**
Please note that all bottoms should be pull-on (elastic or drawstring) - no buttons, snaps or zippers. Shoes should be slip-on or velcro only (no laces). Boots, flip flops, sandals and high heels are not acceptable. Socks should be worn everyday. Khaki bottoms will be allowed for these ages ONLY, due to elastic waistbands and having the ability to pull up and down easily.

1st - 12th Grade Students

Girls
Long/short sleeve green polo shirt with crest (drifit or cotton blend)
White polo shirt or Peter Pan collared shirt (drifit or cotton blend/can only be worn UNDER green)
Green crewneck sweatshirt with crest
Green button down cardigan with crest
Green legacy varsity cardigan with crest (available only at Lands End)
Green legacy varsity full zip cardigan (available only at Lands End)
Green quarter zip jacket with crest
Green full zip jacket with crest (cotton or fleece)

Plaid jumper (top of the knee) with white collared shirt (1st-6th grades only)
Top of the knee (standard pleat) plaid skirt
Top of the knee plaid (box pleat) plaid skirt
Top of the knee plaid skort
Khaki top of the knee shorts
Khaki pants (must be relaxed fit)
ONLY Black leggings (for under skirts/skorts)

Boys

Long/short sleeve green polo shirt with crest (drifit or cotton blend)
White polo shirt (drifit or cotton blend/can only be worn UNDER green)
Green full zip jacket with crest
Green quarter zip jacket with crest
Green crewneck sweatshirt with crest

Khaki top of the knee shorts
Khaki pants
Brown or black belt (2nd-12th grades)

Notes:
For ordering purposes, Bowling Green School plaid is named **WHITE PLAID**. We strongly recommend using Lands End to order uniforms. Please visit the Bowling Green School Lands End store. Lands End is very high quality. The school crest must be on all outerwear. (except the plaid jumper) All white items are to be worn **ONLY UNDER** green apparel and do not need a monogram.
Green polos worn in the 2025/26 school year may be worn next school year as long as the monogrammed school crest is the correct size.

2nd - 12th grades belts must be worn.

There will be no more measuring of skirts/skorts/shorts lengths. When looking at the skirts, skorts, or shorts, they should come to the top of the knee.

Shirts must be long enough to be tucked in and remain tucked in at all times.• All tops and bottoms must be the appropriate size and fit **(i.e. no tight fitting garments can be worn)**.

Students will be allowed to wear any BG shirt or crewneck sweatshirt (no hoodies) with uniform bottoms on Fridays. This includes support groups and athletic team tops/jerseys as well as items purchased through the player packs and custom items ordered from various

stores/boutiques. These items will only be allowed on FRIDAYS. We will maintain the dress code all other days of the week. ****This does not include previous years spirit or club shirts or MAIS shirts/sweatshirts.**

GROOMING - FEMALES:

- Hair must be clean, neat, and properly combed.
- Hair should not be dyed any color other than a natural shade (blonde, brown, red or black); or excessively dyed, bleached, or tinted.
- Extreme hair colors, haircuts and styles are not allowed.
- Makeup must be moderate and in good taste.
- Earrings may be worn but are limited to only three earrings per ear.

GROOMING - MALES:

- Hair must be clean, neat, and properly combed.
- Hair should not be dyed any color other than a natural shade (blonde, brown, red or black); or excessively dyed, bleached, or tinted.
- Extreme hair colors, haircuts and styles are not allowed.
- Hair length in the front should not extend lower than the top of the eyebrow. The back must not extend lower than the top of the shirt collar. The sides must not extend lower than the middle of the ear; and may not be tucked behind the ears.
- Mohawks, rattails, spiked hair, mullets, etc. are not allowed.
- Facial hair is not allowed; and students should be clean shaven before school each day.
- Sideburns must not be any lower than the earlobe.
- Earrings to school or any school related function are not allowed, this includes flesh/nude colored stud(s).

OUTERWEAR (ALL GRADES):
Refer to uniform policy beginning on page 29
****A uniform shirt and belt must be worn underneath all outerwear.**

HEAVY OUTERWEAR (PRE-K3-6th):
It is defined as a large coat or heavy jacket that is worn in extreme weather conditions.

- Can be any color.
- Should be removed in the classroom.

BELTS:
2nd-12th students' pants must have belt loops and a belt.
Must be a solid color and material (black or brown).

SOCKS:
Must be a matching pair.

SHOES:
No slippers are allowed
Shoes with shoelaces must be properly tied

GENERAL REQUIREMENTS FOR ALL STUDENTS:

Pre-K3 through 12th grades, water bottles are allowed but must be spill proof.. Water bottles will be subject to search at only time!!!

7th - 12th grade students: **Badgepass ID Cards** are considered part of daily uniform. ID's should be worn on a lanyard and visible to administration, faculty, and staff members at all times.

No hats or caps are to be worn on campus during school hours.
Visible tattoos and body piercings are not allowed.
Official school uniforms (i.e., cheerleaders, dance team, athletes) may be worn for special related activities during the school day, but with sponsor or administration approval.
Other special occasions requiring a modification of the dress code shall be approved by administration.

Dress Code Violations:
If a student is in violation of the Dress Code, the student will be sent to the Principal or the Dean of Students. If the determination is made that the student is in violation of the Dress Code, then our disciple policy will be administered.

B. Gender Segregation
Bowling Green School aims to support all students while ensuring their safety, comfort, and privacy; and ensuring equal opportunities for students to participate. Thus, as a general rule, students should be separated by gender in overnight school activities (i.e. field trips, lock-ins, etc.), as well as the use of separate restrooms and locker rooms. A student's gender should be determined by that which is stated on their birth certificate, in accordance with The Holy Bible. However, should a student express a need or desire for increased privacy, reasonable alternative arrangements may be provided like the use of a private area. Furthermore, activities that may involve the need for accommodations to address student safety, comfort, and privacy concerns will be addressed on a case-by-case basis by the Administration and Board of Directors.

C. Attendance
Absences from School:

Regular attendance by a student is necessary in order for the student to do his/her best work. Students Pre-K-8th must be present a minimum of 160 days to be eligible to receive credit for the year's work. Secondary students must be present a minimum of 80 days per semester in each course to be eligible to receive credit for that course.

When it is necessary for a student to be absent from school, parents/guardians of grades PreK3-6th are to notify the teacher(s) via email by 7:55am; and parents/guardians of students 7th-12th are to notify the Dean of Students or school office via email or phone by 7:55am. Students are responsible for work missed due to any circumstances. All assignments are available via Google Classroom.

State law states that students in 9th-12th grade cannot have more than eight absences per class per semester. Absences are classified according to the following designations:

Accepted (Medical) Absence: Day(s) not to count on the 8-day rule because the absence was for a doctor-excused period of illness, funeral services of close family members, school functions or for circumstances approved by the Principal. Doctor excuses are to be presented within two days upon students returning to school to be counted as an accepted absence (including the day student returns). An excuse should be emailed to the office or Dean of Students or faxed to 985-839-5668. ** Please see note on bottom of page 37.

Excused (Parent) Absence: Day(s) to count on the 8-day rule. Within two days of returning to school, the student must bring a note from a parent/guardian requesting that the student be excused. The note should also include a specific and legitimate reason for the student's absence. If the reason for the student's absence is unclear then the absence will be marked as unexcused. **THIS FORM OF EXCUSE WILL BE**

LIMITED TO 5 PER SEMESTER. An excuse should be emailed to the office or Dean of Students or faxed to 985-839-5668.

Unexcused Absence: Day(s) to count on the 8-day rule, and no make-up work is allowed, thereby a student will receive a zero (0) for all work missed during the absence. Absences due to oversleeping, missing a ride to school, car trouble, rain, vacation (or going out of town), visiting friends or relatives, helping to care for others in the family, etc. will be unexcused unless permission is granted by the Principal before the absence.

Parents will receive notifications as follows:

- 3rd absence without doctor's excuse
- 5th absence without doctor's excuse
- Once a student has reached 6 absences without a doctor's excuse, they will be referred to the 22nd Judicial District Court in accordance with Louisiana State Law.
- Should your child reach 8 absences that are NOT excused by a doctor they will receive a 'No Credit' classification and be required to make up that credit during the summer, or the following school year.

Please note: Only with a doctor's excuse will the absence not count on the 8-day rule; and not an excuse written by a parent/guardian stating the student was sick. Make-up work is allowed for accepted and excused absences only.

**Upon reaching eight absences, even if a doctor's excuse is provided, a student's continued eligibility to pass a course will be subject to administrative review. The administration reserves the right to determine whether the student will receive a passing or failing grade based on excessive absences and the student's overall attendance record.

Make-up Work:
After returning to school, students who have accepted or excused absences have one class day for every day they missed make-up work (not counting the day of return). The teachers will work with students so that make-up work for eligible students can be completed in a timely manner, but it is the **sole responsibility** of the student to see his/her teacher(s) about make-up work. Unless agreed upon by the teacher, this time period would never exceed the number of days missed plus one day.

1. If the student does not make up the work in the allowed time, the teacher can give a grade of zero (0) for the days missed, even though the student was excused for the absence.
2. Students checking out or attending a school related function prior to taking a pre-scheduled test must inform their teacher of their absence. Scheduled tests will be given upon students return to school or if possible taken prior to leaving school.
3. For an extended illness, special arrangements can be made with the teacher and/or Principal.

Tardiness:
Tardiness is not acceptable. The homeroom bell rings each morning at 7:50am; and the tardy bell rings at 7:55am. During the day, students will have three minutes to change classes. Students entering class after that time will be considered tardy. If a student does not enter the classroom within 20 minutes after the period starts, he/she is counted absent and that absence will apply on the 8-day rule if it is unexcused.

Tardy counts start over each semester.

Participation in School Activities:
A student must be present for four hours during the school day to be able to participate in any school activity for that day, including athletic events, unless special permission is given by the Principal or his/her designee. Special arrangements should be made prior to the absence.

D. Drug Testing Policy
The Board of Directors and the Administration have instituted random drug testing for grades 7th-12th, as well as for the faculty, staff and Administration.

Students, faculty, and staff are chosen on a random basis. Therefore, if a student is selected, it in no way indicates that he/she is suspected of drug use. A urine sample will be taken at school and sent to a laboratory for analysis. A numbering system known only to the Administration is used for identification purposes. If a test returns positive, a conference will be arranged with the parent/guardian.

Specific Testing Procedure:
1. Each 7th-12th grade student and all faculty and staff members will be assigned a number by the Administrator for identification purposes.
2. As many as four times a year, at the discretion of the Administration, numbers from 15% of the enrolled students in grades 7th-12th and also 15% of the faculty and staff will be drawn.
3. Those that have their number drawn will be required to give urine samples.
4. Collected urine samples will be taken to a lab for analysis.

5. Positive results will be handled as follows:

a) The Administrator will schedule a conference with the student's parent/guardian.

b) Additional drug testing will be required through the school at the parents'/guardians' expense in order to continue enrollment at Bowling Green School.

c) A professional evaluation and possible counseling may be required at the parents'/guardians' expense in order to continue enrollment at Bowling Green School.

d) Dismissal will occur after receiving a second positive drug test.

E. Plagiarism

Plagiarism is defined as "the taking of someone else's words or ideas and presenting them as your own without proper documentation or proper citation" (Hodges Harbrace Handbook, 478-479). Removing a few words, replacing a few words, or even using the same sentence structure of another, is considered plagiarism too. Committing plagiarism is taken very seriously at Bowling Green School. Therefore, the BGS English Department will effectively communicate the various forms of plagiarism at the beginning of the school year to grades 7-12. The BGS English department will utilize software to detect plagiarism. This tool will help us be more effective in our instruction. Any work that is deemed to be plagiarized will be reviewed by the English department head and administration.

Degrees of Plagiarism

I. A first degree violation may occur due to inexperience on the part of the student. An example of plagiarism at this level may involve a student using a paragraph or a few lines of text without citing the material properly. However, most of the paper is the student's own work.

Recommended procedures for first-degree violations are outlined below; any one or more procedures may be chosen:

1. A chance to make-up the original assignment.
2. A one letter grade reduction on the original assignment which will be the same for all teachers.

II. A second degree violation is considered a more serious plagiarism offense. Examples of this violation include the use of one or more paragraphs of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and not referenced. This includes copying another student's homework/classwork or allowing your homework/classwork to be copied. Recommended procedures for second-degree violations are outlined below. Any of the following procedures may be chosen.

1. A grade of 0 on the assignment.
2. A letter in the student's academic files detailing the offense.
3. Notification to the parent and a Saturday Detention.

III. A third degree violation is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced. An example may be the use of a purchased term paper or other materials as one's own. Also this violation may involve

improperly acquiring information and / or intentionally altering it, i.e. citing sources that are not actually sources. In addition, a third degree violation occurs when a student has been found guilty of plagiarism in a prior instance. In this instance a committee meeting will be held to discuss what will happen. Recommended procedures for third degree violations are outlined below. Any of the following procedures may be chosen.

1. A recommendation that no credit be given for the original assignment.
2. A letter in the student's academic files detailing the offense.
3. Notification to the parents.
4. A reduction in overall course grade for the semester by 1 letter grade.
5. Out-of-school suspension for 2 days with no makeup work allowed.

Special note: Any repeat of a degree 2 or degree 3 violation may result in DISMISSAL from Bowling Green School.

*Referenced from: 2008 Plymouth Public Schools.

F. Bullying

A. Definition:

Bullying is defined as a pattern of one or more of the following behaviors:

a. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;

b. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property; and
c. Repeatedly and purposefully shunning or excluding from activities.

Bullying behavior is exhibited toward a student, repeatedly, by another student or group of students and occurs while a student is on school property, or at a school-sponsored or school-related function or activity, or in any school bus or van.

Bullying must have the effect of physically harming a student, or fear of physical harm, damaging a student's property, or fear of damage to the student's property, OR must be sufficiently severe, persistent, and pervasive enough to either create a threatening educational environment, or have the effect of substantially interfering with a student's performance in school, or be disrupting to the orderly operation of the school.

B. Reporting:

Bowling Green School will use the bullying report form approved by BESE and available on the DOE website. The procedure for the reporting of incidents of bullying shall include the following.

Students and Parents

Any student who believes that he or she is or has been the victim of bullying, or any student or parent or legal guardian, who witnesses bullying or has good reason to believe bullying is taking place, may report the bullying to a school official.

Any report of bullying shall remain confidential.

School Personnel and Chaperones

Any teacher, counselor, bus driver, or other school employee, whether full or part time, and any parent chaperoning or

supervising a school function or activity, who witnesses or who learns of bullying of a student, shall report the incident to a school official. A verbal report shall be submitted by the school employee or parent on the same day as the school employee or parent witnessed or otherwise learned of the bullying incident, and a written report must be filed no later than two days thereafter.

Retaliation against any person who reports bullying in good faith, who is thought to have reported bullying, or who otherwise participates in an investigation concerning allegations of bullying is prohibited conduct and subject to disciplinary action.

Making false reports about bullying to school officials is prohibited conduct and will result in disciplinary action.

C. Investigation Procedure:

When a report of the bullying of a student by another student is received, the school shall conduct an investigation using the following procedure.

1. Timing: The investigation shall begin the next school day following the day on which the written report was received and shall be completed no later than 10 school days after receipt of the report. If additional information is received after the end of the 10-day period, the school official shall amend all documents and reports to reflect such information.

2. Upon receiving a report of bullying, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following school day.

3. Scope: The investigation shall include documented interviews by the designated school official of the reporter, the alleged victim, the alleged offender, and any witnesses.
The school official shall obtain copies or photographs of any audio-visual evidence.

4. Documentation: At the conclusion of a bullying investigation the school official shall:

a. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the school official. The document shall be placed in the school records of both students. If completed entirely, the bullying investigation form may serve as the report;
b. Keep reports/complaints and investigative reports confidential, except where disclosure is required by law.
c. Maintain reports/complaints and investigative reports for three years.

5. Disciplinary Action: If the school official has determined bullying has occurred, the school official shall take prompt and appropriate disciplinary action against the offender and report criminal conduct to law enforcement, if appropriate. Bullying is a **LEVEL C** offense.

G. Social Media

In the spirit of respect for Bowling Green School, the use of technology should in no way embarrass, threaten, or defame another Bowling Green School student, faculty or staff member, Administration, the Board of Directors, or Bowling Green School. Posting inappropriate material and/or comments on any social networking outlet or other websites can lead to disciplinary action and dismissal. **Defamation of Character is against the law. The Board of Directors reserves the right to dismiss any student and/or family for not adhering to this**

policy. Parents, guardians, students, and members are expected to communicate responsibly when using social media or other public platforms. The publication or distribution of knowingly false, defamatory, threatening, harassing or malicious statements concerning Bowling Green School students, families, employees, or administration will not be tolerated and may result in appropriate action consistent with school policies and applicable law.

Additionally, students should be aware that electronically transmitting inappropriate images of themselves or others is an illegal activity and the school reserves the right to act on this type of behavior.

H. Cell Phones and Electronic Devices

Phones are not to be used during school. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition. Smart watches are not allowed.

DAILY PROCESS

As students **Arrive to School**, they will:

1) Turn their phone off.
2) Place their phone inside their pouch and secure it in front of school staff.
3) Store their pouch in their backpack for the day.

At the end of the day, students will open their pouch, remove their phone and put their pouch in their backpack. Students must bring their pouch to school with them each day.

*Students arriving late or leaving early will pouch/unpouch their phones in the **Administration Office**.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Phone During School

- **Unauthorized possession of a phone will result in a three day suspension.**
- If a student damages their pouch, Administration will collect the phone/pouch and contact the parent. Students will be charged $35 for a replacement pouch and an afternoon detention. Should the student damage another pouch, they will be charged $35 and serve a Saturday detention. A third offense will result in the replacement fee of $35 along with suspension or possible expulsion.
- If a student forgets their pouch, their phone will be collected and Administration will call to remind the parent of the policy. The phone will be returned to the student at dismissal.
- If a student consistently forgets their pouch, it is considered lost. A lost pouch will result in a $40 replacement fee.

Furthermore, the school reserves the right to examine all students' cell phones, electronic devices and backpacks on suspicion of wrong-doing and upon reasonable belief that evidence of such wrong-doing is present on/in the cell phone, electronic device or backpack examined.

I. Driving on Campus

When arriving on campus, students should park in their designated and numbered parking spot. Students will receive their window cling and parking number during orientation.

Students are not allowed to return to their vehicles until they leave for the day. Students are not to sit in any parked vehicle on the campus during the school day. Students should lock their vehicles for protection of their personal property. Everyone must observe caution when driving on the campus at all times. Driving on the campus is a privilege, and failure to adhere to these rules and regulations will result in the loss of that privilege.

J. Leaving Campus During School

- Students in grades Pre-K3–12th grade should be checked-out before 1:30 pm.
- Students cannot be called to the office to check-out until the parent/guardian has arrived to pick them up.
- Students who drive on campus are not to leave the campus during the school day unless their parent/guardian sends a handwritten, dated and signed note with the student or an email to the Dean of Students or Main Office. The note or email should contain the time the student is to leave and return, as well as the purpose for leaving. Students should turn the note into the office before the homeroom bell rings.
- Students will be allowed to leave in their cars only for legitimate reasons (i.e. doctor or dentist visit, death in the family, or some other emergency). This must be validated on their return by a note from the doctor, dentist, or parent. No

other reasons will be acceptable. Any student who abuses this rule will be subject to dismissal from Bowling Green School.

- Once students have arrived on the campus at any time of the school day, they cannot leave without permission. Leaving school without permission is a **LEVEL C** violation.
- Students will not be allowed to leave during the lunch period unless their parent/guardian comes to take them off campus for lunch and return them before the start of their next class. **Parental cooperation is essential in enforcing this rule**.

Students must sign out when leaving and returning to campus. This is vital to safety and will be adhered to without question. Failure to sign out properly will result in a Saturday detention.

K. Cafeteria Procedures

Lunch is served each day except for half days prior to the Christmas holidays and mid-term and end-of-year exam days. Lunch payments must be made weekly or monthly. Parents may use FACTS management system to pay lunch fees and/or send payment to the school office.

Cafeteria Rules:

- Students should empty all of his/her trash in the trash cans.
- No destructive activity is tolerated.
- Students Pre-K-12th grade must eat in the cafeteria, unless given permission to eat elsewhere.
- No food or drink is to be brought out of the cafeteria or consumed out of the cafeteria without permission.

- Students cannot order out and have food delivered by anyone; and group deliveries are not permitted unless approved by administration.
- All students should eat cafeteria lunches unless they bring a bag lunch.

L. Routine Regulations

1. Absolutely no deliveries are accepted at school (i.e. balloons, flowers, gifts, etc.).
2. Upon arriving at school in the morning, high school students are to go to the lunchroom; or weather permitting, may go outside. Students may go inside the classroom buildings with a teacher's permission or to go to the restroom.
3. The gym is also closed as a student area.
4. Elementary students should report to the cafeteria when arriving in the mornings. Duty teachers will escort them to class.
5. When the bell rings at 7:50 am, students should go to their homeroom where roll and lunch orders are taken and morning announcements are made.
6. Students should move quickly from class to class. They will not be permitted to leave a class or study hall after roll has been called without permission issued by the teacher, or being sent for by the Administrator, Principal, or other administrative personnel.
7. Students are not to be in the classrooms during lunch without permission.
8. Students should be prepared and have all books, materials, etc. needed for each class.
9. Gum chewing is not allowed in the buildings.
10. Students should care for all textbooks issued, as well as other school equipment.

11. The student or his/her parent/guardian must pay for loss and/or damage to any school property.
12. School property must not be defaced in any manner (coaches and the Athletic Director will provide rules for the use of the gym and other athletic facilities).
13. Groups sponsoring a dance or any other activity must submit complete plans for such to the Administrator to be approved by the Events Committee and the Board of Directors.
14. All class or club activities, especially fundraising projects, must be discussed with the Administrator or Board of Directors for their approval.
15. All purchases made by a class or the group sponsor must be approved by the Administrator. During the school year certain classes, clubs, teams, and groups may be required to participate in mandatory fundraisers. These fundraisers are for the benefit of the school or group as a whole. Mandatory fundraising fees/amounts will be assessed to your FACTS account if they are not completed.
16. When students ride on a Bowling Green School bus, they should remember they are technically on the school campus and all rules and regulations of the school apply; as well as the rules and regulations of the bus driver.
17. Prescription medication(s) should be brought to the office for distribution.
18. No person (student, faculty, staff, parent, guardian, or guest) shall consume alcoholic beverages on school property.

M. Dances

All dances such as Homecoming, Personality Ball and Prom will adhere to the following dress code. (Note: Homecoming will be limited to 9-12, Personality Ball will be limited to 7-12, Prom will be limited to 11 and 12 unless otherwise approved). If a student brings a date from another school, it is their responsibility to make him/her aware of BGS's dress code

policy. It is also the responsibility of the BG student to have their date complete and submit an authorization form for prospective attendees 3 days prior to the event. If a student is in doubt or has any concerns about the appropriateness of their attire, it is their responsibility to seek prior approval from the Principal. Any student or their date that does not adhere to the dress code may not be admitted into the dance.

Ladies:

- Dresses may be strapless or include spaghetti straps but should not be cut below the bust line.
- Dresses may be backless, but should not be cut below the navel.
- Two piece dresses are not allowed.
- Midriffs should not be exposed. This includes both the front and side of the body. With arms at your side, flesh should not touch flesh.
- The dress or a slit in the dress should not be shorter than 5 inches above the knee.
- Dresses with transparencies are not acceptable.
- Undergarments should not be visible.
- Pinning of dresses (e.g., a fabric insert) is not allowed; thus, all alterations must be sewn and not pinned.
- Tennis shoes and athletic shoes are not acceptable.

Gentlemen:

- For Prom, you must wear a formal dress suit to include long pants (no jeans), shirt, tie or bow tie, coat, socks, and dress shoes.
- For Homecoming, you must wear long dress pants (no jeans), shirt, tie or bow tie, socks, and dress shoes.
- Coats and/or vests are not required, but are acceptable.
- Baseball caps, tennis shoes, athletic shoes, and flip-flops are not acceptable.

The Administrator and the class sponsor must approve all activities of a class, and all are under the control of the class sponsor/teacher. All dances must be chaperoned by four faculty/staff members and the Administrator or his/her designee.

From time to time, individual student organizations or classes will hold informal dances. These are approved by the Administrator in advance and must follow the regulations for dances and other student policies.

N. Special Events

There are numerous special events such as, but not limited to academic and athletic banquets, Homecoming, Personality Ball and Prom, the Baccalaureate Ceremony, Graduations, and the Junior/Senior Ring Ceremony. These events are special; and thus, must be treated as such in every way including a student's behavior and dress. Any student that does not adhere to the dress code for these events may not be admitted into the event.

Ladies:

- Must wear appropriate attire which may include dresses, suits, skirts, jumpsuits, and dress slacks with blouses.
- All attire must be modest and in good taste. Please refer to our Christian Code of Conduct.
- Dresses, skirts, rompers, etc. or the slit in the dress or skirt should not be shorter than 5 inches above the knee.
- Denim (in any color) and sheer or clinging fabrics are not acceptable.
- Recreational attire such as tennis shoes, flip-flops, sweatpants, tank tops, T-shirts, shorts, etc. are not acceptable.

- Backless tops, strapless tops, and tops with revealing necklines are not acceptable.
- Hats are not acceptable.

- School-approved graduation hats cannot be embroidered, decorated, monogrammed, etc.

Gentlemen:

- Must wear appropriate attire which may include long dress pants (no jeans), shirt, tie or bow tie, coat, dress socks, and dress shoes.
- Coats and/or vest are not required but are acceptable.
- Denim (in any color) is not acceptable.
- Recreational attire such as tennis shoes, flip-flops, sweatpants, tank tops, T-shirts, shorts, etc. are not acceptable.
- Hats and caps are not acceptable.
- School-approved graduation hats cannot be embroidered, decorated, monogrammed, etc.

O. Teacher and Student Parties

Teachers are responsible for parties given only at school and are given at their discretion. Parties given at private homes or other private places are generally not considered a school-sponsored function; and therefore, are not the responsibility of the school.

P. BadgePass

Badgepass was put into place for the security of all students. Students must have Badgepass daily (see Dress Code Policy). If a student is caught on camera or in person actively pulling/yanking/beating/jarring doors to get them open, this will be considered vandalism and will be treated as such (see discipline policy). Repair costs will be paid by the offender and/or their parents.

Section IV- Discipline

Students are expected to behave in an appropriate manner at all times that reflects positively on themselves, their

parents/guardians, and Bowling Green School. Disruptive behavior or disrespect for the Administration, faculty, staff, other students, or the school itself will not be tolerated.

Bowling Green School has the right at any time to impose disciplinary sanctions, including dismissal or expulsion, on any student if his/her behavior, on or off campus, violates reasonable expectations of conduct, or in any way damages or impugns the reputation of Bowling Green School or any member of its community.

Discipline will be dealt with in a positive manner appropriate for the circumstances, and is to be considered as an aspect of moral guidance. It is a means of training students to assume his/her responsibilities, be in more control of his/her conduct, helping him/her to grow progressively in self-competency and maturity, and help promote genuine character building.

A. Disciplinary Actions

Bowling Green School will use the following disciplinary actions:

1. Verbal warning
2. Loss of privileges – May include parking, free dress days, attending dances or banquets, sports, etc.
3. Corporal punishment – A reasonable paddling may be administered upon parent request.
4. Lunch time detention – May include cleanup work in the cafeteria, halls, or other areas of the building.
5. Afternoon detention – The student is required to report to the office or to the Dean of Students at 3:00 pm. The date(s) will be at the discretion of administration/Dean of Students. After school detention will consist of service to the school

(mopping, sweeping, taking out trash, etc.), and will last for one hour per day, AND A $20.00 fine.

6. **Saturday detention** – Saturday detention will consist of four hours of clean-up work around the school or classroom work, and a **fine of $50**.

7. Extracurricular activities suspension – Students may be suspended from attendance or participation in extracurricular activities (e.g. football, basketball, track, softball, baseball cheer, dance, etc.).

8. Out-of-school suspension –

- The student will receive a zero (0) for each test or other graded assignment missed during each suspension period.
- In classes in which a student did not get a zero (0) for missing a test or other graded assignment, two points for each day of suspension, up to a maximum of six points will be subtracted from the nine weeks' average for each suspension.
- Students are not allowed to make up work missed due to suspension.
- Upon return, after a suspension, a parent/guardian may be asked to accompany the student to meet with the Dean of Students and/or Principal.
- The student will not be allowed on campus or participate in any school functions during suspension.

9. Dismissal - When any Level "D" or "E" offense has been committed by a student or a total of 10 points have been accumulated, that student will be reviewed by the discipline committee for possible dismissal. Expulsion is permanent; hence, once expelled, or asked to leave, a student may not return to Bowling Green School nor participate in any school functions.

10. Contact of Law Enforcement or other agencies – Some circumstances require the Principal or Dean of Students to contact proper law enforcement or other agencies.

The Principal or Dean of Students have a responsibility to protect the health and welfare of all students, faculty, and staff. They must take into consideration all factors present at a particular situation, including, but not limited to, the intent, degree of actual or potential endangerment or damage, degree of intimidation or fear, and the age of the student. Whenever possible, the Principal and Dean of Students will:

1. Involve the parent/guardian; and
2. Follow our discipline plan which is aimed at improving behavior and enhancing academic achievement while maintaining a safe and secure learning environment.

Discipline Policy and Procedures

All discipline measures at Bowling Green carry a point value that accumulates throughout the year. The point value does not reset at semester break, it is cumulative for the entire school year. The following measures may be used as a punishment for violating our discipline policies:

After school detention (20.00 Fine) 3pm-4pm **(1 point for each detention)**

Corporal Punishment (will be administered by Dean of Students, Head of School, or Assistant Head of School in a manner that takes into account the age and size of the student being punished) **1 point for each administering of corporal punishment**

Saturday Detention (50.00 Fine) 8am-12pm (**2 points for each Saturday detention**)

Out of school suspensions (**accrue at 2 points per day**)

When the point total reaches ten (10) points during a school year, the student will be referred to the School Discipline Committee for possible expulsion and or other discipline.

The Bowling Green Discipline Committee shall consist of the following five members:

Head of School or Assistant Head of School

Dean of Students or Athletic Director

One Teacher

Two Board Members

Decisions of this committee shall remain final.

Level A

These behaviors are usually minor infractions that should be managed by the teacher at

the classroom level. However, if a Level A behavior is of continuous nature, a major nature, or

If the teacher's actions are unsuccessful in correcting the misconduct, then a Level A misbehavior may

be, at the Head of School or Dean of Students discretion, upgraded to a Level B behavior. Biting, Excessive defiance, and bathroom issues will be upgraded to Level B.

PK-2

Leaving playground w/o permission

Using bathroom on playground

Throwing objects

Excessive noise

Littering

Not obeying posted rules

Consequences: Teachers classroom Plan

3-12

Tardies

Attending class w/o materials

Dress Code Violations

Cheating (results in 0 on work)

Disrespect to students

Off limit parking

Excess noise and running in school buildings or sidewalks

Littering

Sleeping in class

Taunting or teasing

Gum chewing

Other behavior deemed to fall under Level A by Head of School or Dean of Students

Consequences:

1st offense: Teachers classroom discipline plan

2nd offense: After school detention or corporal punishment

3rd offense: Saturday Detention (50.00 fine)

4th offense: upgraded to Level B 3rd Offense (all future offenses will follow Level B consequences)

Tardies:

K-2

Head of school or Dean of Students will determine

3-12

Tardies will be dealt with as follows:

1st offense: Warning

2nd offense: Parent notified

3rd offense: After School detention (20.00 fine)

***Students in grades PK4 - 5th will follow the same policy for tardies as students in 6th-12th with the following exceptions: no detention, just fine of $20 for 3rd offense and $50 fine for 4th offense and any/each thereafter.

4th offense: Saturday Detention and 50.00 fine

5th offense: 2 day suspension out of school

After 5 tardies have been reached, steps four and five will be the punishment for the remainder of that semester. (Example, tardy 6 will be another Saturday detention and 50.00 fine, tardy seven will be another 2 day OSS).

In addition to the above punishment, 5 tardies will be counted as one unexcused absence.

After 5 tardies FINS will be contacted per Truancy Laws

Dress Code Violation:

1st Offense: Dean of Students notified and parents will be contacted

2nd offense: After school detention (20.00 fine)

3rd offense: Saturday detention and 50.00 fine

All dress code violations after 3 will result in a Saturday detention and 50.00 fine.

Level B Behavior

These behaviors are of a more serious nature and are to be referred to the Dean of Students. Habitual Level A offenses may be upgraded to Level B if classroom management practices have not worked.

PK-2

Biting

Bathroom issues

Consequences:

- 1st offense: parent conference, parent checks student out remainder of day.
- 2nd offense: same as above plus one day suspension
- 3rd offense: same as 2nd offense plus referral to discipline committee

Improper touching

Destroying school property

Spitting at or on someone

Obscene gesture

Profanity

Indecent exposure of self or another

Fighting

Theft

Flagrant disregard of Authority

Other behavior deemed by Head of School as Level B

Consequences

1st offense: one day suspension or corporal punishment

2nd offense: one day suspension

3rd offense: two day suspension

4th offense: three day suspension

5th offense: three day suspension and referral to discipline committee for possible expulsion.

K-6 cell phone policy:

1st offense: Phone taken and parent must pick up in the office

2nd offense: Phone taken and parent must pick up in office plus corporal punishment or one day suspension.

3rd offense: Phone taken and parent must pick up in the office plus 3 day suspension.

Level B 3-12

Actions

Igniting fireworks

Water gun or toy guns at school

Falsifying information

Theft less than 50.00

Vandalism less than 50.00

Profanity spoken or written

Gambling

Improper driving on campus

Refusing to take required test

Improper gesture directed at student

Improper physical contact (kissing, hugging, holding hands)

Disrespect to teacher or staff

Possession of fireworks on campus

Fighting: physical aggression with licks passed, provoking a fight, verbal harassment, taunting, encouraging others to fight.

Unauthorized use of computer equipment and internet services (minor infraction ie on internet when not authorized by teacher.)

Other behavior deemed to fall under level B by the Head of School.

Consequences:

1st offense: Saturday Detention (50.00 fine) or corporal punishment

2nd offense: Saturday Detention (50.00 fine)

3rd offense: two day suspension

4th offense: three day suspension

5th offense: three day suspension and referral to discipline committee for possible expulsion.

7-12 cell phone policy

Cell phones are also part of Level B. Phones must be turned off, placed in yonder pouch, and locked for the entirety of the school day. Failure to follow this procedure will result in a three day suspension for each occurrence. In addition, phones will be confiscated and kept in the office until picked up by a parent.

Level C Behavior

Students exhibiting Level C behaviors should be referred to the Dean of Students.

K-2 Actions and Consequences:

Head of School will determine

3-12 Actions

Skipping class

Out of area

Indecent exposure of yourself or another

Leaving campus without permission

Possession of chemical defense such as mace

Theft (50.00-299.00)

Flagrant disregard of authority

Vandalism (50.00 or more) pay damage plus suspension

Sexual harassment physical or spoken

Fighting requiring physical separation or causing injury

Falsifying document turned in to office

Unauthorized engaging of a fire alarm

Unauthorized use of computer or internet (major infraction: causing harm to others or self, pornographic images, or trying to bypass filter.)

Racial slurs meant to cause emotional distress

Smoking. Vaping, or possession of any tobacco or vaping materials.

Bullying or cyberbullying

Social media use that causes harm to individuals, the school, or a disruption in the school day

Other behaviors deemed to fall under Level C by the Head of School.

If required, Law enforcement will be notified.

Consequences: Three day suspension per occurrence.

Level D Behavior

K-2 Principal will determine

3-12 Actions

Obscene gesture directed at staff

Foul, Profane, obscene, threatening, defiant, or abusive language or action towards teacher or other school employee

Other behavior deemed to fall under Level D by the Head of School.

Law enforcement will be called if necessary

Consequences:

1st offense: three day suspension and parent conference. Referral to the discipline committee for possible expulsion from school.

Level E behavior:

Prescription drugs, illegal drugs, and alcohol unauthorized use, selling, or possession.

Arson

Simple assault or battery on school employee

Aggravated assault upon student by student

Possession of firearm or any other type of weapon as defined by law

Bomb threats or other false reports that incite fear in student body

Possession of explosives

Sexual Acts (consensual and non-consensual)

Aggravated battery

Inciting or participating in a major student disorder

Theft or vandalism exceeding 300.00 (restitution must be made to school)

Breaking and entering (must pay for damages)

Possession or use of a chemical defense weapon

More than one on one fight

Major unauthorized use of computer equipment. (Pornography)

Any other offense deemed by the head of school to fall under Level E

Consequences: Suspension until a hearing with the discipline committee can be heard. Possible expulsion from school. Law enforcement will be notifed.

All off Campus arrest or detaining by law enforcement will result in out of school suspension until the discipline committee can meet. (Possible Expulsion)

Section V – Athletics and Spirit Groups

A. Athletics

Bowling Green School offers a wide range of athletic activities to both boys and girls in grades 7th-12th. All athletic activities are operated under the MSAIS Athletic Rules and Regulations as stated in their By-laws. These are updated each year and specific statements for each activity can be found in these By-laws.

Sports offered to Bowling Green School students:
Football: Boys in grades 2nd-12th
Basketball: Boys and girls in grades 3rd-12th
Track: Boys and girls in grades 4th-12th
Baseball: Boys in grades 7th-12th
Softball: Girls in grades 7th-12th

Grades 7th-12th participate in organized sports through the MSAIS Athletic Program. The class rating (1A-6A) is evaluated every two years and can be changed as enrollment fluctuates. The census is based on the first 20-day session report every other year. The officials for sporting events are members of the MSAIS official's organization. Rules are defined in the official MSAIS sports rulebook.

Rules for eligibility in Bowling Green School athletic activities:

1. Must be a registered student at Bowling Green School.

2.. Must be a bona fide pupil of the school, attend regularly, carry a minimum of four academic subjects, and a passing grade must be made in three subjects at each grading period. Any student on Academic Suspension will not be allowed to participate in any athletic or extra-curricular activities for a period of nine weeks. These activities include, but are not limited to sports, spirit groups, dances, prom, field trips, club activities, etc. Athletes will not be allowed to practice during an ineligible period.

3. Cannot be 19 years of age before August 1st of the school year.

4. Must provide a birth certificate to verify age.

5. Must pass a physical examination; and a doctor must certify that the student is physically fit to take part in athletic activity.

6. Must have insurance coverage.

7. Transfer students must comply with Transfer Student Rules for eligibility as outlined in the MSAIS By-laws.

8. All financial obligations **must be current** for students to participate in any and all athletic activities. This includes practices, games, banquets, team meetings, etc.(Please see page 18 for what qualifies as financially current.)

Coach's Control: In all athletic activities at Bowling Green School, the coach of the sport has control over the activities of the player in that sport (i.e. playing position, playing time, etc.).

Travel for Athletic Teams: The coach and Athletic Director will arrange for team travel. All members of the team will travel to

and from any athletic events off campus by means provided, unless the parents of the players request permission from the team coach to provide such transportation.

Parental concerns regarding their child's particular sport must be handled as follows:

1. No parent should approach a coach to voice a concern until 24 hours after a practice or game.
2. After the 24 hour period, the child's parents may contact the Athletic Director to discuss their concerns.
3. The Athletic Director will communicate with the coach should he/she need to be involved in the discussion.
4. If the situation cannot be rectified, it will be referred to the Administrator.

B. Dance Teams

The Varsity Buccanettes are for girls in grades 10th-12th; and the Treasures are for girls in grades 7th-9th. Tryouts are held yearly. These groups provide halftime entertainment at all Bowling Green School football games, some basketball games, pep rallies, and local parades; as well as compete in local and MSAIS competitions.

C. Cheerleaders

The Varsity Cheerleaders are for those in grades 10th-12th. The Junior Varsity Cheerleaders are for those in grades 7th-9th. Try-outs for Varsity and Junior Varsity Cheerleaders are held yearly; and all cheerleaders attend summer camp each year where they learn new stunts, cheers, and pep rally skits. The Varsity and Junior Varsity Cheerleaders cheer at all Bowling Green School football games, basketball games, and plan to cheer at all pep rallies, Also, they participate in the Washington Parish Free Fair parade and Franklinton Christmas Parade; as well as local and MSAIS competitions.

Please note: Under no circumstances is a parent/guardian to address a concern with a coach/sponsor at a practice or game without scheduling an appointment. Any public display of outrage by a parent/guardian towards a coach/sponsor may result in the student's dismissal from that sport or spirit group and the parent/guardian being banned from athletic contests, events, etc.

Section VI – Clubs and Organizations

A. Fellowship of Christian Athletes
The purpose of the Fellowship of Christian Athletes is to present to athletes and coaches, and all whom they influence, the joy and hope of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of his Church.

B. Student Council
The Student Council serves as a liaison between the student body and the Administration. At the beginning of each school year, grades 7th-12th elect 2 class representatives, as well as the Student Council President and Vice-President. Two students from each grade 7th-12th are selected to serve as representatives. The Student Council provides service projects for the school and the community, as well as is responsible for coordinating Homecoming and Personality Ball.

C. Beta Club
The membership of this club is composed of those students from grades 10th-12th who have a GPA of at least 3.5. The Beta Club provides service projects for the school and the community.

D. Junior Beta Club
This club is composed of students in grades 7th-9th who have a GPA of at least 3.5. This club performs services projects for the school and community throughout the year.

E. Interact Club
This is a service club and is sponsored by the Rotary Club of Franklinton. The club has 36 members who are first approved by the school and then voted upon by the club members. They submit an application for membership if they are interested in being a member of Interact. The club has service projects for the school and the community; as well as several fundraising projects each year. Funds earned are used to send members to District Interact Convention.

F. Academic Booster Club
The ABC club is an organization composed of parents of Bowling Green School students, as well as Bowling Green faculty/teachers. The ABC club is represented by a parent volunteer President and Vice-President. The ABC President also serves as a member of the Board Member Nominating Committee. ABC is instrumental in coordinating the Fall Festival held in October and in volunteering and coordinating numerous other fundraising projects to assist Bowling Green School and its teachers in various activities that directly benefit the students and teachers.

Bowling Green School
Technology Acceptable Use and Conduct for All Students

The primary goal of Bowling Green School's available technology is to enrich the learning that takes place in and out of classrooms. Technology offers opportunities for exploration and analysis of academic subjects in ways that traditional

instruction cannot replicate. Academic work for courses always takes priority over any use of the computer or other media equipment.

The following is a list of rules and guidelines that govern the use of all BGS computers and network resources. *Network Resources*, in this document, refers to all aspects of the school's owned or leased equipment; including computers, Chromebooks, printers, scanners and other peripherals; as well as email, internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus. **Specific rules and expectations for Chromebooks issued to individual students can be found on the Bowling Green School website (www.bgsbucs.com) or the BG App.**

Students will...

• Access the system for educational purposes only (this includes the use of networked printers in the building).
• Use appropriate language and be respectful of others. This includes no cyberbullying.
• Observe and respect license and copyright agreements.
• Keep passwords and personal information confidential (Student names, telephone numbers, and addresses should not be revealed over the internet).

Students may not use network resources...

• To create, send, share, access or download material, which is abusive, hateful, threatening, harassing or sexually explicit.
• To download, stream or listen to Internet-based music, video and large image files not for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.

• To send file attachments through the school's email system that are greater than 25MB in size (the transfer process can hinder network speed and access to others).
• To alter, add or delete any files that affect the configuration of a school computer.
• To conduct any commercial business that is not directly related to a class.
• To conduct any illegal activity (this includes failure to adhere to copyright laws).
• To access the data or account of another user (altering files of another user is considered vandalism).
• To install any software onto BGS wired or wireless computers.
• To copy BGS school software (copying school owned software programs is considered theft).

In addition, students may not:
• Bring in their own laptops/devices from home other than those issued by the school.
• Attempt to change any BGS network or server configuration or the configuration of a school computer.
• Video tape staff or students without their consent or knowledge, this includes:

1. Webcams or chromebooks/laptops
2. Cameras
3. Cell phones
4. Any other digital devices.

• Post anonymous messages
• Use school issued email accounts for personal use (such as creating social media accounts, shopping, etc.)
• Forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
• I.M. (instant message) or "chat" during class.

Disclaimer: Bowling Green School is and will continue to do everything possible to keep students safe when using technology. However, BGS does not have control of the information on the Internet or incoming email, nor does it provide complete technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of Bowling Green School. While BGS's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. BGS expects students to use technology appropriately and follow all policies when using the Internet. Students found in violation of the policy will be subject to discipline.

In addition, BGS students take full responsibility for their access to the network resources and the Internet. Specifically, BGS makes no warranties with respect to school network resources nor does it take responsibility for:
1. The content or information received by a BGS email/Google account holder.
2. The costs, liability or damages incurred because of access to school network resources or the Internet.

Device Care:
You are expected to follow all the specific guidelines listed in this document and take any additional common-sense precautions to protect devices used at Bowling Green School. Loss or damage resulting in failure to abide by the details below **may result in full financial responsibility.** "Device" refers to all hardware and software including but not limited to: Desktop Computer, Laptop or Chromebook, iPad, power

adapter, case, and other accessories. Damage to any device that insurance will not cover will result in a fee. Fee will be determined by the severity of the damage.

Your Responsibilities:

1. **General Care:**
    - Operate the Device on a safe and stable surface.
    - Keep the Device centered on your desk. It should not hang off the edge.
    - Never place the Device on the floor where it can be stepped on or kicked
    - Keep all liquids away from the Device. Spilled liquids will damage the internal components and will cause the Device to become inoperable.
    - Keep food away from the Device. Eating and drinking in classrooms and computer labs is prohibited.
    - Always have clean hands when using the Device.
    - Do not remove or change the physical structure of the Device. This includes, but is not limited to, removing the case, keys, screws.
    - Do not alter the physical appearance of the Device. This includes, but is not limited to, drawing on, writing on, or applying stickers, skins, or additional labels to the Device.
    - Do not remove or damage any identification labels that are on the Device. This includes the name label and any BGS identification tags.
    - Protect the display and body of the Device.

- Do not place or drop objects on top of the Device. Do not stack chromebooks on top of each other when transporting.
- Do not insert any foreign object(s) into the Device.
- When closing the Device, make sure there are no small items, such as a pencil or small earphones, on the keyboard. These can damage the display when shut.
- Carefully remove and re-attach devices to the charging stations. Do not PULL the cord to remove. Return chromebooks and tablets to their numbered spot in the charging station.

2. Electronic Data

It is the sole responsibility of the Student to backup all data as necessary. BGS does not accept responsibility for loss of any such data or for the Student's own software/music/photos, etc. BGS recommends that the student perform regular (daily) backups of data to Google Drive.

- The software originally installed by BGS must remain on the Device always.
- The student may not attempt to circumvent the operating system, antivirus, content filtering, mobile device manager, profiles or any modifications for successful management, monitoring and updating the device.

3. Damage: ***Refer to "Device Care" for a description of expected care.*** These policies apply regardless of where the damage occurs – either on campus or off campus--either in a classroom or outside of a classroom. If a BGS device is damaged, the student and/or student's parent/guardian will be responsible for paying for the repair or replacement. If the

loaner Chromebook incurs damage while in possession of the student, a $250.00 fee will be charged.

4. **Student Discipline**

If a student violates any part of the above policy, he/she may be subject to the appropriate disciplinary action.

The following will be placed on the Discipline Plan according to their severity. The Dean of Students, Head of School, and Technology Coordinator will determine the severity.

- Abuse, misuse, or negligence that leads to minor damage of technology equipment
- Installing unauthorized extensions and add-ons that may cause disruption
- Disrupting class by not following explicit instructions of the teacher where technology is concerned.
- Circumventing or breaking administrative settings on the Chromebook
- Participating in any activity to gain access to additional network resources that are not given to the user by Bowling Green administration and faculty.
- Resetting your chromebook is strictly prohibited and will result in a $50 fine and suspension.
- Breaking into unauthorized network resources