

# **BOWLING GREEN SCHOOL STUDENT HANDBOOK and** **CHRISTIAN CODE OF CONDUCT**

## **7<sup>th</sup> - 12<sup>th</sup> GRADES** **2019-20**

Bowling Green School maintains the right to discipline or dismiss a student for any reason. Failure to comply with our Christian Code of Conduct as well as the specific requirements presented in this Bowling Green School Student Handbook will subject the student to disciplinary action including but not limited to suspension, dismissal, and expulsion.

### **ROLE OF THE STUDENT**

- Attend all classes daily
- Be punctual
- Come to class with the appropriate working materials
- Be respectful to all individuals and property
- Be clean and neat
- Be responsible for his/her own work
- Abide by the rules and regulations of the school
- Maintain a positive attitude
- Conduct self in a safe and responsible manner
- Do **NOT** use cellular phone or other devices during school hours

### **ATTENDANCE 7<sup>th</sup>-12<sup>th</sup>**

1. Students shall be expected to attend school every day.
2. In order to be eligible to receive credit for each course passed, junior high and high school students **must be in attendance a minimum of 161 days. High school students missing more than 10 days for the school year in any class will not receive credit for that course. Unforeseen circumstances may warrant special consideration (see #5 below). The final grade upon the 11th absence for a course will be an “F” and the course will be repeated. Students may not miss more than 10 full school days for the school year in order to pass a course or be promoted to the next grade level.**
3. Students shall be allowed to make up work for **days excused** from school for the following: personal illness, serious illness in the family, death in the family (*not to exceed 5 school days*), court subpoena, family emergency, or recognized religious holidays of the student’s own faith (*Verification from the minister*). **\*\*\*Please note: The student is allowed to make up the missed work from an excused absence, but the absence is counted against the overall attendance requirement.**
4. Students participating in school-sponsored activities that necessitate their being away from school shall be considered present and shall be given the opportunity for makeup work. School sponsored absences shall not count against the attendance requirement.
5. The only exception to the attendance regulations shall be extenuating circumstances that are:
  - a. Extended personal, physical, or emotional illnesses verified by a physician or dentist;
  - b. Extended hospital stay as verified by physician or dentist;
  - c. Extended recuperation from an accident as verified by a physician or dentist;

- d. Extended contagious disease within a family as verified by physician or dentist;
- e. Prior administrator's approved travel for education;
- f. Death in the family (not to exceed 5 school days);
- g. Natural catastrophe and/or disaster.

For any other extenuating circumstance, parents may formally appeal with the Principal.

### **Procedure for Make-up Work:**

- Excuses for absences must be presented in writing to the school administration within five (5) school days of the day/days missed. **The note must include: (1) student's full name; (2) the day(s) student was absent; (3) the reason for the absence(s); (4) parent or guardian's signature; (5) Physician signature/date.** Failure to send the note will result in the student **not** being allowed to make up work.
- Upon returning to school, it is the **student's responsibility** to work out a schedule with the teachers to **make up work missed within five school days** of the excused absence. Absences will be noted on a period-by-period basis for 9<sup>th</sup> – 12<sup>th</sup>.

### **Make-up Work Policy:**

**It is the responsibility of the student to make arrangements to complete all missed assignments and tests.** Make-up work will only be given to students who receive an excused absence from authorized personnel. (*See Attendance; also see SUSPENSION Policy*) Teachers are not required to assist students with any work missed for unexcused absences.

#### **Assignments**

- 1 It is the responsibility of the students to complete assignments and tests within five (5) days upon returning to school
2. Students may request conferences with teachers before and/or after school in order to receive assignments. It is wise, however, to stay aware of course requirements for each course syllabus, since there may be workshops, presentations, productions, performances, or other special learning activities for which there is no make-up.

#### **Tests and Examinations**

Students are expected to be in attendance for all tests and examinations unless the student has an excused absence according to BGS's Attendance Policy. Students missing tests for other reasons will receive a failing grade on the test. Students who are excused from tests are expected to make up the tests based on the following:

1. A student missing only the day of a test or examination is expected to make up the test on the day he/she returns to school, providing he/she has an excused absence.
2. Make-up tests and examinations will be given under the supervision of the teacher before or after regular school hours, **NOT during class time.**

### **Incomplete Work Policy:**

Incomplete work indicated on report cards by the letter "I" must be resolved within the next marking period. An "I" on a report card, which has not been removed by the end of the next marking period, becomes an "F". Extenuating circumstances will be dealt with at the discretion of the classroom teacher, with the approval of the administration.

### **Perfect Attendance Award:**

To receive the PERFECT ATTENDANCE award, **a student must be present for all classes every day that school is in session except when on school business** (*i.e. field trip, sports team early departure, 4-H events, etc.*)

\*No TARDY TO CLASS\*

\*No LATE TO SCHOOL\*

\*No EARLY DEPARTURE\*

\*Perfect attendance allows for no more than 3 total hours of checkouts and/or late to school with dentist/doctor notes only.

## **CELL PHONES/ELECTRONIC DEVICES/OTHER DEVICES**

Bowling Green students are **NOT** to bring cell phones, electronic devices, or any other gadgets (*fidget spinners, smart watches, Fitbits, gaming consoles, etc.*) to the classroom. With permission from administration, **cell phones and other electronic devices** may be held for the school day by a bus driver, a teacher (*who agrees to*), or a member of the school office staff. A device may also remain in the

student's **LOCKED** vehicle. Cell phones and other devices are **NOT to be accessed/used during the school day**. (*The school day is defined as the period when the student is under supervision of school personnel—this encompasses the period of time that begins the moment a student arrives on campus for the school day and ends when the student exits the campus at the end of the school day. No devices may be accessed during the breakfast period, PE, recess, or car-line/bus rider wait-time. The school day is not over when the afternoon bell rings. Students may **NOT** go to their vehicles during the school day! If items are confiscated by school personnel, the following consequences will occur:*

**1<sup>st</sup> offense**, it will be placed in the administrative office until a fee of **\$50** is paid. A parent or guardian may pick up the item **AFTER** fee is paid.

**2<sup>nd</sup> offense**, the consequence will be the same as the first but with a fine of **\$100**.

**3<sup>rd</sup> offense** and thereafter, a fine of **\$150** will be assessed.

Bowling Green School will **NOT** be responsible for lost or stolen cell phones and/or any electronic device brought to school by a student.

It is against the law to be on a cell phone while driving a vehicle in a school zone

**Cell Phone fees will be distributed as follows:**

*Half of the fee will be given to the personnel who take the item; to be used for classroom needs. The other half will be put in the school's classroom account.*

### **CHECKOUT POLICY/LATE TO SCHOOL POLICY**

Students at BGS are required to be at school each day and all day long for all scheduled classes. Realizing that extenuating circumstances do occur that require a student to be checked out prior to the end of a school day, the following guidelines will be followed:

1. All students will obtain a "Check out/Emergency Form" at the beginning of the school year. The student and his/her parent or guardian **must** accurately complete the form, **including cell numbers**, and return it to the homeroom teacher by the end of the first full week of school.
2. Only those individuals whose legitimate signatures appear on the check-out form will be allowed to check out a student at BGS.
3. In order to check out a student, the individual must be listed on the check-out form and **physically come to the main office to sign-out the student**. In extenuating circumstances, the check-out of a student may be handled by the administration only. This policy is for the safety of our students.
4. **A STUDENT WILL NOT BE ALLOWED TO CHECK HIMSELF/HERSELF OUT or CHECK OUT ANOTHER STUDENT!**
5. The individual who wishes to check out a student must report to the office. That individual's signature will be checked against the student's check out form, and he/she may then sign out the student. Only at that time will the student be called from class. Students will only be called at the **beginning or end of a class**. **Do not call ahead of time and expect the student to be waiting in the office.**
6. Students should only be checked out for **valid** reasons.

### **LATE TO SCHOOL**

A student is considered "LATE TO SCHOOL" if he/she arrives after the 8:00 A.M. tardy bell. **If the student drives, on the 4<sup>th</sup> "LATE TO SCHOOL" offense, his/her driving privileges will be revoked.** If the student does not drive, on the 4<sup>th</sup> "Late to school" the student will serve a 10 minute detention before or after school adding 5 minutes each time thereafter. The number of days will be at the discretion of the administration.

**CLASSROOM REGULATIONS:** BG personnel may take disciplinary actions to correct a pupil who disrupts normal classroom activities, who is disrespectful to personnel, who willfully disobeys personnel, who uses abusive or foul language directed at personnel or another student or another person, who violates school rules, or who interferes with the orderly educational process.

### **ACTS OF MISCONDUCT / DISCIPLINARY ACTIONS**

Disciplinary actions are not listed in priority order under each group of Acts of Misconduct. In addition to disciplinary actions listed, students are subject to any/all other disciplinary actions deemed appropriate by the school administration. These acts of misconduct include:

- inappropriate student behaviors in the classroom or on the school grounds (including use of tobacco, vaping, juggling, etc.)
- student behaviors that disrupt the orderly educational process in the school or on the school grounds
- use of **profanity**, written or spoken
- inappropriate use of technology (including cell phones)
- plagiarism
- Vandalism

**DISCIPLINARY ACTIONS:** Depending on the severity of the situation and not necessarily in this order: Teacher/Student/Parent/Administrator Conference, Detention, Exclusion, Zero on assignments, Removal of parking privileges, Detention, Suspension, Expulsion.

**CONDUCT ON THE SCHOOL BUS/VAN:** It is the duty of the bus driver, in case of any infraction of rules by any student, to notify the administration of the school. This must be done in person. The administration will determine necessary punishment of students violating regulations. **The bus driver shall not assume responsibility for suspending bus privileges or taking disciplinary action.** The administration may suspend bus privileges. A pupil damaging a school bus shall be subject to disciplinary action and restitution.

**CORPORAL PUNISHMENT:** Bowling Green School allows reasonable corporal punishment of unruly pupils by administration only. If corporal punishment is recommended, the student will contact a parent or guardian on “speaker phone” and tell “what” offense he/she committed and “why” he/she should receive corporal punishment. When administered, school personnel will witness the corporal punishment. Corporal punishment may be used instead of detention or in some cases, suspension from school.

**DETENTION:** As an alternative to suspending students, detention may be used as a consequence for minor discipline infractions. **Saturday detentions** will be on designated Saturdays from 8:00 a.m. until 10:00 a. m. **Students assigned to detention must pay \$25 fine to the personnel supervising that Saturday detention.** Students must remain on campus for the full two hours and clean the campus/classrooms. The principal or disciplinarian will notify the parent/guardian of the assigned detention date. The parent/guardian is responsible for the transportation of the student and will ensure that the child arrives and departs on time. If extenuating circumstances arise which prevent a student from attending a scheduled detention, a parent or guardian must notify the school in advance. **When a student fails to attend an assigned detention or if a parent / guardian refuse to provide for the student’s delivery to the Detention, the student will be assigned a suspension from school.**

**DRESS AND PERSONAL GROOMING:** Extremes in style and fit in student dress and grooming will **not** be tolerated. The administration maintains the right to determine extremes in styles and dress and grooming and what is appropriate and suitable for school wear. Students are **NOT** allowed to wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, signs or other things that are evidence of member affiliation in any gang or that are drug related. BGS policies regarding dress and grooming will stress the importance of reducing distractions that inhibit learning. These policies are addressed as an attempt to enhance the learning environment. (*See uniform policy*)

### **DRUG REGULATIONS**

Bowling Green School is dedicated to providing a drug-free learning environment for students. Students shall be specifically prohibited from being under the influence of, bringing, consuming, or having in his/her possession on a school bus, on school premises,

or at a school function away from the school, narcotic drugs, prescription medications, marijuana, nitrate based inhalants, imitation or counterfeit controlled substances, drug paraphernalia, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician, as allowed by law. *(see drug testing form)*

**EXTRA-CURRICULAR ACTIVITY POLICY:** There are many clubs, service organizations, and athletic organizations at Bowling Green School which give students opportunities to meet other students with similar interests. Participation in extra-curricular activities is a **PRIVILEGE**. Students are expected to give **first priority to their schoolwork** and to maintain satisfactory grades and conduct in all classes. Every club at BGS will require service hours. Sponsors will give more details at the first organization meeting. In addition, students who are members of student clubs, organizations, and/or athletic teams are representatives of Bowling Green School and, at **all times**, are expected to be exemplary in their behavior, conduct and attitudes. Students who bring discredit or embarrassment to the school will be immediately removed from the group. **Students participating in extra-curricular activities are expected to adhere to the following guidelines:**

1. Students must be in attendance **in at least three (3) full core classes (PE NOT included)** during the school day in order to participate in extra-curricular activities that day. *(This includes meetings, practices, performances, contests, events, games, etc.)*
2. A student who is absent because of a school-sponsored activity is considered to be in school for that day. The student is responsible for completing all make-up work for the classes missed. *(See Make-up Policy)*
3. Students will abide by all BGS policies while representing their group and their school while away from the school campus.
4. **\*\*\*\*Students are NOT to use any form of media to post \*unacceptable information, pictures of themselves or pictures of other students at BGS. This includes, but is not limited to, posting pictures of self or other students participating (or simulating participation) in smoking any form of tobacco, vaping or using inhalers, fighting, drinking beverages that are illegal, and/or any form of pornography. Sexting is prohibited. Posting negative statements in reference to BGS personnel, BGS students, and the school itself is also prohibited (Violation of # 4 may be grounds of immediate dismissal from BGS clubs, organizations, athletic programs, or the school itself. In addition, violators of #4 will face school and/or legal disciplinary action.)\*The administration will define “unacceptable.”**
5. Students running for an officer position in a club and or organization must maintain a GPA of 2.8 or higher and have no more than two disciplinary referrals. *(Referrals include excessive tardies, late to school, etc.)* There may be other guidelines set by the sponsor and approved by administration.
6. Students who receive a second minor disciplinary referral are put on probation from the club, organization, and/or athletic team for the remainder of that academic year. A third will constitute a removal from the group and or organization.  
*Those students participating in high school athletic programs are further bound by the rules and regulations of the BGS and MAIS Athletic Code of Conduct.*

**GRADING POLICY:** Bowling Green School adheres to guidelines set forth by the Pupil Progression Policy.

**The Grading Scale at BGS:**

90% - 100%--A    80% - 89%--B    70% - 79%--C    60% - 69%--D    59% and below—F

**Quality Point Value for Regular Courses:** A = 4 points      B= 3 points      C= 2 points      D= 1 point      F= 0

**\*Quality Point Value for BGS College Level Dual-Enrollment Courses:** A = 5 points; B = 4 points; C= 3 points      D= 2 points

\*A Student must be **actively enrolled in Southeastern Louisiana University** and must **complete** the **college portion of a dual-enrollment course** in order to receive an extra quality point for the course on his/her high school transcript. A student who initially enrolls in a dual-enrollment class and later drops the college portion of the course will not receive the extra quality point on his/her BGS transcript or report card.

\*The only dual-enrollment courses that qualify for an additional quality point at Bowling Green School are those taught by BGS faculty members in collaboration with Southeastern Louisiana University instructors. Independent study courses offered by universities **will not** be scored on the 5 Point scale.

**Graduation Requirements:** 24 credits are required for graduation. English-4 units; Mathematics-4 units; Science-4 units; Social Studies-4 units; Foreign Language or Speech-2 units; Physical Education-1 ½ units; Health Education-1/2 unit; Fine Arts (*or approved substitute*)-1 unit; Electives-3 units

- ❖ Additionally, students must pass the Louisiana End of Course Examinations.
- ❖ The TOPS Curriculum requires 2 Units of the same Foreign Language.

**Honor Graduates-** Criteria listed below will be used to award graduates the following honors:  
Honor graduates **must complete the TOPS Core Curriculum**. Quality points earned in all courses will be averaged to determine honor graduate status.

**Summa Cum Laude 3.9+ GPA      Magna Cum Laude 3.75–3.89 GPA      Cum Laude 3.5-3.74**  
**GPA Honors Stole 3.4+ GPA**

**Valedictorian/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 grade** will be used. Valedictorian/Salutatorian calculations will be based on the 24 credits from the Louisiana Core-4 curriculum, 19 of which must be from the TOPS Core Curriculum, plus any extra core classes..

**Additional Stipulations:** To earn Valedictorian or Salutatorian honors at Bowling Green School, a student must complete the Tops Core track **AND** earn at least half of his/her Core-4 curriculum credits at Bowling Green School **AND** must be enrolled as a full-time student at Bowling Green School for his/her final **four semesters** of high school. The final grades, disciplinary records, and attendance records of all candidates will be reviewed by an Honors Selection Committee comprised of the school counselor, a faculty representative, and the school principal.

**In order to be recognized as a Valedictorian or Salutatorian, a candidate must have, in the sole judgment of the members of the Honors Selection Committee, demonstrated exemplary citizenship, maintained a satisfactory discipline record, and maintained an attendance record that is free from excessive absences or tardies.**

**Grading System for Grades 7-12:** 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 project/assignment grades count for 60% of the 9-week average; quiz and other project/assignment grades count for 30% of the 9-week average; daily classwork/homework grades count for 10% 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.

**FOUR major, 60%**

**FOUR minor, 30%**

**FOUR daily, 10%**

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.

**Ceiling of 100% - No student may receive higher than a 100% average for a 9-week, midterm, semester, or final grade.** In relation to bonus points, a student will not receive full bonus points earned if it brings the 9-week, midterm, semester, or final grade above 100%.

**Floor of 45% - No student will receive lower than a 45% as a 9-week, midterm, or final grade.**

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

$$\frac{(1^{\text{st}} \text{ 9-weeks grade} \times 1.75) + (2^{\text{nd}} \text{ 9-weeks grade} \times 1.75) + (\text{Semester Exam grade} \times 1.5)}{5} = \text{Semester AVG}$$

The final grade for the year is calculated as follows:

$$\frac{\text{Semester 1 AVG} + \text{Semester 2 AVG}}{2} = \text{Final}$$

**\*\*\*For courses which require the Louisiana LEAP 2025 Examination, the LEAP 2025 will count as the final examination and is weighted 15% of the final average.**

**Gum: Gum chewing is NOT allowed in the classrooms or buildings.**

**HANDBOOK:** All students are held responsible for knowing and abiding by the rules and regulations in the BGS Student Handbook and in the BGS Christian Code of Conduct.

**HALL PASSES:** In order for a student to leave the classroom for bathroom or personal emergencies, he/she must use a hall pass **from the planner** signed in ink by his/her classroom teacher. At times, teachers may also use a generic hall pass or object (*ex. ruler with teacher's name, wooden apple, etc.*) to send a student on an office errand or to another area of the campus.

**HARASSMENT OF STUDENTS:** Bowling Green School will **NOT tolerate any harassment** on the part of any employee toward a student, **student toward a student**, or student toward an employee. Conduct in violation of this prohibition shall result in serious disciplinary measures. Harassment does not only depend upon the perpetrator's intention, but also on how the person who is the target perceives the behavior or is influenced by it.

**INSURANCE:** The parent's insurance is the primary carrier, and the school policy is secondary. There is a one-time \$25 school insurance fee.

**LOCKER POLICY:** Lockers are the property of the school. Although the student has responsibility for the locker contents, the school has the right of assignment and has the right to inspect lockers *at any time*. **STUDENTS are NOT ALLOWED TO SHARE A LOCKER!**

**LOST AND FOUND POLICY:** Lost and found articles are kept in the teacher's lounge. All "found" articles, including textbooks, should be turned in immediately. Students must be able to accurately identify any lost article before it is returned. Especially teachers of elementary children, check to see if student's name is in clothing items. **TEACHERS ARE REQUIRED TO PUT STUDENTS NAME IN TEXTBOOKS** and a list submitted to Ms. Jan by end of week one!

**LUNCHESES:** Students are to go with their teacher to lunch and **stay in the cafeteria** for the allotted time scheduled. Students may bring their lunch to school. **Lunches/food may NOT be delivered to the school.** (This includes athletes having food delivered to locker rooms...NOoooooo!) Students are **NOT** allowed to go off campus for lunch! **Parents shall not bring an off-campus lunch to a student during the lunch period.** Students may bring their lunch to school and eat in the school's cafeteria.

**LYING:** "Thou shall not bear false witness against anyone." **Punishment is suspension from school and or dismissal from BGS.**

**MEDICATION POLICY:** NO medication shall be administered to or self-administered by any student without an order from a licensed physician or dentist and authorization from the student's parent or guardian. **Over the counter medications are to be handled in the same manner as prescription medications.**

**OFF-CAMPUS ACTIVITIES:** All rules and regulations in this Handbook apply to field trips and all other school-sponsored functions. The school shall hold students accountable for their behavior off the school campus. Bowling Green School takes a strong stand against behavior that may adversely affect the learning environment of our school.

**PUBLIC DISPLAY OF AFFECTION:** Bowling Green School requires students to observe the highest standards of relational behavior. Self-respect demands that public displays of affection in any form be avoided. This includes **any bodily contact.**

**PLAGIARISM:** LIFTING, STEALING, ILLEGAL USE, BREACH OF COPYRIGHT, CUTTTING/PASTING, COPYING what somebody else has written or taking somebody else's idea and trying to pass it off as original, is plagiarism. Students who plagiarize will not receive credit for the assignment and may have additional disciplinary action.

**PLANNERS:** Students will be issued a planner. This planner will be used as THE OFFICIAL hall pass for keeping up with assignments, and communication between the teacher/s and parent. Replacement of a lost planner will be \$5.

**REPORTS OF SUBSTANCE ABUSE:** State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal. The principal is required to report each case of possession, distributing, sales, or manufacturing to the proper law enforcement authority.

### **SENIOR INFORMATION:**

Seniors will be issued a "SENIOR CALENDAR" month by month. Seniors' High School diplomas will have the exact name and spelling that is on their birth certificate. Seniors will NOT be allowed to "make-up" missed assignments/test, etc. after **May 1, 2020**. **NO EXCEPTIONS!** Seniors needing to make up "seat time" must have this completed by **May 7, 2020** or you may not "walk" with the class **Friday, May 8, 2020**. Seniors will be assessed a daily fine of **\$10.00** for "SEAT-TIME."

**SCHOOL CLUBS, SUPPORT GROUPS, CLASS FAVORITES, AND ANY OTHER RECOGNITION:** Students who bring discredit or embarrassment to the school, the group they represent, or to

themselves by being arrested and/or charged for a violation shall be removed from the support group they are in and will lose any recognition or honors, which will then go to the next eligible student.

**SMART WATCHES** are not allowed to be worn during the school day by students.

**SOCIAL MEDIA:** The use of a cell phone or any type of equipment to record images, sound, or video of another student or teacher in a classroom is a violation of the law and an invasion of the privacy of other individuals. **Do not record or post** any images, audio, or video of self, another student, school personnel, or the school itself. **Punishment will be suspension from school for the number of days determined by administration and/or expulsion from Bowling Green School.**

**STUDENT RECORDS:** Written information and guidelines concerning the release and transfer of student records are on file in the main office and are available upon written request.

**STUDENT SEARCHES:** Bowling Green School is the exclusive owner of any school building and any desk or locker utilized by any student or any area that may be set aside for the personal use of the students. Any teacher or administrator having a reasonable belief that any school property contains weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items, the possession of which is prohibited by any law, **may search** such property. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall **constitute consent** by the student to the search of such locker facilities or vehicles by authorized school personnel.

## **STUDENT SMOKING, VAPING, and/or USE OF TOBACCO PRODUCTS:**

Students shall **not** be permitted to have any kind of vaping instrument or tobacco in their possession or to use any kind of vaping, tobacco products on the school grounds, at school-sponsored activities, or when riding school buses. **It is against the law!** **Punishment will be suspension from school for the number of days determined by administration and/or expulsion from Bowling Green School.**

### **SUSPENSION:**

**Student/s who are assigned a suspension will NOT be allowed to make-up any work and will receive a “0” on graded assignments.**

### **SUPPLY FEE:**

The \$25.00 supply fee is used for the purchase of classroom lab supplies, materials/supplies used for and by students, and for mailing information to parents/guardians. This money must be paid by the second week of school. If there is a problem, the parent should notify the student’s teacher or the principal. Parents are encouraged to **pay all transactions by check** or money order and to record the reason on either method of payment.

### **TARDINESS POLICY:**

**Only bus-related tardiness will be excused. Other transportation-related tardiness is not excused. (i.e., flat tires, breakdowns, traffic delays, etc.)** Students are expected to be in the classroom on time. Tardiness disrupts the entire class. A student will be marked tardy if he/she enters a classroom once the tardy bell begins to ring.

On the **fourth tardy and thereafter**, the teacher will **“write-up” the student** with the tardy information on the referral. Student will be assigned to detention. The faculty, administration, and entire community feel that it is important to teach students the necessity of regular attendance at school, as well as being in class on time, not only for success in their studies, but also for success in later life. **This policy starts over at the beginning of the second semester.**

### **TECHNOLOGY CODE OF ETHICS & CONDUCT:**

*Bowling Green School* retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures. The technology user is held responsible for his/her actions and activities. Unacceptable uses of the network will result in disciplinary action and possibly loss of computer usage.

### **TELEPHONE USE (office)**

The school’s phones may be used in cases of an emergency *and* with proper authorization.

### **TEXTBOOK POLICY:**

Students will be held responsible for **keeping up with and taking good care of their books**. Students will be charged for the cost of replacement of lost or damaged books. **TEACHERS ARE REQUIRED TO PUT STUDENT’S NAME IN TEXTBOOKS and a list submitted to Ms. Jan by end of week one!**

### **UNIFORM & DRESS CODE POLICY:**

*Bowling Green School’s Uniform and Dress Code Policy is detailed below.*

### **VISITOR POLICY**

Bowling Green School is a **CLOSED CAMPUS**. For the protection and safety of our students and school personnel, **ALL VISITORS MUST REPORT DIRECTLY TO THE OFFICE UPON ARRIVAL ON THE CAMPUS.** The visitor will be required to sign in on the Visitor’s Log listing the date, time, and purpose of the visit. The visitor will then be issued a **“Visitor’s Pass” which must be worn in plain view the entire time he/she is on campus**. Upon completion of his/her business, the visitor must report back to the office to return his/her Visitor’s pass and sign out.

**BGS personnel will NOT allow any visitors in a classroom without a Visitor’s Pass.**

### **WEAPON REGULATIONS**

Bowling Green School is dedicated to providing a weapon-free learning environment for students. Students shall be specifically prohibited from having a firearm, knife, any defensive weapon, or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm. Any student found in violation shall be removed from the school.

## **UNIFORM & DRESS CODE POLICY** **FOR 7<sup>TH</sup>-12<sup>TH</sup> GRADES**

**SHIRTS:** ***Shirts MUST BE tucked in.*** Hunter green shirt with 2 to 3 buttons and collar and the approved school logo will be the uniform shirt for BG students. No white shirt will be allowed for 7<sup>th</sup> – 12<sup>th</sup> grades. Students will not be allowed to wear fitted shirts at all! **A tee-shirt is NOT a uniform shirt for grades 7<sup>th</sup> -12<sup>th</sup>.** **No faded or worn out shirts allowed.** Shirts must be **long enough** to **tuck in** at all times. **Do not purchase “child” sizes that will not stay tucked in!** Shirts cannot be rolled. **Collars must be worn out and turned down.**

**At NO time are male students to be “shirtless” on BGS campus!** (This includes Fieldhouse, Playing field, Gym, etc.)

### **PANTS/SKIRTS/SHORTS:**

**DARK (DICKIE STYLE)** Khaki pants, pleated or flat front, must be worn. No cargo, no “jogger” pants with elastic bottoms, no cuffs, no cut-offs, no frilled, and no slit sides allowed. Pants are NOT to be longer than the soles of the shoes. **NO LOW-RIDERS!!** **Pants and shorts must NOT be skin tight and MUST fit at the natural waist or above.** The natural waist line is defined **TOP OF THE HIP BONE.** **Parents, please do NOT allow your child to “talk you in” to purchasing low-riders.** No labels can be shown. **DARK** Khaki shorts and skirts **no shorter than 4 inches from the top of kneecap.** **DARK** Khaki **skirt or shorts (no slits above the top of the kneecap.)** Skirts must be uniform skirts of dark khaki color with belt loops. (**NO PLAID** Skirts, jumpers, or shorts **for 7-12**)

**BELTS:** A **PLAIN belt MUST be worn** in the belt loops. (*Brown, white, navy, khaki, or black!*) No “light-up” belts or name belts or studded belts. **Belts MUST be visible at all times!** **NO DESIGNS!** Belt buckles must be attached to the belt. **NO “fancy” belts.**

**T-SHIRTS/UNDERSHIRTS:** **ONLY a plain white tee shirt** may be worn *underneath* the outer uniform shirt. **NO OTHER COLOR will be allowed for t-shirts!** Shirt sleeves are **not** to be rolled up. Students are **NOT** to wear “gym” or “practice” attire in the classroom buildings.

**JACKETS:** A jacket must be long-sleeved, **opened-in-front from top to bottom.** **During class time and while in the building, jackets are to remain open---NOT zipped or buttoned.** *Shirts are NOT considered jackets!* Sweaters, jackets, and long-sleeved shirts are **not** to be worn around the waist. **Jackets and sweaters MUST be opened at all times in the building.** *NO “starter” jackets, NO “half” jackets, NO vests, No short-cropped tops/jackets.*

**Jackets MUST be PLAIN, free of ALL logos (no writing) with the exception of the approved BGS logo.** **Acceptable Jacket colors are:**  
***Hunter green, brown, khaki, tan, black, gray...SOLID COLOR***

### **OTHER DRESS CODE REGULATIONS**

- **SHOES: Slippers and flip-flops are unacceptable.** This includes the mesh beaded slippers & “Chinese slippers.” Shoes must be laced up and tied. Velcro straps must be strapped. A back strap is required on shoes.
- **Body piercing is prohibited.** (*Example: Nose, lip, tongue, eyebrows, navel, tattoos, etc.*) **Tattoos MUST be covered at all times...even during sporting and extracurricular events—BOTH when you are participating as an athlete AND observing as a fan.**
- New students or students who transfer to BGS will comply with the uniform policy of BGS on the first day of attendance.
- Unless prescribed by a doctor for specific problems, **NO dark glasses** may be worn on campus. (*Copy of prescription required.*)

- **MALES'** hair may not extend **below top of the shirt collar** on the back of the neck nor down **below the eyebrows in front**, nor down **below middle of the earlobes above the opening of the ear on the sides.** (**EYES MUST SHOW**) No "pony tails" and no headbands.
- **MALES' & FEMALES'** hair length must be of even distribution. Lines cut in the hair, eyebrows, Mohawk cuts, extreme coloring/style of hair, "tails," no "feathers" or distracting color/s in hair are not allowed. Hairstyles which are determined as inappropriate will **not** be tolerated. Hair cannot be of a distracting color. (*This includes extreme bleached hair.*) **Hair must be clean, well groomed, and neat at all times.**
- **Facial hair:** – Male students are **prohibited** from wearing beards or goatees. Students may **not** wear a mustache. **Males must be clean shaven at all times.** (*\$1 to shave at school*) (*This includes athletic events*) Male students should shave DAILY to prevent those "little bumps" on the face. No slits/slashes in the eyebrows for males or females.
- **Sweatshirts:** During cold weather, students may wear **HUNTER GREEN (ONLY)** BGS sweatshirts (*may be hooded but the hood can NOT be worn in the building*) **with white t-shirt or the uniform polo shirt underneath.** No oversized sweatshirt will be allowed.
- **T-Shirts: ONLY WHITE t-shirts are permissible!**
- **NO caps, hats,** skullcaps, sweatbands, and bandanas are allowed in **the school building.** IF a student brings such items, the item/s **MUST** stay in the field house, locker room, or individual's locker. Females **ONLY** may wear **appropriate** head bands.
- **Jewelry** – Earrings **are not allowed** as wearing apparel **for males.** **This includes spacer and or any item to keep holes in ears open or items to cover the earrings.** (*example: Band-Aids*) Earrings pinned to the shirt collar or displayed anywhere will be confiscated. No tongue, eyebrow rings, etc. No excessive jewelry around the neck or on arms, etc. Students will not be allowed to wear any type of chains or necklaces outside of their clothing. No extreme buttons, pins, or broaches are to be worn with the exception of school spirit buttons. **Medallions and heavy chains (even on wallets) are prohibited.**
- **Nails** – Nails are NOT to be excessively long or sharp. Hands and nails should be kept clean.

### **VIOLATIONS OF DRESS CODE REGULATIONS will result in the following:**

*Dress code violations will start over at the beginning of each semester.*

**1<sup>st</sup> offense:** Notification of violation (*warning*), student conference with faculty/staff making the referral and a copy of the referral sent home to be signed by parent/guardian and returned to the teacher

**2<sup>nd</sup> offense:** The student will contact his/her parent/guardian of the violation and assigned to lunchroom detention

**3<sup>rd</sup> offense:** Student will contact parent/guardian and will be sent home. Habitual dress code violations will result in sending the student home. He/She will not be allowed to make up any classwork/test missed.

Principal's discretion will be used in sending a student home until he/she complies with the policy.

### **Other Specific Rules & Regulations at Bowling Green School**

- **BGS prohibits the use of hate language and/or threats**
- **BGS prohibits off-campus behavior that directly relates back to student/school safety**
- **BGS prohibits bringing weapons of any kind to school property, functions, activities and events**

*School property is defined to include actual buildings, athletic fields, busses, recreational areas and any other areas that fall under the school's supervision*

- **BGS prohibits bomb threats**

*This includes:*

- **making threats relating to explosive devices**
- **bringing an explosive device or a hoax device onto school property as previously defined in *Search/Seizure***

### **Disciplinary consequences for infractions of above rules:**

- **Notifying authorities**
- **Notifying parents**
- **Expulsion (*Principal's discretion*)**

## **Bowling Green School 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*)

**Witchcraft, Séances, or Any Other Satanic Practices and/or Symbols**—Anything (actions, attire, appearance, clothing, etc.) associated with these activities is in direct contradiction to biblical principles and will not be tolerated. (*Gal. 5:19–21*)

### **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 must dress in conformance with his or her biological sex.**
- **Each student must use restrooms, locker rooms, and changing facilities which align with the student’s biological sex.**
- **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.**



### **Drug/Alcohol Testing Consent Agreement**

**Anytime during a school year or at any time the administration deems necessary, I hereby consent to having a sample of my child’s urine specimen and/or blood, hair or**

saliva specimens for the purpose of testing for the presence of prohibited drugs and substances in accordance with the provision of the Bowling Green School Drug Screening Program.

Only the last four digits of a social security number will be used when identifying samples to assist in confidentiality of results. Drug screening results will be reported to the principal and to school officials on a need-to-know basis.

I understand that the actual samples tested will be sent by the contracted agent to a reputable laboratory designated by Bowling Green School.

The Bowling Green School Board and its officers, administrators, employees and agents are hereby released from legal responsibility or liability for the release of such information and records as authorized by this form.

### **Drug Testing Policy for Bowling Green Students, Grades 7-12**

The Bowling Green School Board of Trustees, Administration, and Faculty strongly believe that the use of drugs (*excluding those prescribed by a physician to treat a specific medical condition*) can:

1. Be detrimental to the mental and physical well-being of its students, no matter when such usage should occur during the year.
2. Seriously affect the performance of individuals as students
3. Be dangerous to the student and his/her classmates.

Beginning with the 1996-97 academic year and for subsequent years, Bowling Green School, implemented a program of drug testing to assist and benefit its students.

#### **Purpose of the Program:**

1. To educate the student concerning the dangers of drug abuse.
2. To help prevent any drug use and abuse by the students of Bowling Green
3. To identify any student who may be using drugs and to identify the drug.
4. To provide reasonable safeguards in order that every student is medically competent to participate in school related activities.
5. To remove the stigma of drug abuse from those students who are non-users.
6. To reassure students, parents, and the community that the health and academic progress of each of its students is the primary goal of BGS.
7. To re-emphasize to the student his/her responsibility as a positive role model, on or off campus.

#### **Positive Test Results: First incident**

For specimens showing a positive result, the following steps will be taken:

1. The administration is advised of the results.
2. The student and parents or guardians are advised.
3. Depending upon attitude and responsiveness of student and parents, the student is subject to expulsion or will definitely be required to attend a drug counseling program at the expense of the student.
4. If drug counseling is required rather than expulsion, the drug counselor will determine the length and manner of the program to best suit the student.
5. After a positive test, the student is subject to testing at the discretion of the

administration for the student's remaining time at Bowling Green School. If parent wants a second opinion, the child can be re-tested at parent's expense. If test is found positive, the above procedures will be followed. The child will remain out of school until results are in.

**Positive Test Result: Second incident**

The specimen showing a positive result will be re-tested immediately to assure that no error has occurred. If the positive result is verified and confirmed, then the following steps will be taken:

1. The administration is advised of the results
2. The student and parents or guardians are advised.
3. The student will then be expelled from Bowling Green School.

**BOWLING GREEN SCHOOL  
STATEMENT OF COMPLIANCE  
2019-20**

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

I hereby affirm that I have read the Student Handbook and the Christian Code of Conduct and have discussed the policies with my student.

I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook and Christian Code of Conduct.

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

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time.

I understand that this Handbook does not contractually bind Bowling Green School and is subject to change without notice by decision of the Bowling Green School Administration and Board of Directors.

Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

As the parent/guardian, I have read, understand, and accept the policies outlined in the Student Handbook and the Christian Code of Conduct. I agree to

- work closely with my child’s teachers, administration, and support personnel at BGS
- assure my child’s attendance at school and arrival on time each day
- encourage my child to follow rules and regulations
- ensure that my child completes all assigned homework/projects
- encourage my child to be respectful
- attend all required parent/teacher/principal conferences

Bowling Green School believes that a positive and constructive working relationship between the school and a student’s parents/guardians is essential to the accomplishment of the school’s educational mission. Bowling Green School accordingly reserves the right to terminate or not renew a student’s enrollment status if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with Bowling Green School’s accomplishment of its mission.

Signature of Mother \_\_\_\_\_ Date \_\_\_\_\_

Signature of Father \_\_\_\_\_ Date \_\_\_\_\_

As a student, I have read, understand, and accept the policies outlined in the Student Handbook and Christian Code of Conduct. I agree to:

- attend school regularly, and be at school on time
- work diligently toward completion of assignments
- follow school and classroom rules and regulations
- be respectful to my peers and all adults
- abide by all school bus rules
- honor Christ with my words and actions

\_\_\_\_\_  
Student’s Signature \_\_\_\_\_ Date

**PLEASE SIGN AND RETURN TO YOUR CHILD’S HOMEROOM TEACHER**