

Bourbon Christian Academy

Student and Family Handbook

Welcome to Bourbon Christian Academy. We are pleased to welcome your child and your family into the BCA community. This Handbook explains BCA's mission, expectations, and policies. Enrollment at BCA is a partnership among the school, parents/guardians, and students. By choosing to enroll, families agree to actively support the standards, procedures, and Christian values outlined in this Handbook.

Our priority is to enrich lives through collaborative education, Christian mentorship, and personal growth. BCA expects students to take personal responsibility for their learning, behavior, and spiritual growth, and expects parents/guardians to remain actively engaged in their child's education and conduct.

Our Mission

BCA's mission is to help students succeed in the classroom, pursue academic excellence, and prepare for college or career opportunities after graduation. BCA seeks to instill in each student a desire to seek God's will in everyday life, whether at school, work, or home. Students are expected to demonstrate effort, respect, honesty, and perseverance, while parents/guardians are expected to reinforce these values at home and partner with BCA when concerns arise.

Our Vision

BCA's vision is to prepare students for the future by enriching their lives through collaborative education, Christian mentorship, and personal growth. BCA seeks to help each student graduate prepared for success at the college level or in a chosen vocation. This preparation requires consistent attendance, responsible behavior, completion of assigned work, respect for authority, and active parent/guardian support.

Statement of Faith

1. We believe that the Bible is the very Word of God in its entirety and, therefore, is our authority in matters of faith and practice.
2. We believe in one God, Creator of the universe, eternally existing in the persons of the Father, the Son, and the Holy Spirit.
3. We believe that God created man in His own image, and when man disobeyed God, he fell from innocence and brought sin to all mankind.

4. We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, crucified for our sin, and raised from the dead for our justification and eternal victory. He is undiminished deity and genuine humanity in one person.
5. We believe that Jesus Christ ascended into Heaven to the right hand of God the Father and will one day return to this earth in power and glory.
6. We believe that the only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus Christ, surrendering to Him as Lord and Savior.
7. We believe that the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, and seals believers eternally for God.
8. We believe that regeneration by the Holy Spirit is absolutely necessary for the salvation of lost sinners.
9. We believe that heaven is the abode and the place of eternal joy for the saved, and that hell is the place of eternal punishment for the lost.
10. We believe that the family of God is part of the visible church.

Parent/Guardian and Student Responsibility

BCA believes that a successful educational experience depends on cooperation among the school, parents/guardians, and students. Parents/guardians are responsible for ensuring that their child arrives on time, attends regularly, completes required assignments, follows school policies, and demonstrates conduct consistent with BCA's Christian values. Students are responsible for their choices, words, actions, academic effort, and treatment of others. Failure by parents/guardians or students to support and comply with this Handbook may result in conferences, corrective action, disciplinary measures, probation, suspension, or dismissal from BCA.

BCA administration reserves the discretion to determine appropriate consequences, corrective actions, restrictions, or enrollment decisions based on the facts and circumstances of each situation, including the severity of the concern, prior conduct, safety considerations, and the willingness of the student and family to cooperate with school expectations.

Admissions

The admission process begins with an interview with the BCA Director and the prospective student and parent(s)/guardian(s). Admission and continued enrollment require a shared commitment to BCA's mission, Statement of Faith, academic standards, conduct expectations, and parent/student responsibilities. Parents/guardians and students must be willing to cooperate with school leadership and follow BCA policies as a condition of enrollment.

Attendance

Regular attendance and punctuality are essential to student success. The daily start time is 8:00 a.m., and dismissal is at 3:00 p.m. Parents/guardians are responsible for ensuring students arrive on time, are picked up promptly, and attend school consistently. Students are responsible for being prepared, present, and ready to learn each day. Any work missed due to absence must be completed by the deadline given by the teacher. If a student does not complete missed work by the required deadline, the student will not be permitted to remain at school for the instructional day and must be picked up by the parent/guardian. Excessive absences, tardiness, early dismissals, or repeated failure to complete missed work by the required deadline may affect academic standing, participation privileges, or continued enrollment.

Cell Phones, Smart Watches, and School Communication

BCA expects school-related communication to occur through the school office, approved school channels, or directly with BCA staff as appropriate. Parents/guardians are responsible for monitoring school communications and responding in a timely manner when school staff request information, meetings, forms, or follow-up.

Students may not use cell phones or smart watches during the school day unless specifically authorized by BCA staff. Parents/guardians should not contact students directly on personal devices during school hours and should communicate through the school office or approved school channels. Students are responsible for keeping devices put away and silent. Violations may result in confiscation of the device, parent pickup, loss of device privileges, or other disciplinary action.

Dress Code

The BCA dress code emphasizes modesty, neatness, and respect for the learning environment. Parents/guardians are responsible for ensuring students arrive at school dressed appropriately each day. Students are responsible for following the dress code without repeated reminders. Students who are not in compliance may be required to correct the issue before returning to class, and repeated violations may result in disciplinary action or a parent conference.

Discipline

Students are expected to uphold appropriate conduct at all times, including in classrooms, hallways, school activities, transportation, and any setting where they represent BCA. Appropriate conduct includes, but is not limited to, respectful speech, honesty, obedience to authority, care for school property, punctuality, preparedness, and respectful treatment of others. Parents/guardians are expected to support school discipline, attend conferences when requested, and help correct behavior concerns. Continued misconduct, disrespect,

dishonesty, disruption, or refusal to follow school expectations may result in progressive discipline, suspension, probation, or dismissal.

Drug and Alcohol Use

Use, possession, distribution, or being under the influence of tobacco, vaping products, alcoholic beverages, illegal drugs, controlled substances, or unauthorized medications is strictly prohibited. Students are responsible for making choices that protect their safety and the safety of others. Parents/guardians are responsible for reinforcing these expectations and cooperating fully with BCA if a concern arises. Violations may result in immediate removal from school activities, parent notification, disciplinary action, suspension, dismissal, and referral to appropriate authorities when required.

Bullying

Bullying, harassment, intimidation, threats, retaliation, or repeated unkind conduct are serious offenses and will be treated accordingly. Students are responsible for treating others with dignity, reporting concerns truthfully, and refraining from behavior that harms or excludes others. Parents/guardians are expected to encourage respectful conduct, promptly report concerns to BCA, and cooperate with investigations and corrective actions. Confirmed bullying or retaliation may result in disciplinary action up to and including suspension or dismissal.

Parent Code of Conduct

BCA expects parents/guardians to communicate and conduct themselves in a respectful, cooperative, and Christian manner when interacting with school staff, students, other families, volunteers, and visitors. Parents/guardians are expected to support school policies, address concerns through appropriate channels, avoid gossip or disruptive behavior, and work with school leadership in good faith. Hostile, threatening, disrespectful, disruptive, or undermining conduct by a parent/guardian may result in a required conference, restrictions on campus access, probationary enrollment, or dismissal of the student from BCA.

Academic Integrity

Students are expected to complete their own work honestly and to give their best effort in all assignments, tests, projects, and classroom activities. Cheating, plagiarism, copying another student's work, allowing another student to copy work, submitting work completed by someone else, or misusing technology or artificial intelligence to avoid personal effort is prohibited. Parents/guardians are expected to reinforce academic honesty at home. Violations may result in loss of credit, required resubmission, parent conference, disciplinary action, academic probation, or other consequences determined by BCA.

Technology, Internet, and Social Media

Technology use must support learning and reflect BCA's Christian values. Students are responsible for using school technology, internet access, email, online platforms, and personal devices appropriately and only as permitted by BCA staff. Students may not access inappropriate content, record or photograph others without permission, share school-related images or information inappropriately, harass or embarrass others online, or use social media in a way that disrupts the school community or damages BCA's reputation. Parents/guardians are responsible for monitoring their student's technology and social media use outside of school. Violations may result in loss of technology privileges, parent notification, disciplinary action, suspension, or dismissal.

Health, Medication, and Illness

Parents/guardians are responsible for keeping current health, emergency contact, allergy, and medication information on file with BCA. Students who are sick, contagious, or unable to participate safely in the school day should remain at home. Prescription and over-the-counter medication must be provided, stored, and administered according to BCA's medication procedures, which may include written parent authorization, physician instructions when required, and approval by school leadership. Medication may not be kept by students unless specifically approved by school leadership. Parents/guardians must promptly pick up a student when requested due to illness, injury, or safety concerns. Failure to provide accurate medical information or to cooperate with health procedures may affect the student's ability to attend school or participate in activities.

Arrival, Dismissal, and Transportation Changes

Parents/guardians are responsible for ensuring safe and timely arrival and dismissal each school day. Students may be released only to individuals authorized by the parent/guardian and listed with BCA. Any change in transportation, pickup person, or dismissal plan must be communicated to the school office in advance and in the manner required by BCA. Students may not make transportation changes on their own. Repeated late pickup, unauthorized pickup attempts, or failure to follow dismissal procedures may result in a parent conference, restrictions, fees if adopted by BCA, or other corrective action.

Tuition, Fees, and Withdrawal Responsibility

Parents/guardians are responsible for understanding and meeting all tuition, fee, payment, and withdrawal obligations established by BCA. Tuition and fees must be paid according to the school's published schedule or written agreement. Delinquent accounts may result in loss of participation privileges, withholding of records as permitted by law and policy, a required financial conference, suspension of enrollment, or dismissal. Families who choose to withdraw must provide written notice and complete any required checkout or financial

procedures. Enrollment at BCA reflects a commitment to both the academic and financial responsibilities of the school community.

Visitors and Campus Security

All visitors, including parents/guardians, must follow BCA check-in and campus security procedures. Visitors may be required to report to the school office, sign in, wear identification, and receive permission before entering classrooms or other school areas. BCA reserves the right to deny or limit campus access to any person whose presence or conduct is disruptive, unsafe, unauthorized, or inconsistent with school expectations. Parents/guardians are expected to respect instructional time and follow staff direction while on campus.

Field Trips and School-Sponsored Activities

Participation in field trips, athletics, programs, and school-sponsored activities is a privilege. Students must follow BCA conduct expectations at all times while representing the school. Parents/guardians are responsible for submitting required permission forms, payments, medical information, and transportation approvals by stated deadlines. BCA may deny participation to students who fail to meet academic, behavioral, attendance, financial, or safety expectations. Parent volunteers or chaperones must follow BCA procedures, including any instructions provided for the specific activity, and must model appropriate conduct.

Student Records, Custody, and Contact Information

Parents/guardians are responsible for keeping student records accurate and current, including addresses, phone numbers, email addresses, emergency contacts, authorized pickup persons, medical information, and custody or court documents. BCA will rely on the most current information provided by the parent/guardian. The school must be notified immediately of changes that affect communication, custody, pickup authorization, emergency contact, or student safety. Failure to provide accurate or updated information may delay communication or affect the student's participation or dismissal arrangements.

Emergency Closings and Safety Drills

BCA may close, delay, dismiss early, or modify school operations due to weather, emergency conditions, safety concerns, or other circumstances. Parents/guardians are responsible for monitoring school communications and making timely arrangements for their student. Students are expected to cooperate fully during fire, tornado, lockdown, evacuation, and other safety drills or emergency procedures. Failure to follow safety instructions may result in disciplinary action. Parents/guardians should not attempt to remove students during emergency procedures unless directed by BCA or appropriate authorities.

BCA may update, revise, or supplement this Handbook and related procedures as needed. Families will be notified of material changes, and continued enrollment reflects agreement to follow the most current policies and procedures communicated by BCA.

Parent/Guardian Handbook Checklist

Parent(s)/guardian(s) must complete this checklist to confirm that they have reviewed the expectations in this Handbook. Please initial each statement. Final acknowledgment is completed on the Signature Page.

____ I understand that enrollment at Bourbon Christian Academy is a partnership among the school, parent(s)/guardian(s), and student.

____ I understand that I am responsible for ensuring my student attends school regularly, arrives on time, is picked up promptly, and comes prepared each day.

____ I understand that any missed work must be completed by the deadline given by the teacher and that failure to complete required work by the deadline will result in the student not being permitted to remain at school for the instructional day and being required to be picked up by the parent/guardian.

____ I understand that students may not use cell phones or smart watches during the school day unless specifically authorized by BCA staff.

____ I understand that I am responsible for ensuring my student follows the BCA dress code each school day.

____ I understand that students are responsible for respectful conduct, honesty, obedience to authority, care for school property, and treatment of others.

____ I understand that bullying, harassment, intimidation, threats, retaliation, and repeated unkind conduct are serious offenses and may result in disciplinary action.

____ I understand that tobacco, vaping products, alcohol, illegal drugs, controlled substances, and unauthorized medications are strictly prohibited.

____ I understand that parents/guardians are expected to communicate and conduct themselves respectfully, cooperatively, and in a manner consistent with BCA's Christian values.

____ I understand that my student is expected to complete his or her own work honestly and that cheating, plagiarism, copying, or misuse of technology or artificial intelligence may result in academic and disciplinary consequences.

____ I understand that technology, internet access, online platforms, personal devices, and social media must be used appropriately and may not disrupt the school community or damage BCA's reputation.

____ I understand that I am responsible for keeping current health, emergency contact, allergy, medication, custody, and student record information on file with BCA.

____ I understand that students who are sick, contagious, or unable to participate safely in the school day should remain at home and that I must promptly pick up my student when requested due to illness, injury, or safety concerns.

____ I understand that I am responsible for following BCA's arrival, dismissal, transportation change, authorized pickup, and campus security procedures.

____ I understand that tuition, fees, withdrawal procedures, and related financial obligations are the responsibility of the parent(s)/guardian(s) and must be handled according to BCA's requirements.

____ I understand that participation in field trips, athletics, programs, and school-sponsored activities is a privilege and may depend on academic, behavioral, attendance, financial, and safety expectations being met.

____ I understand that I am responsible for monitoring school communications regarding emergency closings, delays, early dismissals, safety drills, and emergency procedures.

____ I understand that failure by my student or family to support and comply with this Handbook may result in conferences, corrective action, disciplinary measures, probation, suspension, or dismissal from BCA.

Signature Page

By signing below, the student and parent(s)/guardian(s) acknowledge that they have read, understand, and agree to support the policies, expectations, and responsibilities stated in this Handbook. The student accepts responsibility for following BCA standards, and the parent(s)/guardian(s) accept responsibility for partnering with BCA, reinforcing expectations at home, and cooperating with school leadership when concerns arise.

Date: _____

Student Signature / Printed Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Procedures

School Communication Procedure

Parents/guardians should contact the school office or the appropriate BCA staff member through approved school communication channels for questions, concerns, attendance matters, transportation changes, or requests for meetings. Parents/guardians are expected to monitor school communications regularly and respond promptly when BCA requests information, documentation, forms, or follow-up. Students should not be contacted directly on personal devices during school hours except as specifically authorized by BCA staff.

Medication Procedure

Parents/guardians must provide all prescription and over-the-counter medication directly to the school office or designated BCA staff member. Medication should be in its original container and labeled with the student's name, medication name, dosage, and instructions. Written parent/guardian authorization is required before medication may be administered at school, and physician instructions may be required when appropriate. Medication may not be carried or self-administered by students unless specifically approved by BCA leadership. Parents/guardians are responsible for updating medication instructions and retrieving unused or expired medication.

Arrival, Dismissal, and Transportation Change Procedure

Students should arrive and be picked up during the times established by BCA. Parents/guardians must notify the school office in advance of any change to dismissal plans, transportation arrangements, or authorized pickup persons. Changes should be communicated by the parent/guardian through the method required by BCA and should include the student's name, the date of the change, the approved pickup person or transportation change, and a contact number for confirmation. Students may not make transportation or dismissal changes on their own. BCA may require identification before releasing a student.

Visitor and Campus Security Procedure

All visitors, including parents/guardians, must report to the school office or designated check-in location upon arrival. Visitors may be required to sign in, present identification, state the purpose of the visit, wear visitor identification, and receive approval before entering classrooms, hallways, or other school areas. Visitors must follow staff directions while on campus and may not interrupt instructional time without approval. BCA may deny, delay, or limit access when needed for safety, order, confidentiality, or school operations.

Field Trip, Volunteer, and Chaperone Procedure

BCA will communicate requirements for field trips and school-sponsored activities, including permission forms, payment deadlines, transportation arrangements, medical information, dress expectations, and behavior expectations. Parents/guardians must submit required forms and payments by the stated deadlines. Volunteers and chaperones must be approved by BCA, follow staff directions, supervise students as assigned, maintain appropriate conduct, and protect student safety and confidentiality. BCA may limit or deny participation for students or adults who do not meet school requirements.

Student Records, Custody, and Contact Update Procedure

Parents/guardians must promptly notify BCA of changes to addresses, phone numbers, email addresses, emergency contacts, authorized pickup persons, medical information, custody arrangements, or court orders. Updated information should be submitted to the school office in writing or through the method required by BCA. Custody or court documents must be current and complete before BCA can rely on them. BCA will follow the most current information and documentation on file.

Emergency Closing and Schedule Change Procedure

When BCA closes, delays, dismisses early, or modifies operations due to weather, emergency conditions, safety concerns, or other circumstances, BCA will communicate the change through approved school communication channels. Parents/guardians are responsible for monitoring those communications and making timely transportation and supervision arrangements. Unless directed by BCA or appropriate authorities, parents/guardians should not come to campus during emergency procedures or attempt to remove students during an active drill or emergency response.

Safety Drill Procedure

Students and staff will participate in safety drills as directed by BCA, which may include fire, tornado, lockdown, evacuation, or other emergency procedures. Students must follow staff instructions immediately, remain orderly and quiet, and refrain from using phones or devices unless directed. Parents/guardians are expected to reinforce the importance of cooperation during safety drills and emergency procedures. Failure to follow safety instructions may result in corrective or disciplinary action.

Handbook Update Procedure

BCA may update, revise, or supplement this Handbook and related procedures as needed. When material changes are made, BCA will notify families through approved school communication channels. Parents/guardians are responsible for reviewing updates and

discussing applicable expectations with their student. Continued enrollment after notice of updates reflects agreement to follow the most current Handbook and procedures.