

# Blackhawk Christian School Parent-Student Handbook 2011-12 Elementary

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## VISION FOR STUDENTS

It is the vision of Blackhawk Christian School that its graduates will be educationally and academically prepared for the next level of education or vocation. They will have a love of learning and desire to continue to grow intellectually. Their lives will give evidence of the fruit of the Spirit and of a desire to glorify God in all that they do by loving and serving others, and by increasing in their knowledge of God and His Word. Possessing a Biblical worldview, BCS graduates will seek to advance the Kingdom of God and to serve God through their local church.

## INTRODUCTION

The Parent-Student Handbook is revised and produced annually and is intended to provide information to both students and parents that should assist in the home-school partnership by keeping all parties informed of school-related policies. Our school board reviews and approves this document annually. It is expected that parents and students will review and be accountable for the information contained herein at the start of each school year.

## GENERAL INFORMATION

### 1. Academic Divisions and Class Sizes

BCS is divided into three divisions: Preschool (Early Childhood), Elementary, and Secondary.

- 1) **Early Childhood:** age 2.5 through 5 years old by August 1st. Preschool (Early Childhood) target class size with 2 teachers: 10-16. Extended Care target class size with 2 teachers: 14-20
- 2) **Elementary:** kindergarten through grade 6. Elementary grades usually have two classes at each grade level. Kindergarten students must be 5 years old by August 1<sup>st</sup>. Target class sizes: K – 3rd grade = 20-24; 4th - 6<sup>th</sup> = 26-28.
- 3) **Secondary:** middle school (grades 7-8) and high school (grades 9-12). Individual class / course sizes generally range from 25 to 30 students depending upon the subject.

### 2. Computer and Internet Policy

Internet access is available to students for educational purposes throughout the school day. Our goal for Internet use at Blackhawk Christian School is that students have access to rich educational opportunities while ensuring that students are protected from negative influences in keeping with CIPA (Children's Internet Protection Act.)

On the Internet, students and staff may participate in activities that support learning and teaching. Internet use must be **education driven**. With access to other networks around the world, information may be encountered that is not appropriate. BCS has taken measures to prevent accessing inappropriate information; however, we cannot control all the information available on the Internet. We must trust students and staff to use discretion in seeking appropriate information. The following guidelines are intended to help students use the Internet wisely. If a student does not adhere to these policies, the privilege of using the Internet will be withdrawn.

#### ON THE INTERNET STUDENTS MAY:

- a) Search for appropriate research material with Internet Search Engines, Directory Searches, and access the sites on the BCS Bookmark Home Page
- b) Print out a **reasonable** length document (1-8 pgs.)

#### ON THE INTERNET STUDENTS MAY NOT:

- a) Access E-mail, chat rooms, news groups, Listservs, or password protected areas for which they have not been given a password
- b) Install programs or alter the browser or operating system in any way
- c) Delete files
- d) Give out personal information such as address or phone number (theirs or others)
- e) Attempt to spread computer viruses or cause other system problems locally or on the Net

### **3. Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that BCS, with certain exceptions, obtain written parental consent prior to the disclosure of personally identifiable information from your child's educational record. However, BCS may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow BCS to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; recognition lists such as Honor Roll and graduation programs; and athletic rosters showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. BCS does not release directory information to the Armed Forces without the student's or parent's permission.

Parents who do not want BCS to disclose directory information from their child's education records without prior written consent must notify the school in writing each year by the **first day of school**. BCS has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized student activities including athletics, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended.

### **4. Equal Opportunity and Non-Discrimination Policy**

BCS has a policy of providing equal opportunity and admits students of any race, color, gender, or national origin. All rights, privileges, programs, services, facilities and student activities are made equally available to all students in the school.

### **5. Fundraisers**

Tuition paid by our BCS families covers approximately 90% of the cost of education. BCS is committed to keeping tuition affordable by utilizing fundraisers to cover the 10% gap between tuition income and costs of operation. There are three fundraisers:

- 1) Magazine Sales in August-September
- 2) Dinner & Auction in November
- 3) Jog-a-thon in May

Also:

- 1) Box Tops for Education: sponsored by General Mills provides money to BCS for each box top coupon collected. Box tops can be dropped off at either of the school offices.
- 2) BCS Recycling: a program that provides a rebate to our school for every cell phone or printer ink jet cartridge that we collect. Recycling should be dropped off at either of the school offices.
- 3) BCS Scrip Program: Scrip is a program where merchants issue certificates at a discount to BCS. We then sell these certificates to our parents at face value to be used like cash at stores. Every time you use Scrip, you are making a donation to BCS that doesn't cost you anything because it is money you would be spending anyway. In addition to helping BCS, your family can earn tuition credit, as 40% of the profit from your certificates can be applied as tuition payment. During the school year Scrip can be purchased at the high school office, Monday through Friday, 8 a.m. – 12 p.m.

## 6. Lost and Found

Lost and Found items are placed on a table in the gym lobby near Door #10. On Fridays, those items are bagged up and stored. Each month these items are laid out in the hall for two days to be viewed and claimed. Unclaimed articles are donated monthly to a worthy cause. **Please label all personal items. Items found that are labeled will be returned to their owners.**

## 7. Matthew 18 Principle

**Handling Conflicts:** "Matthew 18 Principle"

It is our intention that our BCS family, staff members, parents and students will address conflicts by applying the "Matthew 18 Principle." This Biblical principle encourages us to go directly to the one with whom we have conflict. If the conflict can be resolved, it ends at that level. If it is not resolved, the parties are encouraged to seek a solution by going to the next person in authority. Simply stated, when a conflict begins in the classroom, a student or parent should approach the teacher first, principal second, lead administrator third; and, as a last resort, the school board. It is expected that all BCS staff, parents and students will follow this Biblical principle.

## 8. Parent Communication

BCS makes it a priority to communicate with parents regularly. The following are specific means of communicating important information to our parents and community. In addition, parents are always welcomed and are encouraged to contact any BCS staff and / or stop in to discuss any matters.

- 1) THE ARROW: BCS high school monthly Student Publication intended to communicate school ideals as well as events in the academic, athletic, and fine arts arenas.
- 2) CHALKMARKS: BCS elementary school weekly publication to inform parents of school-related information and upcoming events.
- 3) BCS WEBSITE: [www.blackhawkchristian.org](http://www.blackhawkchristian.org)  
The BCS website is the go-to place for school information: basic school information, school schedules, athletic schedules, back issues of Chalkmarks and The Arrow, Accelerated Reader booklists, as well as library resources available from home.
- 4) POWERSCHOOL: <http://blackhawkchristian.powerschool.com/public/>  
PowerSchool is a student information system providing a flow of information between parents, teachers, and students. BCS uses PowerSchool to report grades, attendance, transcripts, and to communicate with parents. Parents and students are each given unique user names and passwords to access their portal.
- 5) CONSTANT CONTACT: email communication, as needed, to families.

## 9. Parent Messages to Students and Teachers

Parent messages may be left at the school offices to be given to students at a convenient time. Messages to teachers are best left via email using the teacher's first initial and last name @ blackhawkchristian.org (e.g. jrich@blackhawkchristian.org ). Messages may also be left via the school office phone system voicemail. Emergency, time-sensitive messages should always be communicated through the school office.

## 10. Parent - Teacher Conferences

Parent - Teacher conferences are scheduled for November following the first grading period. However, conferences are not limited to that time. Ongoing communication between parents and teachers is encouraged. Parents are encouraged to use PowerSchool to monitor their child's academic progress. Either teacher or parent may initiate a conference.

## 11. Parental Visits at School

Parents of current BCS students are welcomed and are encouraged to visit their child's classroom during the school day. Visits should be prearranged through the school administration. Parents are requested to sign in at the school office at the time of the prescheduled visitation to receive proper identification. Note: Teachers are not available for conferences during such visitations unless previously scheduled with the teacher.

## 12. Reporting Suspected Child Abuse or Neglect

BCS administration is required to adhere to the state and local child protection requirements of reporting to local officials should it come to our attention that a student may be experiencing neglect or abuse. In such instances, BCS will make every effort to communicate and partner with the student's parents within the parameters of such legal requirements.

## 13. Safety and Security

Indiana state accredited schools are required by law to practice monthly fire drills and four (4) tornado drills throughout the year. We also perform four (4) "emergency evacuation and / or lockdown" drills each year. Our outside doors are kept locked during the school day, from 8:15 a.m. - 3:00 p.m. Students arriving late and all parent visitors need to enter at the entrance of the school office (Secondary, door # 3 and Elementary, door #1). Parents and visitors must sign in and wear a visitor's badge each time they are in our school buildings.

A crossing guard is provided by the City of Fort Wayne at the State Boulevard light before and after school.

## 14. School Delay or Closing

The administration will determine if a school closing or delay is necessary due to inclement weather or facility problems. Administration shall take into account decisions made by Fort Wayne Community Schools and the other private and public school corporations in Allen County. In the event of school closings or delays, announcements will be made on local radio and TV, announced as Blackhawk Christian School.

## 15. School Hours

Early Childhood	8:20 a.m.	-	11:20 a.m.	For AM Session
	12:10 p.m.	-	3:10 p.m.	For PM Session
Elementary (K-3)	8:10 a.m.	-	2:45 p.m.	First Dismissal
(4-6)*			2:55 p.m.	Second Dismissal
Half Day Kindergarten	8:10 a.m.	-	11:15 a.m.	
Secondary (7-12)	8:00 a.m.	-	3:00 p.m.	

\*and those siblings/carpoolers ride with them

### Two hour delay schedule:

Early Childhood	10:20 a.m.	-	12:20 p.m.	For AM Session
	1:10 p.m.	-	3:10 p.m.	For PM Session
Elementary (K-3)	8:10 a.m.	-	2:45 p.m.	First Dismissal
(4-6)*			2:55 p.m.	Second Dismissal
Secondary (7-12)	10:00 a.m.	-	3:00 p.m.	

\*and those siblings/carpoolers ride with them

## 16. Sexual Harassment

Students who believe they have observed or become aware of a school employee or another student behaving in a sexually harassing manner are required to report the matter promptly to school personnel. All complaints will be promptly investigated.

## 17. Student Lunch Policy

Each year, Blackhawk Christian School contracts with the Fort Wayne Community School system to provide hot lunches through their Satellite Lunches. The National School Lunch Program regulates this program, but the lunches are planned by professional dietitians at the Fort Wayne office and prepared daily in the Food Service central kitchen. The lunches are delivered each morning to our school, where volunteers heat and distribute them. Students must order lunches

or milk online each month for the following month through the LunchBuilders program. Payments may be made online or in the school office.

Students have a 45 minute lunch and recess period. The lunches are served in the gym. K-3 eat in the same staggered time period and 4-6 have a similar staggered lunch period. Exact times are posted.

### **18. Student Records**

BCS maintains a permanent record file on each student. It includes academic, health, disciplinary, and attendance records. Material in each student's file is confidential and shall be accessible only by permission of the school administration. Information on the student's permanent record will be made available to:

- 1) parents and students upon request of the parents
- 2) school employees on a need-to-know basis

The records are property of BCS and will not be released if financial accounts are not current.

### **19. Student Transfer/Withdrawal**

Parents desiring to transfer or withdraw a student must initiate the process by contacting the school principal. The withdrawal is incomplete and no academic records will be released for any student until the proper documentation is completed and all financial obligations have been met.

### **20. Student Visitors**

Non-BCS students are only allowed to visit during the school day with BCS administrative pre-approval. Prospective students may visit classrooms and shadow a current BCS student upon pre-approval by BCS administration.

## **ACADEMIC INFORMATION**

### **1. Accelerated Reader**

We are pleased to utilize the Accelerated Reader program (AR) with our children in grades 2 through 6. AR is an online testing and record keeping resource allowing students to read and test over library books in their individually assigned reading zone.

Blackhawk believes AR is a positive motivational tool rewarding the practice of pleasure reading. AR is not our reading curriculum, but enhances students' love of reading, bringing the added benefit of students becoming more proficient readers with exposure.

### **2. Grading Scale**

<u>Letter Grade</u>	<u>% Scale</u>	<u>Letter Grade</u>	<u>% Scale</u>
A+	100	C+	84-85
A	96-99	C	76-83
A-	94-95	C-	74-75
B+	92-93	D+	72-73
B	88-91	D	67-71
B-	86-87	D-	65-66
		F	50-64

<u>Letter Grade</u>	<u>Letter Grade Meaning</u>
O	Outstanding
S+	Above Satisfactory
S	Satisfactory
S-	Below Satisfactory
U	Unsatisfactory

In grades 3-6, a maximum of 5% will be deducted for any assignment or project without the student's name. All graded assignments, including tests, will receive a minimum score of 50%.

### 3. Homework Policy

We do assign homework in the elementary grades. A good rule of thumb is to plan on having a minimum of ten minutes of study times the child's grade level, e.g. a 3<sup>rd</sup> grader could expect to study 30 minutes each evening. Obviously, some students need more or less study time. Study time beyond an hour is usually not productive at the elementary grade levels. Rather than asking your child whether they have homework, we advise having **a planned study time** each evening Monday through Thursday. During this time they should complete any assigned homework as well as study for spelling, Bible verse, and any tests coming up during that week. It is expected that a child will also practice their reading through library pleasure reading and to gain points for AR.

Homework is an important component of completing the academic process at BCS. Homework is assigned to help reinforce classroom instruction, to increase student skill level, and to practice reading and writing skills. Because completing homework well and in a timely fashion is an important discipline for personal learning and time management, it is expected that homework be completed on time as assigned.

All homework assigned will be evaluated in some fashion. Some homework may be evaluated in class through discussion, review, or Q & A, while other homework may be evaluated for a grade.

Because homework is the least monitored of all assignments, it receives the least amount of value for the final course grade; however, the value of the learning experience should not be diminished. Quality homework completion usually leads to better quiz and test scores. BCS hopes that each parent and student will place a high value on the excellent completion of all homework assignments.

### 4. Honor Roll

Elementary students in grades 4 though 6 shall be recognized for high academic achievement on either the all A or A/B honor rolls at the end of each grading period. The end-of-the-year honor roll awards are based on the average grades for all four (4) quarters.

### 5. Library

The BCS Elementary Library houses a collection of over 11,000 volumes for students to check out. Our collection encompasses works in all genres including fiction, non-fiction, periodicals, reference works, biographies, and audio books. We have a growing collection of video and DVD material for classroom use. We also have a section of books that we believe will be helpful to parents.

Classes have a scheduled library time each week that involves a story time or instruction in library/research skills. Students are also invited to use the library during open times when there are no scheduled classes.

Books may be checked out for a two week period. There is a limit to the number of books students are allowed to check out at any given time depending on their grade level. Fines for overdue books are ten cents a day. If a book is overdue for over a month and/or a student has

accrued fines of over \$5.00, that student is placed on “library arrest” which means they may not check out any more books until the problem has been resolved.

**6. Report Cards**

Report cards are distributed to students quarterly. The report card will show the percentage grade and letter grade for each subject. An Incomplete (I) is given only when the student has not completed all required assignments for the quarter evaluation. It is desired that incompletes be resolved as quickly as possible.

**7. Special Classes Offered**

- 1) All students have Art class once a week
- 2) Physical Education classes meet twice a week
- 3) General Music classes are held twice a week
- 4) Grades 3 & 4 learn recorders (4<sup>th</sup> Grade Karate Recorder Concert)
- 5) Band is offered for grades 5 & 6
- 6) Choir is offered for grades 5 & 6

**8. Testing**

BCS will perform the following testing on a regular basis:

- 1) State Mandated ISTEP testing Grades 3-6
- 2) San Diego Quick Assessment for beginning readers is given and tracked fall, winter and spring each year in grades K-2<sup>nd</sup>
- 3) STAR reading vocabulary test is given twice a year in 2<sup>nd</sup>-6<sup>th</sup>.

**9. Title I**

Those students who qualify for Title I tutoring are assessed and receive weekly one on one instruction. Parents will be notified of eligibility.

## **ATTENDANCE POLICY**

A direct relationship exists between success in school and attendance. To ensure that students are in regular attendance, Indiana School Code and BCS board policy require that all students attend daily unless they are officially excused. Good attendance is a shared responsibility of students, parents and school. Attendance expectations are as follows:

**1. Absence**

Most children will not be absent due to illness for more than 5-10 days a school year. When your child is absent due to illness, please keep them home until they have been fever free for 24 hours. For more information regarding illness or other health related issues, please refer to the Health Services Policy in this handbook or contact our school nurse.

**2. Attendance Awards: Excellence in Attendance / Perfect Attendance**

Students with no more than a combined total of 3 tardies, dismissals, or absences will be recognized as having achieved Excellence in Attendance. An award certificate shall be presented to those students at the end of the year. Perfect Attendance will be awarded for those students with no tardies, dismissals, or absences.

**3. Attendance Codes**

- T** Tardy is defined as not being present in the classroom at the 8:10 a.m. bell, but arriving by 9:40 a.m.
- H** Half Day Absence is defined as missing 1.5 hours or more in the a.m. or p.m.
- A** Absent is defined as being absent from school due to illness or other family reasons

- D Dismissal is defined as being dismissed from school attendance for less than 1.5 hours with parental notification or parental request.**

**4. Attendance –Student Activities Participation**

A student must attend school on the day of an athletic contest or other student activity in order to participate. Depending upon the circumstances, a student who is absent for part of the school day may be allowed to participate at the discretion of the Principal or designee.

**5. Excessive Absences or Tardies**

If a child is absent more than 10 days or is tardy excessively, a conference will be held to determine the cause and to develop a plan to address the issue.

**6. Make Up Work for an Absence**

Assignments and tests missed due to absences will be completed for credit. Make-up work is to be completed in a length of time equal to the number of days absent. Assignments made prior to the student's absence are due as scheduled upon return. For absences in excess of one day, parents are encouraged to call the office before 9:00 a.m. to request homework assignments. It is our policies to have students make up work after returning from a vacation. We do not send textbooks on trips.

**7. Reporting an Absence**

Call 493-7400 x230 to report a child ill or absent for the day. If you call before office hours, leave a recorded message. Information needed: name of child, grade, and teacher name. If the school has not been notified of the absence by 8:45am then the school office will make reasonable efforts to place a call home.

**8. Sign Out**

Any time a student has a note to leave the building for any reason, the student must show the note to the teacher and check in with the office before leaving. To ensure the safety of your student we ask that the parent or guardian enter Door #1 and sign their student out in the elementary office.

**9. Tardy**

It is our expectation that a student should have no more than 3 **tardies per quarter (9 weeks) or a total of 12 tardies all year**. The teacher will contact the parents when the 3rd tardy occurs in a quarter.

When a student is tardy for the 4th time in any one quarter, the school office will contact the parent by letter or email.

When the student is tardy for a 5th time in any one quarter, the office will contact a parent to schedule an appointment with the principal.

Tardies are sometimes the result of a student lingering in the coat area but are most often the result of problems outside a student's control. We need parental support in teaching your child the importance of being on time and how to manage time effectively.

## **HEALTH SERVICES**

The physical health and welfare of each student is a high priority at Blackhawk Christian School. Please keep your child at home when he/she is ill, for your child's sake and for the sake of other children. (Never send your child to school with a fever or a contagious condition.) A student needs to be fever free (without the use of fever reducing medications) for 24 hours before returning to school. The school personnel will take care of any student who is ill or injured at

school. Parents will be asked to pick up ill or injured students if they are unable to return to class or have a fever of 100° or more. There may be times that a parent will be asked to pick up a student when his temperature is less than 100° if the student is having other symptoms that indicate he should not be in school.

A sick bed is available for the use of an ailing student, but it is limited to one class period in the high school unless deemed otherwise necessary by the health service personnel. As a rule, children in the elementary who are ill or not feeling well will only use the sick bed at the discretion of the nurse or elementary office personnel.

BCS reserves the right to suggest that a parent or legal guardian seek medical attention for the student if a student is coming to the office repeatedly with similar complaints.

### **1. Immunization Policy**

BCS will follow the guidelines for immunization set forth by Indiana law. Documentation of immunizations occurs by submitting a photocopy of the student's immunization records, by completion of the school form by a parent or physician, and from records forwarded from the previous school the student attended. Indiana law provides exemption to immunization by Religious Objection or Medical Objection. A parent or guardian must sign the religious exemption form yearly. A physician statement and signature must be filed yearly as well for students who have a medical condition that prohibits being immunized for vaccine preventable diseases.

### **2. Vision, Hearing, Scoliosis Screening**

The school nurse coordinates screenings for visual acuity, hearing testing with an audiometer, and for scoliosis screening during each school year. Visual acuity is conducted for all students enrolled in the 1<sup>st</sup>, 3<sup>rd</sup>, and 8<sup>th</sup> grades, new students and all other students suspected of having a visual defect. Fifth grade may also be done at the discretion of the school nurse due to the gap between 3<sup>rd</sup> and 8<sup>th</sup> grade. Kindergarten students who have not had the vision screening by an optometrist or ophthalmologist will also be screened. Hearing tests will be conducted for all students enrolled in the K, 1st, 4<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> grades, new students, and all other students suspected of having hearing defects. Beginning in the school year 2007-2008, the state legislature no longer requires scoliosis screening for grades 5, 7, and 9. The school nurse and school administration will review this on a yearly basis. When scoliosis screening is done, a letter will be sent to the parent/legal guardian so that there is an opportunity to decline the scoliosis screening.

### **3. Head Lice**

Students found to have cases of lice are not to be admitted to school and school functions until they have been treated for head lice. Prior to readmission, students will be inspected and found to be lice free. If an excessive amount of nits are found, the student will return home. Students readmitted to school may be inspected on a daily basis for the first week and twice a week the following two weeks. After two weeks, the school nurse will determine if a student needs to be seen on a weekly basis. The school reserves the right to inspect all students when cases of lice occur. The school nurse, designated school personnel, or trained volunteers will be used to conduct inspections. In order to control cases of lice, the school may conduct random lice checks periodically.

### **4. Communicable Disease**

BCS encourages parents and teachers to instruct students to practice good hand washing, cover coughs and sneezes ("cough in your sleeve") and to maintain good sleeping and eating habits that assist in maintaining healthy bodies.

If students have cuts or open wounds, those need to be covered for that student's protection as well as the protection of others. If wounds are draining and multiple dressing changes are needed or wounds cannot be covered, parents may be asked to keep that student out of school until the wound can be maintained at school. Exclusion from playing a sport would also apply.

As a rule, BCS will not give mass notification of communicable diseases. There may be a time when a classroom or sports team needs to be notified, but that is a rare situation. BCS will use guidelines set by the Allen County Board of Health and the Indiana Department of Health as to when and what is appropriate to notify parents of regarding communicable diseases. It will be the intention of BCS to keep situations confidential. BCS cannot control what is said from one parent to another. If there is an occasion when a parent requests for information to be given to parents of students in a particular class, this may be done without giving names. There may be individual cases (i.e. chemotherapy) that a physician will give written instructions to the school that a parent needs notification if certain communicable diseases are present at the school. On occasion, BCS may find it necessary to request a physician's written permission before a student may return to school after a communicable disease.

## **MEDICATION POLICY**

The Indiana State law requires that schools observe certain regulations in administering medication to pupils. Written permission of parents and/or physician is required for all medication. In order to administer medicine to your child, the following procedures must be followed:

1. Over-the counter medication requires written permission from the parent or guardian, stating the amount of medication, the hours for administration, and the period of time medication is to be continued.
2. Prescription medications must be in the original container. The label will meet the requirement for physician's signature; however, the parent must either complete and sign the Student Medication Permit or send in a permission note with signature.
3. Send only the amount of medication needed for one to five days at a time for the student. (An exception to this would be a student on medication daily for a chronic disease. That student may bring a four week's supply (20 tabs) in a bottle with the prescription label.) Name of medication must be on the bottle.
4. The permission/instruction form may be obtained in the school office.
5. The permission/instruction forms will be kept with the medication.
6. If for some reason your child is on more than one medication, each medication requires a form.
7. Dosage changes require written re-instruction not verbal notification from the student.
8. For those students on daily medication throughout the school year, the permission form is good for that school year.

### Purpose for the Medication

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his educational plans. MEDICATIONS SHOULD BE GIVEN AT HOME WHENEVER POSSIBLE! Medications given during school hours should be only those necessary to provide the student access to his education program.

The intent of these guidelines is to reduce the number of medications given at school, yet assume safe, effective administration of medication for those students who require them.

### Medication Protocol

Only those medications that are necessary to maintain the child in school and MUST be given during school hours shall be administered. The protocol for administration of medications is developed and managed by the principal and/or school nurse:

- A. Written instructions such as a medication authorization form is signed and complete by the physician and parent of the student who is to receive a prescription medication. A medication authorization form is signed by the parent/guardian of the student who is to receive an OTC (non-prescription) medication.
- B. Medications prescribed for a student (legend drugs) are kept in the original container with pharmacy label and student's name affixed. The pharmacy label can serve as the written order of a physician. OTC medications shall be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package.
- C. All medications are kept in a locked area or in a tamper-proof container in the school or in an area designated by the principal.

- D. When a medication is to be administered at school, the student's parents will be requested to advise the principal and/or school nurse of the purpose of the medication, side effects, dosage, administration route, and the time. This information is discussed with the student and other staff assigned to administer medications.
- E. Effectiveness and side effects shall be assessed with each administration and documented as necessary. Documentation of effects for long-term medications should be summarized and written feedback provided to the licensed prescriber and parents/guardian at appropriate intervals.
- F. All permission for long-term medications shall be renewed at least annually. Changes in medication shall be documented by written authorization from a licensed prescriber.
- G. In specific cases, the school (at the direction of the principal and/or school nurse) may require the parents/guardian come to the school to administer medication for his/her child. The school may also work with the licensed prescriber and parents/guardians to adjust administration time to avoid the need for medications during school hours.
- H. For ALL medications administered, the school shall keep on file the written permission of the student's parent/guardian and the written order of a physician for legend drugs (for OTC medications, the written permission of the student's parents /guardian).

#### Administration of Medication

Access to medication shall be under the authority of the principal. Medications will not be given without proper written authorization.

- A. A school may not require a teacher or other school employee who is not employed as a school nurse or physician to administer medications, drugs, injectable insulin, or tests such as finger stick for glucose, breathing treatments, etc.
- B. If a school employee is not a practitioner or person licensed under IC 25-23 and the school employee is responsible for administering injectable insulin, glucose stick, breathing treatments, etc. the employee must obtain from a practitioner the training that the practitioner determines is appropriate for providing the service.
- C. The school shall keep on file the written permission of a pupil's parent or guardian and the written order of a practitioner.
- D. If compliance with sections B and C has occurred, a school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers either:
  - 1. A non-prescription medication in compliance with the written permission of the pupil's parent or guardian;
  - 2. A legend drug (as defined in IC 16-18-2-199 and including injectable insulin) in compliance with the written order of a practitioner;
  - 3. A blood glucose test by finger prick or breathing treatment, etc., in compliance with the written order of a practitioner to a pupil is not liable for civil damages as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct.
- E. A school or school board is not liable for civil damages as a result of student's self-administration of medication for an acute or chronic disease or medical condition as provided under IC 34-30-14-6 except for an act or omission amounting to gross negligence or willful and wanton misconduct.

#### Documentation

All persons administering medications, whether prescription or non-prescription, shall document that a student received the medication on a daily log which includes; child's name, date, time, dosage, route, and signature of person administering the medication or supervising the child in self-administration.

### Self-administration of Medication

The safety of the other school children must be taken into consideration if a student is directed to self-administer his/her own medication. The medication shall be kept in a locked area in the school office or area designated by the principal which is not accessible to other students. The student may then come to that area at the designated time to get his/her medication.

### Discarding Medications

The parent/guardian is responsible at the end of the treatment regimen for removing from the school any unused medication that was prescribed for his/her child. This may be done for students in grades K-8 by removing medication himself/herself or by designating in writing an individual at least 18 years of age to do so. For students in grades 9-12 a parent may provide written permission for the student to do so. If the parent does not pick up the medication by the end of the school year, the school nurse or principal will dispose of and document that medication was discarded. Destruction of the medication is done in a manner that ensures that no other person can obtain possession of it. Medications should be discarded in the presence of a witness.

### Dispensing of Medication

#### Early Childhood

1. Early Childhood staff does not dispense medication.
2. Exception to #1 above is that inhalers and epi-pens will be used when necessary.

#### K-12 School

All medications will be kept in the school office. These medications will be dispensed by the office personnel. The record of administration will be kept in the school office.

The exception to #1 is that inhalers, diabetic supplies/medication and epi-pens for emergency use may be carried by the student. A permission form signed by the student, parent and prescribing physician is required. If the parent and/or school staff (principal, teacher or nurse) decide this is not appropriate for a particular student, arrangements will be made on an individual basis.

## **PARENT INFORMATION AND INVOLVEMENT**

### **1. Parent Orientation Nights**

#### **1) Kindergarten Parent Orientation**

Kindergarten parent orientation is held on an evening in August just before school begins. At least one parent for each child must plan to attend. Check the school calendar for the exact date and time.

#### **2) NEW Student and Parent Orientation**

An orientation will be held in early August for families of students in grades 1-6 who are new to BCS. This will be on the same night as the secondary orientation on the SC. Check the school calendar for the exact date and time.

#### **3) Parent Night**

Each fall, BCS hosts a Parent Night early in the first quarter. The purpose of Parent Night is to acquaint the parents with their child's teacher, the course of study for the year, and the classroom location. Parent Night is an important time for the classroom teacher to share with the parents. It is an integral part of our "Partnering with Parents" communication. We appreciate the tremendous response and turn-out for this night! Parent Night is not the time or place for parent-teacher conferences regarding individual students. If there are things that you want the child's teacher to know (like special needs or situations), please schedule a conference time to meet with the teacher.

### **2. Student Arrival and Departure**

A **safety area** is marked off and designated by cones for a.m. / p.m. arrival and dismissal of students. Proper behavior in the **safety area** is to walk, talk and visit with your

friends. Playing in any way is considered improper behavior.

**1) Student Arrival:** Pull as far forward as possible along the cones before stopping to unload students. No students should arrive at school before 7:30 a.m. as the doors remain locked until that time. Upon early arrival, students are asked to enter only at Door #11 and to sit quietly against the walls in the lower hall and read. A teacher is on duty at 7:45 a.m. and takes students outside on most days, or to the gym if the weather is inclement. The bell sounds at 8:02 a.m. for students to line up by classes to enter the building through doors #10 and #11. The tardy bell sounds at 8:10 a.m. Doors #10 and #11 are locked immediately at 8:10 a.m. Students arriving after 8:10 a.m. will need to enter at door #1.

**2) Student Departure:** All students must remain inside the coned **safety area** while waiting for their ride. Pull as far forward as possible along the cones before stopping to load students. Students may enter the cars all along the coned area. For security reasons, students not picked up by 3:15 p.m. will be taken to the school office and must be signed out by a parent. Call to alert the office if you cannot get to school before 3:15 p.m. Green name signs will be distributed on the first day of school to each family. Place these cards on your passenger side visor as this makes for a more efficient and safe dismissal. Three teachers are on duty for dismissal.

### 3. Volunteer Opportunities

We want to encourage you to volunteer in our school. We have over 60 volunteers who help us on a daily, weekly or occasional basis. Volunteers are given a badge and do not need to sign in when entering the building. Some opportunities include: lunch server, noon recess helper, library aide and classroom helpers. In addition, we have a PIT CREW (Parents In Touch) that is active.

## STUDENT SUPERVISION

### “Partnering with Parents”

BCS is committed to sharing responsibility for student supervision with parents - their primary teachers. “Partnering with Parents” is at the core of our school mission statement. In no area does this become more significant than that of nurturing children from the early years through the teens and into young adulthood. Our ultimate shared goal is to develop self-disciplined young people who will exemplify Christ in their behavior and lives. Toward that end, BCS will partner with parents in this aspect of “equipping students for life”.

Parental Authority: It is expected that every student enrolled in BCS shall submit to the direct authority of their parent/guardian. This includes compliance with the parental established rules of behavior. Students who choose to remove themselves from their parental authority will forfeit the privilege of attending BCS.

School Authority: Students are considered under the school's authority while on school grounds and when in attendance at a school activity regardless of location. In addition, students whose behavior is in direct conflict with school standards (including but not limited to drugs, alcohol, tobacco, weapons, immoral sexual activity) are subject to disciplinary action by the school regardless of the location where the behavior occurred.

### 1. Appearance Code

As a school that seeks to exist for God's glory, it is important that we meet those standards in every aspect of our school culture. Our appearance should encourage concentrated study and in no way distract from the learning process. Therefore, our appearance code is defined by three specific standards: **modesty, appropriateness, and neatness.**

#### Modesty

First and foremost, a student's appearance should reflect his/her identity as a follower of Christ. Everything we do is an expression of our relationship with God. The Bible makes it clear that we are to be modest and treat our bodies with the utmost respect. It is important to note that what is

“in style” is not always in accordance with the standards we seek to reflect. However, as Christians, we are called to be “different than the world”. The following would not meet modesty standard:

- 1) Sleeveless shirts and tops
- 2) Visible undergarments
- 3) Pants and tops that are tight fitting
- 4) Pants, shorts, dresses, and skirts that are shorter than the top of the knee. This standard is in place even when students are wearing leggings. Slits are not to extend above the top of the knee.
- 5) Shorts that are long, baggy athletic shorts. (Shorts such as Casual Cargo or Bermuda must reach the knee and may be worn from the beginning of school through the month of September and once again after Spring Break)
- 6) Shirts that reveal cleavage, stomach, or back. Tops and shirts must be long enough to cover the waistline at all times.
- 7) For safety reasons, all shoes in the elementary must have back straps that help hold the shoe in place. No flip flops or slide sandals are allowed.

### **Appropriateness**

Appropriateness can be defined as presenting oneself in a manner that fits the occasion. An appropriate appearance is one that does not distract from the educational process or draw excess attention to oneself. The following would not meet the appropriate standard:

- 1) Faddish extremes
- 2) Jewelry not worn in moderation and good taste
- 3) Body piercing jewelry (including nose, lip, eyebrow, and any other than earrings for girls). Students who choose to have such piercings may wear an invisible spacer during the school day.
- 4) Messages on clothes that are profane, vulgar, lewd, or dishonoring to Christ
- 5) Athletic-style sweat pants
- 6) Hats, head scarves, or sunglasses in the school building
- 7) Hunting or military/camo clothes in the classroom. However, book bags and outerwear jackets may have camo design.
- 8) Visible tattoos

### **Neatness**

Neatness can be defined as a look that is clean with clothes that are proper fitting and in good repair. The following would not meet the neatness standard:

- 1) Pants that drag on the floor and sag
- 2) Shirts that are longer than mid-thigh
- 3) Clothing that has rips, tears, or holes
- 4) Boys' hair that exceeds eyebrows or collars
- 5) Hair dyes that are not of natural color

## **2. Corporal Punishment**

Blackhawk Christian School does not use corporal punishment (the physical striking of a student) to discipline students. However, school personnel may use reasonable physical force or restraint as necessary to end a disturbance threatening physical injury to others, to take dangerous objects from students, for self-defense, or for the protection of persons or property. This policy is not intended to imply that BCS does not support parents who utilize appropriate corporal punishment as a means of disciplining their children.

## **3. Discipline Policy**

**BCS will provide a safe and orderly learning environment for all students and personnel.**

BCS staff will strive to model appropriate Christ-like behavior as an example for students.

Students are expected to likewise grow in their development into self-disciplined young people who exemplify Christ in their behavior and lives. The behavioral expectations listed below are intended to define behavior that is both Christ-like and which will foster a safe and orderly learning environment for all students and personnel. The following behavioral expectations apply

when students are in school or on school grounds and while students are traveling to/from or attending a school activity or event.

**Students are Expected to:**

- 1) be in school on time unless excused by parent and administration.
- 2) come prepared for class each day with the necessary materials.
- 3) behave in a manner that allows and supports instruction and learning.
- 4) behave and dress in a decent and modest manner.
- 5) speak and behave truthfully and honestly.
- 6) obey and show respectful behavior to all BCS staff members and adult supervisors.

**Students are Prohibited from:**

- 1) bringing, or possessing at school, objects that have no educational purpose and may distract from class instruction. This would include: weapons, lighters, or matches. Students may not have games, iPods, phones, cameras, and other electronic devices during the school day without permission from BCS staff.
- 2) using or threatening physical force or violence that may cause injury to others.
- 3) stealing or intentionally damaging school or others' property.
- 4) using, possessing, or being affected by tobacco, alcohol, or illegal drugs.
- 5) possessing or using explosives, destructive devices, knives, deadly weapons or firearms.
- 6) engaging in unlawful activity on or off school grounds whether school is in or out of session that either interferes with a school purpose or an educational function

Note: Building principals may specify additional "school rules" that apply specifically to their building.

**Interventions**

The following levels of intervention are utilized by teachers, administrators and other school personnel as disciplinary measures to teach and encourage appropriate student behavior and to curb misbehavior. We believe in distinguishing between "youthful misbehavior" and "willful defiance." The former requires instruction, training and appropriate deterrents, whereas, the latter requires a change of heart and will. We will address inappropriate student behavior in a manner that is progressive in nature: moving from lesser to more serious consequences as misbehavior is repeated and/or becomes more serious. The following is our general progression in addressing inappropriate behavior:

**Level 1: Teacher/Classroom Intervention**

- 1) Conference with student
- 2) Communication with parents
- 3) Detention: detaining student during recess for a time out
- 4) Referral to principal

**Level 2: Principal Intervention**

- 1) Conference with student
- 2) Communication with parents
- 3) Detention: detaining student before or after school or during the noon lunch hour
- 4) In-School-Suspension (removal from classroom for up to a day or more)
- 5) Restrict activity: denial of participation in school or extracurricular activities
- 6) School/community service: assignment of student to perform school/community service
- 7) Restitution: student assigned to make appropriate restitution for loss or damage
- 8) Probation Agreement
- 9) Other consequences as deemed appropriate by the school principal

**Level 3: Out-of School Suspension (1-10 Days)**

Out-of School Suspension is the removal of a student from school for from one day up to ten days. During this period of suspension the student is expected to complete all academic assignments, but may not attend or participate in any school activities without the specific permission of the building principal. Parents are expected to assure appropriate supervision

and work in partnership with the principal to both restore the student's relationship(s) at school and establish behavioral expectations for the student's return to school.

#### **Out-of School Suspension Procedures**

When the principal determines that a student should be suspended, the student's parent(s) will be contacted immediately. The student is afforded the following due process:

- 1) A meeting will be held prior to the suspension and the student will receive:
  - a) A written or oral statement of the student's misconduct;
  - b) if the student denies the conduct, a summary of the evidence against the student will be presented; and,
  - c) the student will be given an opportunity to explain his or her conduct.
- 2) The meeting will precede the student's suspension except when the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- 3) Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, description of the student's misconduct, and the action taken by the principal. In addition, the principal will notify the student's parents by phone before the suspension is served.

#### **Level 4: Expulsion**

Expulsion is the removal of a student from school for the remainder of a semester or school year. The principal may make a "Request for Expulsion" to the Lead Administrator for repeated and/or serious offenses.

#### **Expulsion Procedures**

When the principal requests the expulsion of a student, the student's parent(s) will be contacted immediately. The student is afforded the following due process:

- 1) Upon receiving the "Request for Expulsion," the Lead Administrator will meet with all parties to consider the principal's request and the student's / parent's input.
- 2) Following such meeting, the Lead Administrator will make a written determination ranging from the return of the student to school up to and including granting the principal's requested expulsion.
- 3) Every effort will be made to make a final determination within 10 school days of the student's alleged misconduct. The student will be suspended from school attendance during this period of time.

In the event of an Expulsion, parents may request a "review" of the Lead Administrator's decision to the School Board Chair. The purpose of such review is to give the parents and student the option of being heard by board representation. In the event the School Board Chair determines that the Lead Administrator's determination should be reconsidered, the two will discuss the matter with the full board and determine as a board whether the decision should be reconsidered. Otherwise, the Lead Administrator's determination is considered final.

Tuition is due through the end of the month in which the expulsion takes place. The student may seek re-enrollment following expulsion through the interview process with the principal and Lead Administrator.

#### **Request for Withdrawal:**

In the event that administration determines that a student's behavior does not comply with BCS expectations, but the student has not committed a specific behavioral infraction that would result in expulsion, the student may be asked to withdraw from BCS. In such cases, administration will work with the student and parents to determine a most appropriate and beneficial educational program.

#### **4. Harassment**

- 1) Bullying:  
Parents or students should report acts of bullying to the classroom teacher or the school principal. All reports will be investigated. Harassment and bullying includes but is not limited to intentional intimidation, ridicule, humiliation, slander, any written or verbal expression or

physical act or gesture or a repeated hurtful behavior pattern directed toward another person. This behavior may include physical, verbal, written and/or emotional abuse intended to be harmful to another person. Counseling and corrective discipline will be used to change the behavior of the bullying student.

2) **Sexual Harassment:**

Students who believe they have observed or become aware of a school employee or another student behaving in a sexually harassing manner are required to report the matter promptly to school personnel. All complaints will be investigated.

**5. Personal Property**

1) **Electronic Equipment from Home**

I-Pods, video games, cell phones, laptops, etc. are not allowed to be used at school during school hours from arrival until 3:30 p.m. If these items are needed for an after school use, they are to remain in the backpack, turned off and out of sight, during the school day or until after 3:30 p.m. BCS is not responsible for lost or stolen property.

2) **Telephones**

Students are not to use the office or other school telephones except in cases of emergency or school-related schedule changes and only after receiving permission from the teacher or principal. Students are not to leave class to receive any calls except in cases of extreme emergency. The courtesy phone in the elementary school lobby may be used during school hours with permission. Calls are to be brief (no more than three minutes).

Students are not allowed to have cell phone or other communication devices on their person during the school day. If a student must bring a cell phone to school for use after school, he must turn the power off and store it in his backpack. BCS is not responsible for lost or stolen property.

If a teacher hears or sees a student cell phone during the school day it will be confiscated and sent to the school office. On the first offense the school will require a student's parents to come to school and collect the cell phone. On the second offense, the student will forfeit the privilege of carrying a cell phone into the school for the remainder of the school year.

**6. Recess**

All students have a half hour recess in conjunction with their lunch periods. Lower elementary grades K-4<sup>th</sup> have some additional recess times. At the teacher's discretion, a student may be kept inside in order to complete work or for discipline. If a student must stay inside at recess due to health issues, the teacher needs a note from the parent.

In winter, students will go out to recess unless the wind chill is below 0° F. If there are snow piles students must wear snow pants and boots in order to play in the snow. Otherwise, they are to play on the parking lot pavement. For safety reasons, students are not to throw snow or ice at any time while at school. Sliding on ice is never allowed.

If during recess a student kicks a playground ball onto the roof of our building, they are to report that to the office, and a fine of 25 cents is assessed.

**STUDENT ACTIVITIES**

We believe that all BCS student activities, including athletics, student organizations and clubs, are central to our educational instruction. We offer them for the express purpose of developing character: respect, responsibility, integrity, servant leadership and sportsmanship. Under the leadership of our

coaches and/or sponsors, participation affords our students an excellent opportunity to develop the life skills of hard work, self-discipline and team focus: skills that will “equip our students for life”.

All BCS school related student activities must meet the following requirements in order to be sanctioned as an official student activity of Blackhawk Christian School:

- 1) There must be a coach, sponsor, or adult advisor assigned by administration.
- 2) The sponsor/advisor is responsible for all meetings and activities of the activity.
- 3) The club must establish a set of bylaws or policies approved by administration.

## **Athletics**

“God is not looking for us to be the best, but to do our best every time.” This motto captures the heart and soul of our athletic program. We desire to develop Christ-like character among our student-athletes and encourage them to nurture their God-given athletic abilities to their maximum potential.

**School Colors:** Royal Blue and Gold

**School Mascot:** Braves and Lady Braves

### **Sports Offered for 6<sup>th</sup> Grade only:**

Fall: Cross Country (boys & girls), Volleyball (girls)

Winter: Basketball (boys & girls)

Spring: Track (5<sup>th</sup> and 6<sup>th</sup> grade boys and girls)

**Sportsmanship:** As a Christian school we value the need for good sportsmanship and remind everyone that athletics is an integral part of our educational program. Coaches, student-athletes and fans are encouraged to cheer in a positive manner for their team, show respect for opponents, and honor decisions made by officials. Our expectation is for coaches, student-athletes and fans to keep sportsmanship as a priority in all contests to bring honor to our Lord Jesus Christ.

#### **1. Attendance Day of Contests**

Student-athletes must attend school on the day of an athletic contest in order to participate. A student-athlete, who is absent for part of the school day, may be allowed to participate at the discretion of the Athletic Director.

#### **2. Awards and Banquets**

At the conclusion of each sport, coaches will determine the date and location of their awards banquet. Each coach by his/her own discretion will be provided a maximum of three awards for distribution to the members of his/her team. Any student-athlete who participates will receive a certificate of participation.

#### **3. Handling Problems / Solving Disputes**

Any problem or dispute should be handled in a Biblical manner by applying the “Matthew 18 Principle”. This principle encourages the offended party to go directly to the one with whom he/she has a problem. If the situation is not resolved, the offended is encouraged to seek a solution by speaking to the next person in authority. Simply put, a student-athlete or parent should approach the coach first, athletic director second, principal third and lead administrator fourth. And, as a last resort, they would contact the school board. It is expected that all parents and student-athletes will follow this chain-of-command.

#### **4. Intramurals for 5<sup>th</sup> and 6<sup>th</sup> Grade**

- 1) Fall Bowling Program

2) Spring: Kickball Season / Tournament

**5. Physical Exam**

Although a physical exam is not required in the elementary grades student athletes are encouraged by BCS to have a physical exam completed and on file with the athletic office before practicing in any sport. Physical exams are the responsibility of the student-athlete and his/her parents.

**6. Pictures**

A professional photographer will take team and individual pictures early in each season. These pictures are available for the student-athlete to purchase through the pre-paid envelope distributed by the coaches at least two days prior to the scheduled picture day.

**7. Practice**

A monthly practice schedule will be provided to student-athletes during their season. Practice schedules will be adhered to and all Wednesday practices will end by 5:00 p.m.

**8. Transportation**

Athletes will be provided transportation to and from away events on one of our 15 passenger Activity Buses. The following guidelines will be followed by the coaches and players:

- 1) No I-pods or musical equipment allowed on the activity bus.
- 2) No midweek stops after games unless prior approval is obtained.
- 3) No food allowed unless prior approval is obtained.
- 4) No secular music played on either radio or CD's.
- 5) Cell phones are not in use unless contacting a parent.
- 6) Driver should have a cell phone for emergency purposes.
- 7) Students should be properly seated and seat belts worn.
- 8) Driver is responsible for obeying all speed and safety laws.
- 9) Upon completion of trip, all trash must be thrown away and windows closed and locked.

## **Other Student Activities**

**1. Chapel Program**

Chapel is an important time for our school. Regular chapel is held once a week and is divided into two separate chapels: K-2 and 3-6. Parents are always welcome.

**2. Clubs / Activities**

The following are currently approved BCS activities:

- 1) **American Girl:** Third Grade only
- 2) **Introduction to Chess:** First Grade only
- 3) **Jacks Club:** Fourth & Fifth Grade Girls only
- 4) **Plant & Flower Show:** Kindergarten – Fifth Grade
- 5) **ISSMA Music Competition:** Fifth & Sixth Grade
- 6) **Math Bowl:** Fifth & Sixth Grade

**3. Field Trips**

Classes take field trips that are preapproved and educationally driven by curriculum. Parents help with group supervision. If available, students are transported in our 4 mini safety buses. Younger students must bring their own car seat when needed.

**4. Room Parties / Celebrations**

Grades 1-6 have the following parties: Christmas, Valentine's Day, Jogathon Celebration of a Festival or Field Day, and End-of-the-year Picnics. We have announced Dress Down Days for special occasions. On Dress Down Days pajama pants are allowed as well as sweat pants, baggy athletic shorts, longer shirts and camo in the classroom. Shoes must still have the back straps.

**5. Treats / Snacks**

A student in grades K-6 may wish to bring a treat on their birthday. Please provide enough to serve the entire class. Individual items such as cupcakes, cookies, ice cream bars, or doughnuts are favorite birthday treats. Every class has a snack break each day. Snacks should be healthy and low in sugar.