



# **PARENT-STUDENT HANDBOOK K-12**

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The Parent-Student Handbook contains policies and procedures that originate from the Policy Manual of Blackhawk Christian School. The Policy Manual is kept in the office of the School Administrator and is available for examination by Blackhawk Christian School personnel, parents, and students.

Dear Parents and Students,

We extend our warmest greetings to all of our students and their parents. We are anticipating great things from the Lord through the ministry of Blackhawk Christian School. Our mission is to provide a unique and excellent educational opportunity based on God's Word, as our motto states: "Academic Excellence on a Biblical Foundation." Because of this, we are very optimistic about the future of this school and the course the Lord has given us to follow.

We operate on the principle that the school is an extension of the home and that we are "partnering with parents." To that end, each must cooperate with and support the other in all situations concerning the student, such as academic and spiritual progress. The church occupies the third part of the educational triangle and should be a major part of the student's life. The school cannot replace the church or the home. We urge each family to be actively involved in the ministry of a local church.

This handbook will provide better understanding of the school program and the ways in which parents and teachers can work together, fostering cooperation between home, church, and school.

We are excited about the reality of God's power and the potential that each young person has to experience God's perfect will. We look forward to your participation in Blackhawk Christian School.

Serving Him Together,

**The BCS Administrative Team**

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## **HISTORY OF BLACKHAWK CHRISTIAN SCHOOL**

Blackhawk Christian School was born from the vision of Senior Pastor, David Jeremiah, and the congregation of Blackhawk Baptist Church. Recognizing the need for additional Christian educational facilities for their children as well as other children in the community, they approved a plan to begin school with PK—4th grade in the fall of 1973.

Two teachers, Miss Aida Toffolo and Miss Happy Walts, members of the Blackhawk Baptist Church with reputations of the highest quality in the community school system, made significant steps of faith. They gave up the comfort and security of public school teaching to accept the responsibility of teaching in a brand new school which had only a handful of students enrolled. Before school opened that fall, two other teachers would be added and a total of 39 students would be eventually enrolled.

Through Dr. Jeremiah's bold leadership, as well as the diligent efforts of those he chose to plan and carry out the program, BCS began on a solid foundation, and continues to carry that vision to this very day.

The next school year, 1974-75, saw enrollment nearly triple with the addition of a fifth/sixth grade split class. The following year, 7th grade was added. In 1976 BCS adopted the current school colors of blue and gold as well as the school nickname of the "Braves." That same year 190 students were enrolled in PK-8th grade and the school received Indiana State Accreditation.

The first class of seniors graduated from BCS in 1981. That next year BCS sought Indiana State Accreditation for grade 9-12, receiving it the following year.

"Double-tracking" began with the kindergarten classes in 1988. Each year BCS added a second class of a new grade level. This created a severe space shortage, so in March, 1993 the 7th—12th grades moved into the new 10 classroom and gymnasium addition to the Worship Center on the south side of the campus. In January 2000, an additional wing of 8 classrooms as well as art and home economics specialties classrooms was added.

Today Blackhawk Christian School continues to serve those in the Fort Wayne community who are seeking academic excellence on a Biblical foundation.

## **BLACKHAWK CHRISTIAN SCHOOL MISSION**

Blackhawk Christian School exists to glorify God by partnering with parents to equip students for life with a Biblically based curriculum in a Christ-centered environment.

# **BLACKHAWK CHRISTIAN SCHOOL CONSTITUTION**

## Preamble

Mindful of God's will:

That children be taught the content and practical application of the Bible;

That His Word is a necessary part and the only adequate foundation for any educational program;

That a well-balanced and properly oriented education views all secular knowledge in the light of Biblical truth;

That a complete education develops a high regard for spiritual and moral standards;

And desiring to provide a Christian environment and a Christ-centered curriculum for this purpose, we do covenant together to form the Blackhawk Christian School.

## Article I: Name

The name of this educational organization is the Blackhawk Christian School, Fort Wayne, Allen County, Indiana.

## Article II: Purpose

The purpose of this organization is to provide the youth of the community with an education with emphasis in the following areas:

A. CHRIST-CENTERED EDUCATION in a Christian atmosphere with classes in Biblical studies as a regular part of its curriculum.

B. HIGH ACADEMIC STANDARDS that emphasize the basic fundamentals of education to enable the child to read with understanding, write and speak clearly and effectively, compute with accuracy, think and reason in an organized manner, and develop his skills to the fullest.

C. HIGH SPIRITUAL AND MORAL STANDARDS, which enable the child to place the proper emphasis and values on all areas of life and to seek God's will in every issue.

D. PERSONALIZED APPROACH that strives to recognize the abilities of each child and to meet his individual needs.

E. PHYSICAL DEVELOPMENT that teaches respect for the body as the temple of the Holy Spirit and as an instrument for God's use.

## Article III: Statement of Faith

1. We believe that the Bible is the inspired and infallible Word of God, and that it shall remain to the end of the age the only complete and final revelation of the will of God to man. We interpret it literally and accept it as the supreme and final authority in faith and life. (Heb. 4:12; II Tim. 3:16,17; II Pet. 1:21)

2. We believe that there is one God, Almighty, Creator, and Sustainer of the universe and eternally existent in three persons: Father, Son, and Holy Spirit. (Matt. 28:18,19; John 1:14; Heb. 1:1-3)

3. We believe in the deity of our Lord Jesus Christ, in the virgin birth, His sinless life, His miracles, His death and bodily resurrection, His ascension to the right hand of the Father and His imminent personal return to earth in power and glory. (Heb. 4:14,15; Matt. 1:18,23; John 1:1,2; I Cor. 15:3,4; II Thess. 1:7-10)

4. We believe that the Holy Spirit is a divine person, equal with God the Father and God the Son; that He was active in the creation, participated in the inspiration of the Scriptures, and is presently engaged in convicting the world of sin, judgment and righteousness; and that He bears witness to the truth of the Gospel and indwells Christians to enable them to live Godly lives. (Acts 5:3,4; John 16:7-10; I Cor. 3:16; Eph. 1:13,14)

5. We believe in the Genesis account of creation; that man was created directly in God's image and after His own likeness, and not by evolution; and that man was created in innocence but voluntarily sinned. As a consequence, all men are now sinners, inclined to evil, and are under just condemnation without defense or excuse. (Gen. 1:26,27; 3:6; Rom. 3:19,20,23)

6. We believe that God has provided the only salvation for man through the death and resurrection of His Son Jesus; that salvation is achieved through the conviction of sin by the Holy Spirit and faith in Jesus Christ as Savior; and that all who are truly born again are kept by God the Father for Jesus Christ. (II Cor. 5:21; Eph. 2:8,9; I John 5:13)

7. We believe in the resurrection of both the saved and the lost; those who are saved unto the resurrection of eternal life in heaven and those who are lost unto the resurrection of eternal damnation in hell. (II Thess. 1:8,9; Heb. 9:27; Rev. 20:11-15)

#### Article IV: Organization

A. The Blackhawk Christian School shall be under the jurisdiction of and receive its authority from the Pastor and Board of Elders of the Blackhawk Ministries.

B. A School Board, approved by the Board of Elders and chaired by an Elder, shall manage the operation of Blackhawk Christian School.

C. The members of the School Board shall be members of the Blackhawk Ministries and shall subscribe to the leadership standards required of all officers and teachers of the church.

D. Any Elder may chair the School Board, regardless of his previous School Board involvement. School Board members may serve two three-year terms; except that whenever the Chairman leaves the Board of Elders, he shall be eligible to serve one additional consecutive year on the School Board.

E. The School Board shall meet monthly or at different times as directed by its Chairman.

F. The School Board shall manage the affairs of the school and shall be bound by the articles of this Constitution and the directives of the Board of Elders of the Blackhawk Ministries.

G. The Chairman of the School Board shall assign responsibility to and direct the activities of the School Board. The Chairman or his designated alternate shall call and preside at all Board meetings. He shall specifically be responsible for relations with the Board of Elders and for liaison with the Administrator of the school.

H. The School Board shall operate within the guidelines provided by the Board of Elders and shall be responsible for the planning, organization, execution, and records of all activity or related interests of the Blackhawk Christian School.

#### Article V: Personnel

All personnel employed by the School must be members in good standing of a church recognized by the School Board as having a doctrinal stand in agreement with that of Blackhawk Ministries. All employees of the school must declare in writing their unconditional acceptance of the Statement of Faith as expressed in Article III of this Constitution.

All employees shall serve under a yearly contract that specifies salary and services to be rendered for the time in effect. Each employee shall serve at the discretion of the school administration and is subject to discipline or dismissal for just cause such as professional incompetence or failure to live up to the spiritual standards of the school.

##### Administrator

A School Administrator shall be approved by the School Board and confirmed by the Board of Elders. He shall be responsible for the day-to-day operation of the School according to the policies established by the Board.

##### Teachers

Every teacher shall have academic preparation at least equivalent to that required by the Indiana State Department of Education.

#### Article VI - Amendments

This Constitution may be amended upon the recommendation of the Board of Elders and by a two-thirds vote of those present and voting at any legal meeting of the Blackhawk Ministries, except that Article III must always agree with the Statement of Faith of the Blackhawk Ministries.

### **BLACKHAWK CHRISTIAN SCHOOL OBJECTIVES**

1. To teach that the Lord Jesus Christ is the Son of God. His death and resurrection provide forgiveness of sin and new life through faith in Him.
2. To teach that the Bible is the Word of God and help the child to appreciate and accept its practical use and importance.
3. To teach the child the fundamentals of God's creation, including language arts, geography, mathematics, history, science, fine arts, health, and Bible from a Christ-centered viewpoint so that he will develop to the glory of God spiritually, emotionally, socially, mentally, and physically, not in his natural energy but through new life in Christ.
4. To teach the student to yield himself completely to God in submission and obedience to His will as revealed in the Bible.
5. To teach that progress in Christian living is dependent upon fellowship with the Lord Jesus Christ through feeding upon the Word of God, prayer, and service.
6. To apply spiritual principles in the disciplining of children.
7. To promote the application of Christian principles to daily life by placing the pupil in a Christian school environment.
8. To teach the student to work both independently and cooperatively.
9. To teach the student how to think and how to apply himself.
10. To teach children to take responsibility.
11. To stimulate in the child the appreciation of desire for wholesome recreation.
12. To develop in the child the proper attitude, ideals and habits, knowledge, and skills which are necessary preparation for life.

13. To give the student the kind of experience that will help him face life with courage and understanding, to help him experience a living faith in God that will make him a credit to Christ, his community, his nation, and himself.

## **BLACKHAWK CHRISTIAN SCHOOL STATEMENT OF CORE VALUES**

In the pursuit of our Mission, Blackhawk Christian School is committed to the following Core Values.

1. A complete education that is Christ-centered and based on Biblical truth, which produces students with a sound Biblical worldview. (Proverbs 22:6; I Peter 1:3)
2. The inspired Word of God that is the source of truth and is applicable to all areas of life. (II Timothy 3:15-17)
3. The Biblical authority and responsibility of parents for the academic and spiritual growth of their children and seek to assist them in that process. (Deuteronomy 6-7)
4. Gifted teachers, who are spiritually surrendered, professionally qualified, and who understand their partnership with parents and ultimate accountability to God. (II Timothy 2:2; Deuteronomy 6:7; Proverbs 22:6; Colossians 3:23-24; James 3:1)
5. The uniqueness of each individual student's God-given ability. (Jeremiah 29:11; Psalm 139:13)
6. High academic achievement and critical thinking skills. (Ecclesiastes 9:10; I Peter 3:15-17)
7. A healthy, balanced student life with appropriate opportunities to grow in spirit, mind, and body. (Luke 2:52; I Corinthians 15:58; Colossians 4:5)
8. A school environment that is disciplined, respectful, productive, and safe. (Hebrews 12:5-6; Romans 13:7; I Peter 2:17)
9. The pursuit of excellence, believing that it honors God and inspires students. (I Corinthians 10:31; Ecclesiastes 9:10)

## **BCS VISION FOR ITS STUDENTS**

Blackhawk Christian School 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 living and serving others and by increasing their knowledge of God and His Word. Possessing a Biblical worldview, Blackhawk Christian School graduates will seek to advance the kingdom of God and serve God through their local church.

## **NOTICE OF DISCRIMINATION**

Blackhawk Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school.

## **THE MATTHEW 18 PRINCIPLE**

Blackhawk Christian School is made up of people such as, parents, administrators, teachers, board members, and students. Like any other institution where there is a large group of people, the potential for misunderstanding, disagreement, and even wrongdoing exists. Nevertheless, it is God's will that we all work together in harmony. We are to always give a "good report" and to constantly work for "unity." When misunderstanding or strong disagreements occur, the following principles should be followed in solving people-to-people problems. These principles are based upon Matthew 18:15-17.

**1. KEEP THE MATTER CONFIDENTIAL.**

The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. This is important in that it stops gossip and statements that can hurt.

**2. KEEP THE CIRCLE AS SMALL AS POSSIBLE.**

The first step and usually the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two-people level.

**3. BE STRAIGHTFORWARD.**

Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly yet clearly presented.

**4. BE FORGIVING.**

"...If he listens to you, you have won your brother over" (v. 15). This implies that once the matter is resolved, you should wholeheartedly forgive and restore the person whose fault caused the problem.

**5. THE PARENT AND TEACHER SHOULD AGREE TO SHARE THE MATTER WITH THE SCHOOL PRINCIPAL AND/OR ADMINISTRATOR.**

"...Take one or two others along, so that every matter may be established by the testimony of two or three witnesses (v.16)." An open and honest discussion among people who are sensitive to Godly principles will most often reach an amiable solution.

**6. IF NECESSARY, THE SCHOOL ADMINISTRATOR SHOULD EXPLAIN THE PROBLEM TO THE CHAIRMAN OF THE SCHOOL BOARD.**

The chairman of the board will then have input on how and if the matter will be presented to the board or resolve the issue with the administrator and others involved and then report to the board at the next meeting.

In summary, the Matthew 18 Principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-person level, the matter prayerfully and in an orderly fashion moves upward in the school organizational structure.

A prayerful, systematic approach to any problem involving people can help to improve any situation, if not solve the problem completely. As a Christian school, we need to handle our problems carefully in the best way possible with guidelines that lead us to a "good report" and that honor the Lord and His Word.

## GENERAL INFORMATION (K-12)

### FACULTY

Faculty members are academically and professionally qualified and are committed to their occupation as a service to our Lord. They are the critical ingredient in our school as they reflect the Lord Jesus and help parents train up their children in the nurture and admonition of the Lord. (Eph. 6:4)

### ACCREDITATION/MEMBERSHIP

Blackhawk Christian School is accredited in grades K-12 by the Indiana Department of Education. BCS is a member of the Association of Christian Schools International (ACSI), Allen County Non-Public Schools Association (ACNPSA), Indiana Non-Public Education Association (INPEA), and the Indiana High School Athletic Association (IHSAA).

### ARRIVAL AND DISMISSAL TIMES

Morning Kindergarten	8:15 a.m. - 11:15 a.m.
All Day Kindergarten	8:15 a.m. - 2:50 p.m.
Grades 1-6	8:15 a.m. - 2:50 p.m.
Grades 7-12	8:10 a.m. - 3:00 p.m.

Students should be picked up at dismissal time. Please notify the school office if you cannot pick up your children on time.

### EMERGENCY SCHOOL CLOSINGS/DELAYS

In the event of possible school closings or delays due to weather or facility problems, announcements will be made on local radio and TV stations:

STAR 88.3 FM	WANE 15
WBCL 90.3 FM	Indiana News Center 21
WAJI 95.1 FM	Indiana News Center 33
WLDE 101.7 FM	

<u>Two hour delay:</u>	Morning Kindergarten	12:05 p.m. – 2:50 p.m.
	All Day Kindergarten	10:15 a.m. – 2:50 p.m.
	Grades 1-6	10:15 a.m. – 2:50 p.m.
	Grades 7-12	10:10 a.m. – 3:00 p.m.

All delays and closings are announced as Blackhawk Christian School.

### SCHOOL OFFICE HOURS

During the school year the school offices are open 8:00 a.m. - 4:00 p.m. Monday—Thursday and 8:00 a.m. - 3:30 p.m. on Friday. During these times a secretary is available to answer questions and assist you. Summer hours will vary from year to year.

### ANNUAL EVENTS (check on the BCS website for the school calendar for actual dates)

- Magazine Sales (August/September)
- Spiritual Emphasis Week – Secondary (August)
- Grandparents Day – Elementary (October)
- Annual BCS Benefit Dinner & Auction (December)
- Christian Service Week – Secondary (April)
- Jog-a-thon (May)
- Awards Assembly (May)
- Graduation

## **ADMISSIONS**

### Kindergarten-Through Grade 12

#### Step 1: Application

- A. Fill out an *Application Form* for each child.
- B. Submit an application fee per child.
- C. Students applying for grades 7-12 must complete the *Student Application*.
- D. An individual entrance test will be administered for students entering grades K-6.
- E. The administration will conduct an interview with parents and student. (A copy of the most recent report card and achievement test will be needed for the new student interview.)

After completion of the application process and the new student interview, the family will be notified of the admission decision.

#### Step 2: Enrollment

If the prospective student is accepted, the following steps must be completed:

- A. Complete an *Enrollment Form* for each child.
- B. Students enrolling in grades 7-12 must complete a *Student Agreement and Commitment Form*.
- C. The enrollment fee is payable at this time. A place in class will not be held nor will a cumulative record file be established for the student until the enrollment fee is paid.
- D. A *Tuition Payment Preference Form* must be completed to establish a family tuition account.
- E. After the enrollment fee is paid, the Blackhawk Christian School office will send a request to the previous school for the following items:
  1. Health records
  2. Academic and attendance records
  3. Standardized test records
  4. Psychometric or psychological tests and reports

After all of the before mentioned steps have been completed, the student is then officially enrolled at Blackhawk Christian School.

## **RE-ENROLLMENT**

The first two weeks of annual re-enrollment are reserved exclusively for current Blackhawk Christian School families. This begins the last week of January or the first week of February.

The next two weeks of re-enrollment also include applications from Blackhawk Christian School Alumni and Blackhawk Ministries members.

After the first four weeks of re-enrollment, new student applications are also open to the public.

## **PARENT/TEACHER CONFERENCES**

Time set aside for conferences is scheduled once a year after the end of the first quarter. However, conferences are not limited to that time. We encourage communication between parents and teachers; either may initiate the conference.

## **SCHOOL 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 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.

#### 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.

#### Head Lice

Students found to have cases of lice are not to be admitted to school or school functions until they are nit-free. Prior to readmission, students will be inspected and must be found nit-free. Students readmitted to school shall be inspected on a daily basis for the first week and twice a week for 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.

#### Communicable Disease

BCS encourages parents and teachers to instruct students to practice good hand washing, covering coughs and sneezes ("cough in your sleeve"), 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 tab) in a bottle with the prescription label.) Name of medication must be on 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 would be on more than one medication, each medication requires a form.
7. Dosage changes require written re-instruction not verbal from the student.
8. For those students on daily medication throughout the school year, the permission form is good for that school year.

#### Dispensing of Medication

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 this policy 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) decided this is not appropriate for a particular student, arrangements will be made on an individual basis.

#### **HEALTH FORM**

Please be sure your student has an updated health form in the office each year. This form does contain consent for the office to dispense pain reliever (generic Tylenol) to your student, if you desire. Parents should always notify the school of a change in address or telephone numbers (including work phones) so that we may be able to contact you quickly in an emergency.

#### **FINANCIAL INFORMATION**

Prompt payment of tuition is expected of all parents. Tuition is paid in one of two ways:

1. Payment in full by July 15th, made payable to **Blackhawk Christian School**.
2. Automatic debit installments through FACTS Tuition Management Company.
  - Tuition is payable in 11 monthly payments—July through May.
  - Tuition is payable in two equal payments—July and January.

**No academic records will be released until payment in full is received.**

#### **TUITION ASSISTANCE**

Tuition assistance is available each year. Once a student is enrolled in BCS (K-12th grade), application for tuition assistance can be made through the FACTS Grant & Aid Assessment. More information is available in the high school office.

## **SCRIP**

BCS has had a Scrip program since 1999. Scrip is a nation-wide program for schools and not-for-profits in which merchants issue gift cards and gift certificates at a discount to an organization, which in turn sells them to their constituents at face value to be used like cash at the stores. These are the same gift cards you would receive if you drove to those stores to purchase them. Scrip benefits both the school and your family, because the discount at which the gift cards are purchased becomes profit that is divided between BCS and a voucher that may be applied to your child's tuition. The BCS Scrip Office is located in the high school office and may be accessed through door #3. Normal Scrip hours are 8:00 a.m. until noon. Summer hours may vary.

## **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 annual all-school fundraisers:

**Magazine Sales** - August-September (Remember not to renew any subscriptions until fall!)

**Benefit Dinner & Auction** - December

**Jog-a-thon** - May

Also:

**Box Tops for Education** - is sponsored by General Mills and provides money to BCS for each box top coupon collected. Box tops can be dropped off at either of the school offices.

**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.

## **SCHOOL SUPPLIES**

Some classroom supplies are available at our school store. You will receive a list of supplies your child will need before the start of school. Supply lists are also available on the school's web site.

## **MESSAGES TO TEACHERS OR STUDENTS**

Messages may be left in the office to be given to students at a convenient time. Messages to teachers may be left on voicemail, in the office, or by email, using the teacher's firstinitiallastname@blackhawkchristian.org. (i.e. jrjch@blackhawkchristian.org)

## **ATHLETICS**

### PHILOSOPHY

The goal of BCS athletics is to develop Christ-like character among our student athletes and encourage them to develop their God-given athletic abilities to their maximum potential. This will be accomplished through a program that emphasizes Christian character and conduct, achievement in athletics, leadership skills, and respect for teammates and opponents.

### SPORTS

High school girls' interscholastic sports include volleyball, soccer, cross-country, basketball, cheerleading, and tennis. Girls in grades 7-8 may participate in volleyball, cross-country, basketball, soccer, and cheerleading. Girls in 6<sup>th</sup> grade may participate in volleyball, basketball, and soccer. High school boys' interscholastic sports include soccer, cross-country, tennis, basketball, baseball, and golf. Boys in grades 6-8 may participate in soccer, cross-country, basketball, and a fall baseball camp.

Eligibility requirements for secondary school athletes may be found on page 33.

School Colors: Royal Blue and Gold

School Mascot: Braves and Lady Braves

## **STUDENT DISCIPLINE**

Our ultimate goal is to develop self-disciplined individuals who will exemplify Christ in their conduct. Teachers will use a variety of disciplinary measures. Blackhawk Christian School does believe that there is a proper use of paddling in the school. Administrators and faculty members will communicate discipline problems to parents. When a paddling is administered, it will be done in accordance to the guidelines as approved by the School Board.

Suspension for a serious offense or repeated offenses is for 1-10 days at the discretion of the administration. Students must make up all work missed during a suspension. An academic penalty of up to a three-point deduction from the grading period average may be issued for each class period missed during a suspension.

Expulsion may be recommended by the administration to the school board for a serious offense or repeated offenses. Expulsion is for the remainder of the current school year. Parents may appeal to the school board the administration's recommendation. Tuition is due through the end of the month in which the expulsion takes place. The allowing of reenrollment for the next school year of the expelled student is determined by an interview with the school board.

Administrators and faculty members will communicate discipline problems to parents by telephone, e-mail, or written discipline notice.

## **SCHOOL AUTHORITY**

Students are considered under the school's authority as follows:

1. When students arrive on the school grounds in the morning until they leave the grounds in the afternoon.
2. When students are in attendance at a school activity whether on BCS grounds or at another location.

It is also to be remembered that students whose behavior directly conflicts with school standards (drugs, alcohol, tobacco, weapons, immoral sexual activity, etc.) whether under school authority or not are subject to disciplinary action by the school.

## **PARENTAL/GUARDIAN AUTHORITY**

It is expected that every student enrolled in Blackhawk Christian School shall submit to the direct authority of their parent/guardian. This submission includes compliance with established rules of behavior and residing in the parent's/guardian's home.

Any student who chooses to remove him/herself from the authority of his/her parent or other established guardian shall forfeit the privilege of attending Blackhawk Christian School.

## **STUDENT RULES**

As a Christian school, we realize that the school belongs to God. Because we want to honor Him, it is necessary to have the school governed by reasonable standards.

1. Students must come prepared for class each day with the necessary materials: pencils, pens, books, homework, physical education clothes, etc.
2. Chewing gum is not permitted any place in the school building during school hours.
3. Writing on or in any way damaging school/church equipment is not allowed. Students willfully damaging school property will be expected to pay for it and appropriate discipline will be administered.
4. Students must be respectful of all school personnel as well as other adults in both word and action. The common courtesies of "please" and "thank you" are expected.
5. Cheating will not be tolerated.
6. Due reverence is expected during the chapel period.
7. Fighting and reckless horseplay before, during, and after school hours is not allowed.
8. No snow or ice is to be thrown on school grounds.
9. Students must have verifiable parental permission to leave the school premises.
10. No gambling games are permitted on the grounds.

11. While passing through the halls, there is to be no running, pushing, or excessive noise.
12. Display of affection or holding hands is not permitted between students.
13. No smoking, drinking, or taking of drugs will be condoned.
14. Students must always maintain Christian standards and practices of courtesy, honesty, and kindness. Name-calling, "putting down" fellow students, vulgar language, and taking the Lord's name in vain are not allowed.
15. Students may talk quietly in the lunchroom. Students are expected to follow the instructions of the teachers in charge.
16. Students may not use any equipment, including music playing devices, electronic games and laser lights, during school without prior permission from a teacher or the school office.
17. Cell phones and pagers are not to be accessed or used during the school day.
18. Knives, firearms, weapons, hunting gear, and other tools may not be brought to school.

## **SEXUAL ACTIVITY AND STUDENT PREGNANCY**

Blackhawk Christian School believes that pre-marital (or extra-marital) sexual activity is forbidden by the scriptures and that those who do so are walking outside God's plan for their life and inviting numerous negative consequences to their life. Due to this fact, Blackhawk Christian School shall not retain students who choose a lifestyle in which sexual activity is a part.

## **SEXUAL HARASSMENT (Employee to student or student to student)**

Students or parents who become aware of a school employee or another student or observe conduct of a harassing nature are required to report the matter promptly to a school principal, superintendent, or school board chairman. All complaints will be promptly investigated.

## **DRESS CODE**

Blackhawk Christian School desires that our students live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of our Savior, Jesus Christ. The first intent of the dress code is to honor the Lord Jesus Christ in the appearance of the students in MODESTY, APPROPRIATENESS, and NEATNESS. The code is not intended to measure spirituality but rather to serve as a tool in fostering the academic and character development of the students as they participate in the education process. The second intent is to challenge students in learning accountability, discernment, and willing obedience.

We have sought to develop a standard of dress and appearance for students that will:

1. reflect the Christian nature of our school,
2. reflect favorably on the whole student body,
3. enhance the educational process.

Please understand that there is a wide variety of attitudes regarding personal appearance but that it is often necessary to set aside our individual desires for the good of the overall school family. We trust the following list of guidelines will clarify for students and parents the desire we have at Blackhawk Christian for our students to glorify the Lord in their dress and appearance. As you read through this list, please consider the three major principles that represent the spirit of the dress code: The students are to wear clothes that are MODEST, APPROPRIATE, and NEAT. This standard applies to all classes, before and after school, field trips, and any school-related activities.

### MODESTY

Modesty is defined as making sure our bodies are covered in such a way as to honor the Lord and not to offend and/or tempt those around us. All clothing is acceptable that fits this description *except* the following:

1. Shorts. (Amendment: Boys are allowed to wear casual—long shorts from the beginning of school to the end of September and once again after Jog-a-thon in the spring. This will NOT include long baggy athletic (cotton) shorts but will allow for casual cargo, khaki and/or denim shorts.)
2. Sleeveless shirts and tops.

3. Visible undergarments.
4. Pants and tops that are tight fitting or fit the shape of one's body.
5. Dresses and skirts shorter than the top of the knee. Slits are not to extend above the top of the knee.
6. Shirt necklines or hems that reveal the neckline, back, or midriff. Tops and shirts must be long enough to tuck in and must cover the waistline at all times.

#### APPROPRIATENESS

Appropriateness can be defined as presenting oneself in a manner that fits the occasion. In a school setting, appropriate presentation is one that does not hinder the educational process or draw attention to oneself. All presentations are acceptable that fit this description except the following:

1. Faddish extremes.
2. Jewelry not worn in moderation and good taste.
3. Body or facial piercing (including retaining studs) except ears for girls.
4. Printing and messages on clothes that are un-Christian.
5. Athletic-style sweat pants.
6. Coats, hats, or sunglasses in the school building.
7. Work, hunting, or military/camo clothes.
8. Tattoos.
9. Elementary and Preschool students must have backs to shoes and back straps on sandals.

#### NEATNESS

Neatness is defined as a look that is clean with clothes that are proper fitting and in good repair. All clothing and hair styles are acceptable that fit this description except the following:

1. Pants must not drag on the floor.
2. Shirts longer than mid-thigh must be tucked in.
3. Rips, tears, holes, or frayed clothing.
4. All boys are to be clean-shaven.
5. Boy's hair should be off the collar, off the eyebrows, and not past the middle of the ear. Sideburns should not be lower than the bottom of the ear.

#### Physical Education

The nature of physical education classes dictates different guidelines. The physical education teachers will provide specific guidelines for their classes that may include modest shorts and athletic footwear.

#### EXTRA-CURRICULAR ACTIVITIES

On most extra-curricular events, regular school dress is appropriate. However, there are some extra-curricular activities that the nature of the event dictates different guidelines. School personnel will outline any change from the norm.

#### FIELD TRIP

On most field trips regular school dress is appropriate. Any change from the norm will be noted on the permission slip.

#### SCHOOL CEREMONIES AND DRESS UP DAYS

On days such as Grandparent's Day, Award Ceremonies, and other designated days, students are asked to dress up for the given occasion. On these days all normal school dress code applies. In addition, ladies are asked to wear a dressy pant outfit, a skirt or dress at the appropriate length. We also ask the young men to wear a collared shirt with or without a tie, dress slacks and shoes.

#### BANQUETS OR OTHER FORMAL EVENTS

Special events deserve special forms of clothing in order to help set them apart from the ordinary. The following special guidelines are designed to help create an atmosphere of *Christian distinctions and Christian propriety* at such events.

Appropriate wear for young ladies would be formal eveningwear. To maintain an atmosphere of *Christian distinction and propriety*, and to avoid offending others, ladies are asked to avoid dresses that are sheer, have a notably low cut bodice, and dresses that are notably short.

Gentlemen should wear the type of clothing appropriate for a wedding. Dress shoes, slacks (not jeans), dress shirt with tie and jacket (or similar style clothing) is appropriate wear.

#### Teaching Focus

Teachers need to concentrate attention in areas other than monitoring dress. Therefore, we ask parents to take an active role in assisting students in following these guidelines. Although it is primarily the parent's responsibility to enforce dress code, students not adhering to the guidelines set forth will be identified by the teachers and sent to the school office for final determination by the administration. Until the violation is corrected, the student will remain out of classes. If the dress code violation is not easily resolved, parents may be asked to bring items necessary to meet dress code. Repeated violations will result in disciplinary action.

### **HOMEWORK POLICY**

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 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. Graded homework submitted late may receive no or partial credit. A teacher may drop at the end of the grading period one or two low homework grades. Homework not completed neatly may be returned to the student for resubmission or not accepted.

Because homework is the least monitored of all assignments, it receives the least amount of value of 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. Students absent from class may be required, when asked, to make-up graded homework. Students shall be given a minimum of one day to make-up assignments for each day absent from the class. BCS hopes that each parent and student places a high value on the excellent completion of all homework assignments.

### **PROMOTION AND RETENTION**

Students in grades K-8 are promoted by faculty and administration based upon classroom work during the academic year. If a student obtains three failing grades as a semester or year end average in major subjects or if the classroom teacher and administration believe it would be in the best interest of the student, that student may be retained in the current grade level. Students in grades 6-8 may be asked to withdraw from BCS or be expelled if they need to be retained.

High school students who fail courses will not receive credit for those courses and if necessary may need to retake those courses to recover the credit lost. Students who continue to fail semester courses may be asked not to withdraw from BCS or may be expelled.

### **SCHOOL PSYCHOMETRIST**

A psychometrist is available through the Fort Wayne Community Schools upon referral. Testing by the psychometrist may be administered to determine placement, achievement, intelligence, and identification of special needs.

## **SPEECH THERAPIST**

A speech therapist from Fort Wayne Community Schools screens students at the request of the teachers or parents. Students needing speech therapy can be involved in a remedial program to help them. There is no fee for this program.

## **ACADEMIC AND CAREER TESTING**

Students are given various tools to assist them in their preparation for academics, college, and/or career. The following schedule of tests are given annually at BCS:

ENTRANCE TESTING: Kindergarten—6th grade

S.T.A.R. READING TEST: 1st –6th grade

ISTEP+: Prepared by the Indiana Department of Education and given to students in grades 3-8 with the Graduation Qualifying Exam (GQE) given to students in grades 9-10 and GQE retesting in grades 11 and 12.

ASVAB: Armed Services Vocational Aptitude Battery is given to grade 11 students.

CORE 40: End-of-the-Year Subject exams given to grade 9-11 students.

HOWARD WORKSTYLES: A personality inventory determining possible careers and work environments is given to grade 10 students.

PLAN: The pre-ACT assessment and career inventory is given to grade 10 students in preparation for the ACT.

PSAT/NMSQT: The Preliminary Scholastic Aptitude Test/National Merit Scholar Qualifying Test is given to grade 11 students in preparation for the Scholastic Aptitude Test.

## **COMMUNICATION**

### THE ARROW

Blackhawk Christian School Student Publications class publishes a monthly newsletter. The purpose of *The Arrow* is to communicate the ideals of the school as well as events in the academic, athletic, and fine arts arenas. *The Arrow* includes a monthly calendar of Blackhawk Christian Junior/Senior High School events.

### CHALKMARKS

Blackhawk Christian Elementary School publishes a weekly newsletter. The purpose of *Chalkmarks* is to inform parents both of school-related information and upcoming events. *Chalkmarks* includes birthday remembrances and Accelerated Reader goals.

BLACKHAWK CHRISTIAN SCHOOL WEBSITE [www.blackhawkchristian.org](http://www.blackhawkchristian.org)

The Blackhawk Christian School website is the go-to place for school information. The site contains basic school information, schedules of classes on regular days, 2-hour delay days, and half-days, athletic schedules, back issues of *Chalkmarks* and *The Arrow*, Accelerated Reader booklists, as well as library resources available from home.

POWERSCHOOL <http://blackhawkchristian.powerschool.com/public/>

PowerSchool is a student information system implemented to increase flow of information between parents, teachers, and students. Blackhawk Christian School uses PowerSchool to report grades, attendance, transcripts, and allow parent interaction with teachers.

Parents and students are each given unique user names and passwords to access their portal.

The parent portal offers parents a look at attendance and grades in real-time. The information about individual assignments and upcoming projects can also be accessed at the secondary level. The teacher hotlink allows parents to email teachers from within the parent portal.

The student portal is available to students fifth grade and up and allows students to view their grades in real-time. Secondary students can access upcoming assignments and projects.

## DIRECTORY INFORMATION POLICY

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Blackhawk Christian School (BCS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. 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;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports rosters, such as for wrestling, 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.**

If you do not want BCS to disclose directory information from your child's education records without your prior written consent, you 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 activities and sports, Weight and height of members of athletic teams, Degrees, honors, and awards received, The most recent educational agency or institution attended.

## STUDENT TRANSCRIPTS AND PUPIL RECORDS

The school 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 given out to the following:

1. To the parents and students upon request of the parents.
2. To school employees on a need-to-know basis.
3. To prospective employers upon receipt of written parent/student authorization.
4. To colleges, universities and military services upon the student's written request.
5. To another school as a result of withdrawal or transfer.

Records will not be released if accounts are not current. The records are considered property of Blackhawk Christian School.

Transcripts recording secondary student academic progress may be requested at the high school office by completing the Transcript Request Form or by requesting on-line through Docufide. Official transcripts will be signed, stamped, and sealed before mailing or given to parents or students for use.

## SAFETY AND SECURITY

We know that God is in control and not man. He is sovereign and has kept His hand of blessing upon our school. We pray for His protection daily, and we trust in that. We also know that we need to do all we can to use prudence and wisdom.

We are required by law to practice ten (10) fire and four (4) tornado drills throughout the year. We also perform four (4) lockdown drills. Our outside doors are kept locked during the school day, from 8:15 a.m. - 3:00 p.m. Late arriving students and all parent visitors need to enter at the entrance of the school office. 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. Elementary students needing to cross State Blvd. must submit to the elementary school office a one-time-only form signed by a parent or guardian.

## **STUDENT COMPUTER AND INTERNET USE**

All students in the elementary school will have on file parental permission to use the Internet on school computers. Students may only use school computers in the classroom or computer lab while under teacher supervision.

In the high school library, Internet access is available to BCS students for research purposes only. If parents do **not** want their student using the Internet at school, they must complete the Internet use form and return it to the high school office. Internet use hours are: 8:20 a.m.--3 p.m. Monday through Friday.

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 trust students and staff to use discretion in seeking appropriate information. The following guidelines are intended to help you use the Internet wisely. If a student does not follow the policies listed here, the privilege of using the Internet will be withdrawn.

### ON THE INTERNET STUDENTS MAY:

Search for appropriate research material with Internet Search Engines, Directory Searches, and access the sites on the BCS Bookmark Home Page.

Print out a **reasonable** length document (1-8 pgs.)

### ON THE INTERNET STUDENTS MAY NOT:

Access E-mail, chat rooms, news groups, Listservs, or password protected areas for which they have not been given a password.

Alter the Netscape, Windows, or DOS environment.

Delete files.

Give out personal information such as an address or telephone number (yours or someone else's).

Try to spread computer viruses or cause other system problems locally or on the Net.

## **SECONDARY (grades 7-12) SCHOOL**

### **NEW STUDENT ORIENTATION NIGHT**

A new student orientation program is held each year in early August for students and parents who are new to the secondary school. The specific date of the evening program is published in the school calendar.

### **GRADUATION REQUIREMENTS**

There are three diplomas that a student may receive upon graduation at BCS: the General Diploma, the Core 40 diploma, and the Core 40 with Academic Honors Diploma. Knowing the differences between the three is very important for students.

The General Diploma is the minimal diploma recognized by the Indiana Department of Education (IDOE). This diploma requires the minimal amount of credits (40) with the minimal amount of requirements and is not recommended for students who are preparing to go to college or preparing to join the work force. Less than ten percent of BCS students graduate with this diploma. Students who have had unusual circumstances affecting their lives during their high school years usually acquire this diploma. Students who graduate with a general diploma may receive 80% of state issued financial aid for college for which they qualify. Beginning with the graduating class of 2011, the General Diploma will only be offered by the state if requested through the school's administration.

The Core 40 Diploma is the one that the majority of BCS graduates acquires and is recommended by the IDOE for most students. This diploma was designed to prepare the average student for the rigors of college and to prepare students to immediately enter the work force. Beginning with the graduating class of 2011, each student must obtain at least the Core 40 Diploma unless student and parents request to opt out. Like the General Diploma, the Core 40 Diploma requires a minimum of 40 credits; however, the Core 40 has more required courses within those 40 credits. The Core 40 student is required to have more math, science, and social studies credits. Students who graduate with a Core 40 Diploma and a GPA of at least 2.0 may receive 90% of state issued financial aid for college.

The Core 40 with Academic Honors Diploma (AHD) is offered to encourage students to select more rigorous courses during their high school years to better equip them academically for the competitive world of higher education. Students must take a minimum of 47 credits that include more upper level math and science courses as well as credits in a foreign language and the arts. Students must earn an overall GPA of 3.0 as well as have no semester grade below a C (72%). Students who graduate with the AHD may receive 100% of qualified, state issued financial aid. All students who complete the AHD also complete the Core 40 requirements.

A student may select individual courses in such a way with the Core 40 Diploma objective in mind that their academic experience is just as rigorous as the AHD student. The difference will be in fulfilling all specific course requirements; however, Indiana graduation requirements may differ from one graduating class to another. BCS requires all students to meet at least the minimum academic requirements as defined by the IDOE. The trend seems to indicate that more rigorous academic requirements are being issued for Indiana students. BCS expects its students to do more than meet the minimum requirements for graduation. A student who spends all four years at BCS will normally earn 47-55 credits upon graduation. We strongly recommend that students take no more than one study hall per semester.

Information concerning diploma requirements will be included in the students' class registration packets. Also, look on the BCS website for graduation and diploma information. Questions concerning class registration, diploma, and graduation requirements should be directed to the Director of Student Services.

	<b>REGULAR DIPLOMA</b>	<b>CORE 40 DIPLOMA</b>	<b>HONORS DIPLOMA</b>
<b>English</b>	8 credits	8 credits	8 credits
<b>Bible</b>	8 credits	8 credits	8 credits
<b>Social Studies</b>	6 credits	6 credits	6 credits
<b>Mathematics</b>	4 credits	6 credits	8 credits
<b>Science</b>	4 credits	6 credits	6 credits
<b>Foreign Language</b>			6 credits
<b>Health and Safety</b>	1 credit	1 credit	1 credit
<b>Physical Education</b>	2 credit	2 credit	2 credit
<b>Fine Arts</b>			2 credits
<b>Electives</b>	7 credits	5 credits	
<b>Total credits</b>	40	42	47

Specific diploma requirements and recommended course sequences for each graduating class can be obtained from the Director of Student Services or on the BCS website.

## **ALTERNATIVE ENROLLMENTS**

Blackhawk Christian High School desires that all of its students take full advantage of the entire Christian education available at BCS. Junior and senior students may alter their schedule to allow for enrollment in college courses for high school credit, attendance at the Anthis Career Center, or enrollment in an educational internship. Students must receive approval for any of the alterations in their normal schedule from the Director of Student Services. Financial obligations for any of these situations are as follows:

Students applying for early dismissal to pursue other educational opportunities must pay the full tuition for the entire school year. Students attending college for high school credit are responsible for all costs from the college or university. Students desiring high school credit for college course work must have transcripts sent to BCS. Grades received for any course work completed outside BCS for high school credit will be included in the calculation of the student's grade point average. All BCS enrolled students are expected to take courses required for graduation at BCS as the schedule allows and follow the normal sequence of classes as published.

## **ANTHIS CAREER CENTER**

Juniors or seniors may spend part of their educational experience in a vocational setting. Some of the programs offered are: Automotive, Computer Technology, Construction Trades, Cosmetology, Culinary Arts, Early Childhood Education, Engineering, Environmental Design/Landscaping, Fire Science, Health Careers, Hospitality Services, and Industrial Technology. Courses are taught at the Anthis Career Center under the direction of FWCS. Enrollment is limited in each of the programs. Students begin their day at BCS with their required classes and then travel to ACC. Students then spend part of their time in the classroom at the career center and can spend part in an on-the-job training program. Students enroll for ACC programs through the Director of Student Services at BCS.

## **ADVANCED PLACEMENT (AP) COURSES**

AP courses are offered during the junior and senior years. These courses are designed to challenge students with college level work. AP designated courses are approved by the College Board who publishes each of the national end-of-the-year subject exams. Students who pass these exams may earn college credit. BCS teachers teach AP classes, and the exams are given at BCS. Current AP offerings and their course descriptions with respective prerequisites may be found on the BCS website.

## **INDEPENDENT STUDIES PROGRAM**

Time and resource constraints make it impossible for Blackhawk Christian High School to offer all of the courses that some students may desire or need. Our independent studies program is a self-study program offered to fill this void. Courses are high school courses done by correspondence on an independent basis with either the Seven Star Christian Academy, the University of Nebraska, or with Indiana University. These courses are challenging and are not recommended for students below grade 11. Each course is a one-semester course with a time limit of one year to complete. A course may be started at any time, including summer. The school and the parent share fees. Courses may be enrolled through the Director of Student Services.

## **HIGH SCHOOL AND COLLEGE DUAL CREDITS**

Juniors or seniors who have passed the GQE and are making normal progress toward the Core 40 or AHD may apply to earn dual credits for high school and college at local colleges and universities. Information may be obtained from the Director of Student Services. These programs are designed to compliment the existing academic program at BCS.

## **SCHEDULING OF CLASSES**

Classes for the upcoming academic year are requested in the spring prior to the conclusion of the current academic year. Course descriptions are available on the BCS website. Parents must approve the student's requests. Classes are scheduled during the summer weeks. Great attention is given to the class requests submitted as well as the credit requirements that need to be met. Priority is given to upper classmen when filling elective classes. Waiting lists will be created for courses that reach the enrollment limit, and placement will be made when an opening becomes available. The parent may request changes during the summer months. A preliminary schedule is sent home to parents and students at least two weeks prior to the start of the new school year. The parent, prior to the beginning of classes, may request changes. A final schedule of classes will be given to students on the first day of school.

## **CLASS CHANGE POLICY**

Students may add additional classes to their schedule any time before the beginning of the third week of a new semester. Classes may be dropped any time prior to the final exam. However, no credit will be received for any class where the exam is not taken. If a student determines a need to add a class to or drop a class from their schedule, the following procedure must be followed:

1. Obtain a drop/add form from the office.
2. Fill out the appropriate information along with a parent signature.
3. Secure the signature of the Director of Student Services.
4. Report to the teacher of the class being dropped and then to the teacher of the class being added.

## **ACADEMIC RANKING OF STUDENTS**

Class rank is determined by using **Percentage Grade Average (PGA)** calculated at the end of each semester and finally at the end of the 3<sup>rd</sup> quarter of the eighth semester. All course work counts in the calculation for class rank. The following courses receive an additional **5%** added to the quarter grade:

AP Biology, AP U.S. History, Introduction to Old Testament,  
Introduction To New Testament, AP Calculus, and Spanish 3.  
**(Highest quarter and semester grade possible is 105%.)**

## **DETERMINING VALEDICTORIAN AND SALUTATORIAN**

Beginning with the graduating class of 2008, candidates for valedictorian or salutatorian must complete the **Valedictorian and Salutatorian Track** including the specific classes listed below:

8 credits	English 9, 10, 11, 12
10 credits	Academic Algebra I, Geometry*, Academic Algebra 2, Pre-Calculus, AP Calculus
6 credits	World History, AP U.S. History, Government, Economics
8 credits	Biology, Chemistry, AP Biology, Physics
6 credits	Spanish I, II, III
8 credits	Bible 9, 10, 11, Introduction to Old Testament, and Introduction to New Testament
2 credits	Fine Arts (Art, Band, or Choir)
1 credit	Health
2** credits	PE

\*Beginning with the Class of 2009 if Academic Algebra I is taken in the 8<sup>th</sup> grade.

\*\*Beginning with the Class of 2010, one PE semester is worth one credit.

Highest Percentage Grade Average (PGA) over 15 quarters determines valedictorian and salutatorian. Candidates must attend BCS their entire junior and senior years (seven quarters) in order to be eligible for valedictorian or salutatorian.

## **BLACKHAWK CHRISTIAN SCHOOL MEDAL OF HONOR**

The BCS Medal of Honor award is given each year at the graduation program to a graduating senior as selected by the faculty. The selection is based upon a demonstration of excellence in all four of the following areas as described below:

1. **Spiritual Maturity:** clear profession of faith in Christ. There exists evidence of a prayer life, obedience and submission to authority, respect to peers and adults, and growth and improvement in the Christian life.
2. **Christian Service:** servant leadership at BCS and in a local church ministry evidences a heart of service.
3. **Academic Commitment:** understands his/her stewardship responsibilities in academics, and has been committed and diligent in pursuit of their best academic work. Student must have at least a 3.0 GPA.
4. **Extra-Curricular Leadership:** student has been active and involved in extra-curricular school life and provided leadership or has made a significant positive contribution to the school in this area.

## **COLLEGE PLANNING**

The Director of Student Services provides assistance to parents and students who are making educational decisions. A college planning seminar is held each fall to inform parents and students of the process of college application and admissions and the process for acquiring financial aid.

## **COLLEGE ADMISSIONS TESTING**

The PLAN, or practice ACT, is administered each year and offered to all 10<sup>th</sup> grade students. The PSAT is administered each year and offered to all 11<sup>th</sup> grade students. If the state provides payment for the exam, all students present on the day of the exam will take the exam. If payment is required by the student, taking the exam is optional.

## GRADE REPORTS

Grade reports (report cards) are issued at the end of each quarter. Students will be given grade reports at school the Thursday following the end of the grading period. Quarter four grade reports will be mailed to the students' homes.

LETTER	SCALE	GPA SCALE
A	95-100	4.0
A-	92-94	3.7
B+	90-91	3.3
B	84-89	3.0
B-	82-83	2.7
C+	79-81	2.3
C	72-78	2.0
C-	69-71	1.7
D+	67-68	1.3
D	62-66	1.0
D-	60-61	0.7
F	Below 60	0

## TRANSFER CREDITS

Credits transferred from an accredited school are weighted the same as BCS courses. Transfer credits from all other schools are not weighted. Transfer letter grades are converted to the following percentages:

LETTER	SCALE
A	98
A-	93
B+	91
B	87
B-	83
C+	80
C	75
C-	70
D+	68
D	64
D-	61
F	59

## SEMESTER EXAMS

Students in grades 7-12 take final semester exams in each appropriate subject. The exams are summative in nature. The exam grade counts only in the quarter taken. The exam is worth equal to the largest exam given in the quarter in grades 7-8. The exam is worth twice the value of the largest exam given in the quarter in grades 9-12.

## ACADEMIC HONOR ROLL

Students in grades 7-12 shall be recognized for academic achievement with the following notations:

Highest Honors Honor Roll - 95% grade average or better with no grade below 82%.

Honor Roll - 88% grade average or better with no grade below 72%.

## INTERIM REPORT

Interim reports are grade reports that are issued during mid-quarter or whenever is deemed necessary by the teacher. An interim report is a communication tool to inform students and parents of an academic issue or accomplishment. Teachers are required to issue an interim report after the fifth week of the quarter if a student is receiving any grade below a 72%. Parents and students are reminded to monitor grades through PowerSchool.

## TRANSCRIPTS

Transcripts recording student academic progress may be requested on-line at the BCS website using the e-transcript request link. Official transcripts to colleges will be sent electronically whenever possible. Students are assisted in the registration process for this service in the spring of their junior year or when requested.

Besides printing the class rank based on a Percentage Grade Average, a non-weighted GPA based on a 4.0 scale is printed on grade cards and transcripts as well. Percentage grades, after bonuses have been added, are converted to a straight 4.0 average using the BCS high school grading scale.

**No academic records will be released until payment in full is received.**

## TRANSFER/WITHDRAWAL PROCEDURE

Any parent desiring to transfer or withdraw a student must initiate the process by contacting the principal of the school. Students in grades 7-12 will then be instructed to obtain a Withdrawal Form from the office. This form must be filled out and signed by the teachers and others responsible for classroom and text books, library books, locks and lockers, any other books or equipment, and any monies due the school such as tuition, fines, charges, etc. The withdrawal is incomplete and no academic records will be released for the student until the form is completed and **all** financial obligations have been paid.

## NATIONAL HONOR SOCIETY

Students in grades 11-12 meeting the scholastic, character, leadership, and service qualifications are eligible for election into the Timothy Chapter of the National Honor Society.

### Eligibility

Junior or Senior

88% Cumulative Percentage Grade Average (PGA)

At least equivalent of one semester in attendance at BCS

### Selection Process:

1. Students notified of scholastic eligibility determined by PGA (88%)
2. Students submit Student Activity Information Form regarding SERVICE, LEADERSHIP, and CHARACTER
3. Students submit supporting documents from two sources (one being a BCS teacher) in each of the three categories
4. Faculty Council reviews all submitted documents
5. A *majority* vote of the Faculty Council approves list of candidates
6. Faculty Council composes a written summary of documentation for each candidate
7. The Faculty Council's list of candidates is submitted to entire faculty for input
8. Candidates are notified of their acceptance or non-selection to the NHS

Selection process usually occurs in March-April with the NHS Induction Ceremony held in late April or early May.

## **INTERNATIONAL THESPIAN SOCIETY**

ITS is an honor society for drama students. Students in grades 9-12 who have earned enough individual points in more than one area of the theatre and have been involved in more than one production are considered for membership.

## **CHAPEL PROGRAM**

Chapel is an important time for the school community and the individual. It is a time this particular body of believers has the opportunity to worship and pray together as well as to be challenged by special speakers. Special chapels and days of spiritual emphasis occur throughout the year as scheduled and as they become available. Special service days or projects are often planned as well. Regular chapel is held once a week and attendance to all aspects of the chapel program is required.

## **SCHOOL VISITS**

Parents are welcomed and encouraged to visit the school. However, teachers are not free for a conference at that time. Please make an appointment in advance of your visit with the school office. Prospective students are welcome to shadow another student for the day provided the school office is notified at least one day prior to the visit. On the day of the visit please report to the school office.

## **STUDENT ARRIVAL AND DEPARTURE**

Arrival - Students may be dropped off before 8:10 a.m. at doors #3 or #6. If students are dropped off before 8:00 a.m. they may wait in the Commons. A teacher is on duty beginning at 7:40 a.m. Students dropped off after 8:10 a.m. must enter through door #3 and check in at the office.

Departure - Students are expected to leave the building immediately after school is dismissed unless it is raining or extremely cold and they are waiting for their ride. Students may be picked up at doors #2, #3, #6, or #8 after school. Students who need to see teachers concerning their schoolwork are free to do so. Students who are involved in after-school activities should be in the appropriate area for such activities. A supervised location is provided for all students who must wait for their ride past 3:20 p.m. During the school day, students must be picked up at door #3 only after signing out in the school office.

## **ASSIGNMENT NOTEBOOKS**

Every secondary student will be issued a BCS assignment notebook at the beginning of the school year. This notebook will be useful for recording daily assignments as well as tracking upcoming events. This notebook is each student's hall pass for the year. A designated section in the book allows the teacher to log passes. The replacement cost is \$8.

## **LUNCH**

Secondary students bring their lunch. All students are expected to eat their lunch at school. Milk, water, and other beverages are available through the vending machines during the lunch period. BCS has a closed lunch policy. No students from other schools are allowed to come during lunch. Students may not have lunch away from school except with their parents or other immediate family members approved by the parents, their pastor/youth pastor, or a teacher. They must have a note to leave and sign out in the school office. Students must sign back in and return to class after lunch on time, or they will be counted tardy.

## **CELL PHONES**

Students are not allowed to use or have on their person a cell phone or other electronic communication devices during school hours. A cell phone may be stored in the student's locker as long as it is shut off and not used during school hours. If a student needs to make a phone call, the school provides a courtesy phone in the office.

## **TELEPHONE**

Students are not to use the office or other school telephones except in cases of emergency or school related schedule changes after receiving permission from the teacher or principal. Students are not to leave class to receive any calls except in cases of extreme emergency. Calls are to be brief (no more than three minutes). A courtesy phone located in the hallway is available for student use before and after school hours.

## **EXTRACURRICULAR ACTIVITIES**

Secondary students may participate in various activities such as Student Council, Drama, Choir, Band, Jazz Band, Bowling Club, and Athletics.

## **STUDENT COUNCIL**

Student Council consists of the Student Body President, the Student Body Vice-President, and the class officers in each of the grades 7-12. The Student Council is under the supervision of the Faculty Advisor. The activities of the Student Council consist of:

1. Regular, at least monthly, meetings of class officers will be conducted under the direction of the Student Body President and the supervision of the Faculty Advisor(s).
2. BCS Student Council should discuss issues that relate to student life and offer suggestions and recommendations to the school administration.
3. BCS Student Council should endeavor to implement ministry and service opportunities in which the student body may participate.
4. BCS Student Council should oversee and maintain the display of flags on the poles in front of the school building.

Elections for the offices of Student Body President and Vice-President are conducted in the spring before school is dismissed for the summer. Any junior or senior student may hold either of these two offices after having been a student at BCS for at least one full semester. Student body officers must maintain academic eligibility.

Class officers include the following positions and responsibilities:

1. President
  - a. conduct class meetings
  - b. represent class at student council meetings
2. Vice-President
  - a. assist the president in whatever capacity needed
  - b. represent class at student council meetings
3. Secretary/Treasurer
  - a. Record notes of class meetings and maintain records
  - b. Collect money brought in to homeroom/class
  - c. Be responsible to make deposits with Financial Secretary in HS Office

Elections for class officers are conducted in the fall of the new school year. Class officers must have been a BCS student for at least one semester.

## **LEO CLUB**

The Leo Club is a service organization affiliated with a local Lions Club. The BCS chapter of the Leo Club is open to students in grades 9-12. Interested students should contact the secondary school principal.

## **THEATRE AND FINE ARTS**

Our Theatre Department mounts two major theatre productions each year. In the Fall semester we present a play and in the Spring semester, a musical. In addition to these productions there are three concerts that feature our instrumental and vocal classes. Jr. High and High School Art classes display their projects and works in the Spring Fine Arts Festival held in May.

## ATTENDANCE

ATTENDANCE EXPECTATIONS: It is our expectation that every student at Blackhawk Christian School maintain an exemplary attendance record. Regular attendance is ESSENTIAL if students are to achieve and reach their academic potential. The teaching-learning process builds upon itself, and absences hinder that process. The parents/legal guardians are expected to assume responsibility for ANY absence from school and are asked, for accountability and security reasons, to inform the school of the absence. BCS is responsible for every enrolled student during regular school hours. Therefore, it is our obligation to account for every student's attendance.

REPORTING AN ABSENCE: Call 260-493-7470 before 8:30 a.m. the day of the absence. If you call before office hours, leave a recorded message on the general office voice mailbox. Information needed: student's name, grade, reason for absence, caller's relationship to student, number where caller can be reached.

ABSENCE: An absence is defined as missing school for illness, medical and dental appointments, funeral, college visit, legal appointments, and family reasons. *Absences which are counted as present:* 1) serving as page in the Indiana General Assembly, 2) serving at polls on Election Day, 3) Indiana National Guard duty, and 4) homebound instruction under direct supervision of BCS. Official documentation is required in these cases.

MAXIMUM ABSENCES: **10** per semester, per class. If a student misses 10 days of classes he/she has missed over **10%** of the classroom instruction and has put his/her credit or grade in jeopardy for that class.

CONSEQUENCES FOR ABSENTEEISM: (the following apply to each class or period)

<b>Absences:</b>	8 <sup>th</sup> /9 <sup>th</sup> absence	written warning from school office
	10 <sup>th</sup> absence	written warning and parent/administration conference requested
	11 <sup>th</sup> absence	2% academic penalty deducted from class average in the class missed and a detention
	12 <sup>th</sup> absence	1 day Out of School Suspension (OSS) and a 2% academic penalty deducted from all class averages
	13 <sup>th</sup> absence	2 days OSS & an additional 3% grade reduction in all classes
	14 <sup>th</sup> absence	request for expulsion to the lead administrator

- *Unique or extreme circumstances need to be addressed with administration.*

TARDINESS: A student is considered tardy if he or she is not present in the classroom when the bell rings to begin class.

Maximum tardies:

- 3** tardies per semester, per class periods 2-7
- 4** tardies per semester to first period (one additional given for bad weather days)
- 10** tardies allowed total in all classes

CONSEQUENCES FOR CLASS TARDIES:

- 3<sup>rd</sup> tardy (4<sup>th</sup> for 1<sup>st</sup> period) - written warning from school office
- 4<sup>th</sup> & 5<sup>th</sup> tardies (5<sup>th</sup> & 6<sup>th</sup> for 1<sup>st</sup> period) – after school detentions
- 6<sup>th</sup> tardy (7<sup>th</sup> for 1<sup>st</sup> period) – 2% grade reduction in the class that the student has been tardy to
- 7<sup>th</sup> tardy (8<sup>th</sup> for 1<sup>st</sup> period) – 1 day Out of School Suspension (OSS) & 2% grade reduction in all classes
- 8<sup>th</sup> tardy (9<sup>th</sup> for 1<sup>st</sup> period) – 2 days Out of School Suspension (OSS) & an additional 3% grade reduction in all classes
- 9<sup>th</sup> tardy (10<sup>th</sup> for 1<sup>st</sup> period) – request for expulsion to the lead administrator

CONSEQUENCES FOR TOTAL TARDIES:

- 10<sup>TH</sup> TARDY - written warning from school office
- 11<sup>th</sup> & 12<sup>th</sup> tardies – after school detentions
- 13<sup>th</sup> tardy - 1 day Out of School Suspension (OSS) & 2% grade reduction in all classes
- 14<sup>th</sup> tardy – 2 days OSS & an additional 3% grade reduction in all classes
- 15<sup>th</sup> tardy - request for expulsion to the lead administrator

- *Unique or extreme circumstances need to be addressed with administration.*

HOMEBOUND INSTRUCTION: BCS will initiate homebound instruction for a student who is absent due to an extended illness or injury for more than five (5) consecutive school days. The parent/guardian will meet with administration to review absences and implement a homebound instruction program. Medical documentation must be provided.

HOMEWORK/MAKE-UP WORK: Each student is responsible to make up any assignments missed due to an absence. The type of make-up work shall be given at the discretion of the individual teacher and may be equivalent to, but not necessarily identical to, classroom instruction that day. A student shall be allowed one school day for each day missed to complete make-up work. Extended illnesses will be handled on an individual basis upon review by teacher, parent, and administration. Please communicate with the faculty concerning make-up work.

**BCS EMAIL:** firstinitiallastname@blackhawkchristian.org

**EXAMPLE:** Mr. Joe Rich, jrich@blackhawkchristian.org

EXTRA-CURRICULAR ATTENDANCE: A student athlete 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 with an excused absence, can be allowed to participate at the discretion of the athletic director.

FAMILY VACATIONS: Family vacations are at the discretion of the parents/guardians. There are two very important reminders to consider when scheduling family vacations:

1. Class work in some subject areas cannot be “made up” outside of the classroom-learning environment. Therefore, academic progress could be affected by such an absence. As a courtesy to teachers, written notification to the school office prior to a family vacation absence is required. This will allow the teacher to communicate clearly what material will be missed during the absence.
2. Absences for family vacations count as part of the total of **10** allowed absences per semester, per class.

EARLY DISMISSALS: Seniors may be dismissed after their last scheduled class **only** for further educational endeavors. Proper documentation must be provided to the school office for administrative approval.

SIGN-OUT PROCEDURE: If students are leaving school for any reason during the school day, they must sign out at the school office. Upon their return they must sign in. Students must have a note from parents in order for the student to leave school during the school day. Students must use the main doors during school hours.

MEDICAL/PROFESSIONAL APPOINTMENTS: BCS strongly encourages all appointments to be made outside of school hours. However, if it is necessary to schedule an appointment during school hours, written parental/guardian notification to the school office is required. **UPON ARRIVING OR LEAVING THE SCHOOL BUILDING, ALL STUDENTS MUST SIGN IN/OUT IN THE SCHOOL OFFICE.**

## NOTICE OF DISCIPLINARY ACTION

Administrators and faculty members will communicate discipline problems to parents by telephone or by sending a discipline notice home through the mail.

## HIGH SCHOOL ATHLETICS

ELIGIBILITY: Any student in grades 7-12 who meets the following requirements shall be eligible for extra-curricular activities:

1. Passing a minimum of five (5) credit hours per semester\*,
2. Earn no subject grade below 60%,
3. Maintain an accumulative average of 72% or better,
4. Maintain a proper Christian testimony for the Lord.

\*The IHSAA requires that any athlete participating in high school sports *must* be taking and passing 5 credit hours to be eligible.

Each athlete shall have their grades evaluated at four (4) week intervals throughout the school year. If an athlete does not meet the above listed criteria, then written notification will be made to the athlete by the Friday following each four (4) week review. The first offense will result in a two (2) week warning period, allowing the athlete to continue participating in both practices and games. If after the two (2) week warning period the athlete does not meet the above listed criteria, then the second offense will result in a two (2) week probationary period, allowing the athlete to participate in practices but not in games. If after the two (2) week probationary period, the athlete does not meet the above listed criteria, then the third offense will result in a suspension period not allowing the athlete to participate in either practices or games. The suspension period will continue until which time the athlete meets the above listed criteria. When an athlete meets the above listed criteria they shall be declared eligible until the next four (4) week review.

If at any time during this process the athletic director, teacher, coach and parent all agree that progress is being made by an athlete towards eligibility, then an athlete can be declared eligible immediately as long as IHSAA standards are being met.

ATTENDANCE: A student athlete 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.

PHYSICAL EXAMINATIONS: All student athletes (including cheerleaders) are required by Blackhawk Christian High School and the IHSAA state law 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 athlete and his/her family.

HANDLING PROBLEMS/SOLVING DISPUTES: Any problem or dispute should be handled in a Biblical manner by applying the Principle of Matthew 18. 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. In simple terms, an athlete or parent should approach the coach first, the athletic director second, the administration third and as a last resort, the Blackhawk Christian School Board. It is absolutely necessary to follow this chain of command.

## **STUDENT LOCKERS AND PROPERTY**

Each secondary student is assigned a locker for the use of storing books and other personal school items. Only locks distributed by the school may be used on the lockers. Lockers are property of the school and may be inspected at anytime without student or parental permission. Lockers are to be kept clean and free from writing. Pictures and other notes may only be mounted on the inside with material that can easily be removed. Outside decorations are only permitted for special school events and birthdays and must be removed promptly after the event.

Book bags, gym bags, and lunch bags are to be kept in a hall locker, gym locker, or in the locker room if not being carried from one class to another. Coats are to be hung in a locker or on a hanger in the hall. Book bags may NOT be left in the hall or on a coat rack.

I-Pods, video games, cell phones, lap tops, etc., are not to be used at school during school hours from arrival until dismissal. If these items are needed for after school use, they may be stored in the student's locker as long as they are turned off and, out of sight, during the school day or until after dismissal.

## **USE OF AUTOMOBILES**

Students may drive motor vehicles to and from school. All vehicles should be driven with care on school property and parked in an approved area. Students are not to spend time in or around vehicles during the school day.

Any use of motor vehicles for any student transportation to and from school or for other school-related activities will be by direct permission of the parents. The school reserves the right to approve or disapprove of the use of the student's motor vehicle for any school-related activity.

While the school will cooperate with parents in every way possible, parents are ultimately responsible for the arrangement of their students' before and after-school transportation.

## **LOST AND FOUND**

Lost and Found items (clothing, lunch boxes, etc.) are placed on a table in the athletic hallway; books are given to the library, and jewelry-type items are in the office. Items not claimed are periodically removed from the building. **Please label all personal items. Items found that are labeled will be returned to their owners.**

## **SECONDARY LIBRARY**

The secondary library exists to provide a collection of media to support the curriculum, to serve students through print and electronic resources, to help students become independent library users, and to encourage, in students, a genuine faith and a development of a Christian worldview. The secondary library is open for student use during school hours. Because the secondary library is limited in its resources, students are encouraged to supplement their library needs by becoming a patron of the Allen County Public Library.

## **STUDENT EMPLOYMENT**

Students may obtain in the high school office work permits as allowed by the laws of the State of Indiana. The Director of Student Services, acting as an Issuing Officer as certified by the Indiana Department of Labor, is certified to issue work permits.

# ELEMENTARY (grades K-6) SCHOOL

## NEW PARENT ORIENTATION

A new parent orientation will be held each year in early August for families new to the school. Check the school calendar for the actual date.

## 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 facility. 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 about (like special needs or situations), please schedule a time to meet with the teacher.

## REPORT CARDS

Report cards are issued every nine weeks on the Thursday following the end of the grading period. Students are not issued end-of-the-year report cards until they have paid all charges and fines they have incurred. End-of-the-year report cards are issued to students on the last day of school. Elementary students receive percentage and letter grades with the following designations:

Letter	Percent
A+	100
A	96-99
A-	94-95
B+	92-93
B	88-91
B-	86-87
C+	84-85
C	76-83
C-	74-75
D+	72-73
D	67-71
D-	65-66
F	64

Grade	Meaning
O	Outstanding
S+	Above Satisfactory
S	Satisfactory
S-	Below Satisfactory
U	Unsatisfactory

## ACADEMIC HONOR ROLL

Elementary students in grades 4 through 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.

## CHAPEL

Chapel is an important part of our education here at BCS. Elementary students attend a chapel service once a week, where we sing and learn from God's Word through special speakers. Parents are welcome to attend our elementary chapel services.

## **SCHOOL VISITS**

Parents are welcomed and encouraged to visit the school. Please make an appointment in advance of your visit with the school office. On the day of the visit please report to the school office. In addition, understand that teachers are not free for a conference at that time.

## **STUDENT ARRIVAL AND DEPARTURE**

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 8:07 a.m. for students to line up by classes to enter the building through doors #10 and #11. The tardy bell sounds at 8:15 a.m. Doors #10 and #11 are locked immediately at 8:15 a.m. Students arriving after 8:15 a.m. will need to enter at door #1.

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 in your visor as this makes for a more efficient and safe dismissal.

## **LUNCH**

Elementary students may either bring their lunch or order satellite lunches that come from the Fort Wayne Community Schools. Milk may be purchased each day, or it may be ordered ahead of time. If a student wants to purchase lunches, lunch orders (with payment) need to be turned in to the classroom teacher on Wednesday morning of the previous week. If your child is sick, you may call the lunch order in to the office by 1:00 p.m. on Wednesday (493-7400, ext. 326). If a lunch has been ordered and the child is sick that day, a lunch or milk credit will be issued. If lunch or milk is ordered and a student goes out for lunch or decides he does not want the lunch, no credit will be issued. Please note that the menu is sometimes changed without notice, as dictated by Fort Wayne Community Schools.

## **TELEPHONE**

Students are not to use the office or other school telephones except in cases of emergency or school-related schedule changes 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 phones 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.

## **ATTENDANCE**

Attendance Expectations: It is our expectation that every student at Blackhawk Christian School maintain an exemplary attendance record. Regular attendance is ESSENTIAL if students are to achieve and reach their academic potential. The teaching-learning process builds upon itself, and absences hinder that process. The parents/legal guardians are expected to assume responsibility for ANY absence from school and are asked, for accountability and security reasons, to inform the school of the absence. BCS is responsible for every enrolled student during regular school hours. Therefore, it is our obligation to account for every student's attendance.

REPORTING AN ABSENCE: Call 493-7400 ext. 320 before 9:00 a.m. the day of the absence. If you call before office hours, leave a recorded message on the general office voice mailbox. Information needed: student's name, reason for absence, caller's relationship to student, number where caller can be reached. Students must present a note to their teacher upon their return from an absence.

MEDICAL/PROFESSIONAL APPOINTMENTS: BCS strongly encourages all appointments to be made outside of school hours. However, if it is necessary to schedule an appointment during school hours, written parental/guardian notification to the classroom teacher is required.

EXTRA-CURRICULAR ATTENDANCE: In order to participate in a extra-curricular activity, a student must be present for at least the last half of the day. In extenuating circumstances this policy can be modified at the discretion of the director of that activity.

FAMILY VACATIONS: Family vacations may be scheduled at the discretion of the parents/guardians. When scheduling family vacations, please consider the following important reminder. Class work in some subject areas cannot be “made up” outside of the classroom-learning environment. Therefore, academic progress could be affected by such an absence. As a courtesy to teachers, written notification should be given to the teacher prior to a family vacation absence.

HOMEWORK/MAKE-UP WORK: Students who have to miss school for family trips, vacations, etc., will not be given assignments ahead of time. Each student is responsible to make up any assignments missed due to absence. The type of make-up work shall be given at the discretion of the individual teacher and may be equivalent to, but not necessarily identical to, classroom instruction that day. A student shall be allowed one school day for each day missed to complete make-up work. Extended illnesses will be handled on an individual basis upon review by teacher, parent, and administration. Please communicate with the faculty concerning make-up work.

**BCS EMAIL:** firstinitiallastname@blackhawkchristian.org

**EXAMPLE:** Mr. Joe Rich would be jrich@blackhawkchristian.org

PERFECT ATTENDANCE: If a student needs to miss school for appointments or other reasons, or if they are tardy, they will not be eligible for perfect attendance. A student must have been in class from 8:15 a.m. - 2:50 p.m. every day without exception.

PROMPTNESS: It is very important for students to learn the habit of being on time to school. Tardiness is a problem for the whole class to cope with, as it is an interruption when students come in late.

## **NOTICE OF DISCIPLINARY ACTION**

Administrators and faculty members will communicate discipline problems to parents by telephone, e-mail, or written notice. Usually written notices are sent home with the student. Discipline notices are to be signed by a parent and returned to the school office.

## **ATHLETICS**

These athletic opportunities are offered to the upper elementary grades: intramural soccer for 5th and 6th grade boys, volleyball for 6th grade girls, cross country and basketball for 6th grade girls and boys. If an athletic practice or game/meet begins at 4:30 p.m. or after, students must be picked up after school and returned at the time designated by the coach. Physicals are not required for a student to participate but are recommended.

## **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.

## **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 in our teacher closet. 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.**

## **ELEMENTARY LIBRARY**

The BCS Elementary Library houses a collection of over 10,000 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 have checked 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 that they may not check out any more books until the problem has been resolved. Students with unreturned books and/or outstanding fines at the end of a quarter will not receive their report cards. At the end of the school year, students who have unreturned books or unpaid fines will not be allowed to go with their classes on the end-of-the-year outings.

## **RECESS**

All students have a half hour recess in conjunction with their lunch periods. Lower elementary grades 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 is snow on the ground, students must wear snowsuits and boots in order to play in the snow. Otherwise, they are to play on the parking lot. 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 for a student's first "offense" each quarter; 50 cents for the second "offense", and so on up to \$1.00 maximum.

## **ROOM PARTIES**

Grades 1-6 have the following parties: Christmas parties, Valentine parties, and end-of-the-year picnics.

## **BIRTHDAY TREATS**

A student in grades K-6 may wish to bring a treat on their birthday. Please bring enough to serve the entire class. Whole cakes that must be cut and served are discouraged as well as drinks that must be poured.