

# Blackhawk Christian School Parent-Student Handbook Middle School/High School

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## VISION FOR STUDENTS

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

## INTRODUCTION

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

## GENERAL INFORMATION

### 1. Academic Divisions and Class Sizes

BCS is divided into three divisions: Preschool, Elementary, and Secondary.

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

### 2. Technology Responsible Use

**(Due to our new technology initiative our technology use policy will be posted online August, 2011)**

Complete technology information is available online at [www.blackhawkchristian.org](http://www.blackhawkchristian.org).

### 3. Directory Information

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

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

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

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

#### **5. Fundraisers**

Blackhawk Christian School is committed to having no more than three school fundraisers per school year. Currently these fundraisers consist of Magazine Sales, Benefit Dinner/Auction and Jogathon. Athletic teams, fine art groups and individual classes will not solicit funds unless approved by Administration.

Also:

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

#### **6. Lost and Found**

- 1) Lost and Found is located 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.
- 2) Items found that are labeled will be returned to their owners.

#### **7. Matthew 18 Principle**

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

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

#### **8. Parent Communication**

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

- 1) THE ARROW: BCS middle/high school monthly Student Publication intended to communicate school ideals as well as events in the academic, athletic, and fine arts arenas.
- 2) CHALKMARKS: BCS elementary school weekly publication to inform parents of school-related information and upcoming events.
- 3) BCS WEBSITE: [www.blackhawkchristian.org](http://www.blackhawkchristian.org)  
The BCS website is the go-to place for school information: basic school information, school schedules, athletic schedules, back issues of Chalkmarks and The Arrow, Accelerated Reader booklists, as well as library resources available from home.

- 4) POWERSCHOOL: <http://blackhawkchristian.powerschool.com/public/>  
PowerSchool is a student information system providing a flow of information between parents, teachers, and students. BCS uses PowerSchool to report grades, attendance, transcripts, and to communicate with parents. Parents and students are each given unique user names and passwords to access their portal.
- 5) CONSTANT CONTACT: email communication, as needed, to families.

#### **9. Parent Messages to Students and Teachers**

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

#### **10. Parent - Teacher Conferences**

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

#### **11. Parental Visits**

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

#### **12. Reporting Suspected Child Abuse or Neglect**

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

#### **13. Safety and Security**

Indiana state accredited schools are required by law to practice monthly fire drills and four (4) tornado drills throughout the year. We also perform four (4) "emergency evacuation and / or lockdown" drills each year. Our outside doors are kept locked during the school day, from 8:10 a.m. - 3:00 p.m. Students arriving late and all parent visitors need to enter at the entrance of the school office (Secondary, door # 3 and Elementary door, #1). Parents and visitors must sign in and wear a visitor's badge each time they are in our school buildings.

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

#### **14. School Delay or Closing**

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

## 15. School Hours

Early Childhood	8:20 a.m.	-	11:20 a.m.	for AM session
	12:10 p.m.	-	3:10 p.m.	for PM session
Elementary (K-6)	8:10 a.m.	-	2:50 p.m.	
Secondary (7-12)	8:00 a.m.	-	3:00 p.m.	

### Two hour delay schedule:

Early Childhood	10:20 a.m.	-	12:20 a.m.	for AM session
	1:10 p.m.	-	3:10 p.m.	for PM session
Elementary (K-6)	10:10 a.m.	-	2:50 p.m.	
Secondary (7-12)	10:00 a.m.	-	3:00 p.m.	

## 16. Sexual Harassment

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

## 17. Student Lunch Policy

BCS has a closed lunch policy. This means students from other schools are not allowed to come and BCS students are not allowed to leave during our lunch period. Exceptions to this policy must include parental and school administration pre-approval. Such approvals are generally granted for lunch with the student's parents, pastors, youth pastors or other significant adults. Upon returning to school, students are expected to sign back in at the school office and return to class on time.

## 18. Student Records and Transcripts

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

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

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

Transcripts 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.

## 19. Student Transfer / Withdrawal

Parents desiring to transfer or withdraw a student must initiate the process by contacting the school principal. Students must obtain a *Student Withdrawal Form* from the school office. This form must be completed and signed by the principal. The withdrawal is incomplete and no academic records will be released for any student until the proper documentation is completed and all financial obligations have been met.

## 20. Student Visitors

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

## ACADEMIC INFORMATION

### 1. **Advanced Placement (AP) and Concurrent Credit Courses**

Students may enroll in AP courses in their junior or senior years after having completed the appropriate published prerequisites for each AP course. It is expected that the AP exam be taken when offered toward the end of the academic year. If the state provides payment for the exam, all students will take the exam. If payment is required by the student, taking the exam is optional. Students in their junior and senior years may also enroll in concurrent courses at BCS. These dual credit courses are college level courses taught by BCS faculty during the normal school day. Students may receive both high school and college credit for these courses. Students must pay the additional tuition determined by the partnering college to receive college credit for the course.

### 2. **Alternative Enrollments**

It is the desire of Blackhawk Christian High School that all of its students take full advantage of the entire Christian education available at BCS. Juniors and Seniors may alter their schedule to allow for enrollment in college courses for high school credit, attendance at the Anthis Career Center, or enrollment in Professional Career Internships (PCI). Students must receive approval for any of the alterations in their normal schedule from the Director of Student Services.

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 may be included in the calculation of the student's grade point average.

It is expected that all BCS enrolled students take courses required for graduation at BCS as the schedule allows. It is also expected that enrolled students follow the normal sequence of classes as published unless granted approval from administration.

### 3. **BCS 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) **Student Activities Leadership:** student has been active and involved in student activities / school life and provided leadership or has made a significant positive contribution to the school in this area.

### 4. **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 10<sup>th</sup> and 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.

### 5. **Course Drop / Add Policy**

Students may add additional classes to their schedule any time up to 2 weeks into 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 or drop

a class to or from their schedule, the following procedure must be followed. Obtain a drop/add form from the office. Fill out the appropriate information along with a parent signature. Secure the signature of the Director of Student Services. Report to the teacher of the class being dropped and then to the teacher of the class being added.

**6. Grading Scale (Grades 7-12)**

<u>Letter Grade</u>	<u>% Scale</u>	<u>GPA</u>	<u>Letter Grade</u>	<u>% Scale</u>	<u>GPA</u>
A	95-100	4.0	C	72-78	2.0
A-	92-94	3.7	C-	69-71	1.7
B+	90-91	3.3	D+	67-68	1.3
B	84-89	3.0	D	62-66	1.0
B-	82-83	2.7	D-	60-61	0.7
C+	79-81	2.3	F	59-below	0.0

**7. 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. The general diploma is the minimal diploma recognized by the Indiana Department of Education (IDOE). It requires the minimal amount of credits (40) with the minimal amount of requirements. 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 may only be issued after consultation of administration, parent(s), and student.

The Core 40 diploma is the minimal diploma recommended by the IDOE for most students. It must be obtained unless specifically waived by the administration, parent(s), and student. The Core 40 diploma requires a minimum of 42 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 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 world language and the arts. Students must earn an overall GPA of 3.0 as well as have no semester grade below C. Students who graduate with a Core 40 with Academic Honors diploma may receive 100% of qualified, state issued financial aid.

Specific graduation requirements and required courses for each diploma are published each year for each high school graduating class and are posted on the BCS website.

A student must be enrolled at BCS during their senior year to be able to participate in the graduation ceremony.

**8. 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 will place a high value on the excellent completion of all homework assignments.

**9. Honor Roll**

Students are recognized for academic achievement with the following notations:

- 1) HIGHEST HONORS HONOR ROLL - 95%+ grade average with no grade below 82%.
- 2) HONOR ROLL – 88-94% grade average with no grade below 72%.

**10. Interim Reports**

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 student and parent of an academic issue or accomplishment. Teachers are required to issue an interim report after the fifth week of the quarter (interim week) if a student is receiving any grade below a 72%. Parents are reminded to monitor their student's grades through PowerSchool.

**11. Media Lab**

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

**12. Promotion and Retention**

Students in grades 7-8 are promoted by faculty and administration based upon classroom work during the academic year. If a student obtains three failing grades in 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, the student may be retained in the current grade level.

High school students who fail courses will not receive course credit and may be required to retake those courses to recover the credit lost.

Students who continue to fail semester courses may be asked to withdraw from BCS. In such cases, the student and parents will be assisted in finding an appropriate educational setting.

**13. 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. Two categories of weighted classes exist. The following courses receive an additional **5%** added to the quarter grade: Spanish 3 and all college level (AP and BCS concurrent) courses. **(Highest possible quarter and semester grade is 105%)** All other courses are non-weighted.

**Valedictorian and Salutatorian:** The highest Percentage Grade Average (PGA) over 15 quarters determines the school's Valedictorian. The second highest Percentage Grade Average (PGA) over 15 quarters determines the school's Salutatorian. Candidates for both must attend BCS their entire junior and senior years (7 quarters) in order to be eligible for Val/Sal. Candidates for valedictorian and salutatorian must complete as a minimum the *Valedictorian and Salutatorian track* in order to be considered.

#### **14. Report Cards**

Report cards are distributed to students quarterly. The report card will show the percentage grade and letter grade for each quarter and semester. Report cards are held in the school office for students who have unpaid fines or other incomplete requirements. An Incomplete (I) is given only when the student has not completed all required assignments for the quarter evaluation. It is desired that incompletes be resolved within two weeks.

#### **15. Semester Exams**

Students 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.

#### **16. Transfer Credits**

The secondary school accepts transfer credits from all schools as deemed appropriate by the administration. Transfer letter grades are converted to the following percentages:

A = 98%, A- = 93%, B+ = 91%, B = 87%, B- = 83%, C+ = 80%, C = 75%,  
C- = 70%, D+ = 68%, D = 64%, D- = 61%, F = 59%.

### **ATTENDANCE POLICY**

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

#### **Student Responsibility**

Students are expected to be in school and in assigned area. Personal appointments and obligations should be planned for times outside the instructional day when at all possible.

#### **Parental Responsibility**

It is the parent's responsibility to call the school to report the child's absence by 8:30 a.m. the day of the absence. Parents need not call when the absence has been pre-arranged with administration. If no parental note or call is received within two days after the absence, the absence will be considered "unexcused" until parental verification is received in the school office.

#### **School Responsibility – Parental Notification**

If a parent has not called the school by 9:00 a.m., BCS personnel will make a "reasonable attempt" to call the parent that day to document the absence and to assure each child's safety. (This notification cannot always occur as time constraints and non-working telephone numbers may prevent verification.)

#### **1. Absences**

- 1) Absences Counted as Present
  - a) Serving as a page in the Indiana General Assembly\*
  - b) Students grades 7-12 serving at polls on Election Day with prior approval of principal \*
  - c) Court appearances requested by subpoena, probation officer or court officer \*
  - d) National Guard Duty for not more than ten (10) days per school year \*
  - e) Post-secondary visits when pre-arranged through administration (per policy below)
  - f) Per Indiana School Code

- 2) Excused Absences (Principal may request verification)
  - a) Personal illness
  - b) Medical appointments
  - c) Death or serious illness in the immediate family
  - d) Family vacation / parental need with prior approval of principal (see pre-arranged absences)
  - e) Hazardous road conditions per parental judgment and / or per principal
  - f) Other absences as approved by the principal
- 3) Unexcused Absences
  - a) Absence due to truancy.
  - b) Other reasons not defined as excused in BCS attendance policy.

“Unexcused” absences result in a 2% per day grade reduction of current 9-wk grading period.

- 4) Truancy
 

Truancy is defined as an absence from school without school authorization or parental consent and will be addressed as follows:

  - 1st Truancy:** parent contact.
  - 2nd Truancy:** parent conference and 2% grade reduction of current 9-wk grading period per class missed.
  - 3rd Truancy:** parent conference to determine solution and 2% grade reduction of current 9-wk grading period per class missed. Student may be referred to Lead Administrator for request for expulsion.

5) Pre-arranged Absences

a) Post Secondary Visitation

Students are allowed two (2) school days each of their junior and senior years for the purpose of visiting post secondary campuses or career interests. Students must notify the school office and arrange their visitation at least one week prior to the visit. Students will be “counted as present” at BCS if they have an appointment with a school official and have a parent or parent-approved adult with them. Visitations after May 1<sup>st</sup> will be allowed only at the principal’s discretion. Exceptions to this policy may be approved upon parental request.

b) Pre-Arranged Absence Requests

BCS recognizes that there are circumstances whereby a student is needed at home or a family vacation can only be scheduled during the school year. The principal will review all requests and make an excused / unexcused determination based upon the following:

- a) request is made at least five (5) days prior to the requested days
  - b) student’s attendance falls within the 10-day per semester absence expectation
  - c) dates do not conflict with BCS and state achievement testing dates
- other factors at principal’s discretion

6) Excessive Absences

When a student reaches a total of ten (10) days of absence for any reason during a school semester, a parent contact will be made to discuss the circumstances to determine any appropriate course of action.

**2. Absences and Student Activities Participation**

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

**3. Cutting Class**

Cutting class is defined as failure to report to class or assigned area without an approved excuse. Students are expected to be in their assigned area unless excused by school personnel. Cutting class is addressed as a disciplinary issue.

**4. Leaving School Grounds Without Permission**

Students are to remain on school grounds unless a parental permission slip has been provided to the school office. Leaving school grounds without permission is addressed as a disciplinary issue.

**5. Make-up Work / Requesting Homework**

Assignments and tests missed due to absences may be completed for credit. Students in grades 7-12 are responsible to request assignments upon returning to school. Make-up work is to be completed in a length of time equal to the number of days absent, plus one. Assignments made prior to the student's absence are due as scheduled. For absences in excess of one day, parents are encouraged to call the office before 9:00 a.m. to request homework assignments. Parents are encouraged to e-mail their student's teachers for information regarding assignments due to an absence.

"Unexcused" absences will result in a 2% per day reduction of the current 9-wk grading period

**6. Sign Out / Sign In Sheet**

Any time a student has a note to leave the building for any reason; the student must have permission from administration prior to signing out through the School Office. Students leaving without permission will be considered truant.

Students reporting to school late or returning after appointments outside of the building must sign in through the School Office or be considered truant.

**7. Tardiness / Late to Class**

**Tardy:** Students are considered tardy if they are not in their first period class by 8:00 a.m. or to their first scheduled class if on an adjusted schedule. (Students are considered absent for each period missed if they arrive at school after 8:30 a.m.)

Consequences: (per semester)

1<sup>st</sup> thru 3<sup>rd</sup> Tardy: Student given a pass to class and reminded of the arrival time expectation

4<sup>th</sup> Tardy: Office Referral (conference with an administrator)

5<sup>th</sup> Tardy: Assigned detention and parent contacted

6<sup>th</sup> Tardy: Assigned detention and parent conference to determine corrective action

7<sup>th</sup> and Subsequent Tardies: Disciplinary action taken at the discretion of the principal. Further disciplinary actions may include loss of driving privileges to and from school, morning detentions, athletic penalties, and up to and including "request for expulsion".

**Late to Class:** Students are considered "late to class" if not in their assigned classroom at the start of each class period after first period.

Consequences: (per semester)

1<sup>st</sup> thru 3<sup>rd</sup> Late to Class (per period): Classroom teacher handles at their discretion

4<sup>th</sup> Late to Class (per period) Teacher refers to office.

5<sup>th</sup> Late to Class (per period): Conference with an administrator

6<sup>th</sup> Late to Class (per period): Assigned detention and parent contacted

7<sup>th</sup> Late to Class (per period): Assigned detention and parent conference to determine corrective action

8<sup>th</sup> Late to Class (per period): Disciplinary action taken at the discretion of the principal up to and including "request for expulsion"

## HEALTH SERVICES

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

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

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

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

### **1. Immunization Policy**

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

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

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

### **3. Head Lice**

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

### **4. Communicable Disease**

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

Open wounds and cuts need to be covered for the student's protection as well as the protection of others. If wounds are draining and multiple dressing changes are needed or wounds cannot be covered, parents may be asked to keep that student out of school until the wound can be maintained at school. Exclusion from playing a sport would also apply. As a rule, BCS will not give mass notification of communicable diseases. There may be a time when a classroom or sports team needs to be notified, but that is a rare situation. BCS will use guidelines set by the Allen County Board of Health and the Indiana Department of Health as to when and what is

appropriate to notify parents of regarding communicable diseases. It will be the intention of BCS to keep situations confidential. BCS cannot control what is said from one parent to another. If there is an occasion when a parent requests for information to be given to parents of students in a particular class, this may be done without giving names. There may be individual cases (i.e. chemotherapy) that a physician will give written instructions to the school that a parent needs notification if certain communicable diseases are present at the school. On occasion, BCS may find it necessary to request a physician's written permission before a student may return to school after a communicable disease.

## **MEDICATION POLICY**

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

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

### Purpose for the Medication

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

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

### Medication Protocol

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

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

medication, side effects, dosage, administration route, and the time. This information is discussed with the student and other staff assigned to administer medications.

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

#### Administration of Medication

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

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

#### Documentation

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

### Self-administration of Medication

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

### Discarding Medications

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

### Dispensing of Medication

#### Early Childhood

1. Early Childhood staff does not dispense medication.
2. Exception to #1 above is that of inhalers and epi-pens.

#### K-12 School

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

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

## **STUDENT SUPERVISION**

### **“Partnering with Parents”**

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

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

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

## 1. Appearance Code

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

### Modesty

First and foremost, a student's appearance should reflect his/her identity as a follower of Christ. Everything we do is an expression of our relationship with God. The Bible makes it clear that we are to be modest and treat our bodies with the utmost respect. It is important to note that what is "in style" is not always in accordance with the standards we seek to reflect. However, as Christians, we are called to be "different than the world". The following would not meet modesty standard:

- 1) Sleeveless shirts and tops
- 2) Visible undergarments
- 3) Pants and tops that are tight fitting
- 4) Pants, shorts, dresses, and skirts that are shorter than the top of the knee. This standard is in place even when students are wearing leggings. Slits are not to extend above the top of the knee.
- 5) Shorts that are long, baggy athletic shorts. (Shorts such as Casual Cargo or Bermuda must reach the knee and may be worn from the beginning of school through the month of September and once again after Spring Break)
- 6) Shirts that reveal cleavage, stomach, or back. Tops and shirts must be long enough to cover the waistline at all times.

### Appropriateness

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

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

### Neatness

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

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

## 2. Corporal Punishment

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

### **3. Code of Conduct**

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

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

Students are expected to likewise grow in their development into self-disciplined young people who exemplify Christ in their behavior and lives. The behavioral expectations listed below are intended to define behavior that is both Christ-like and which will foster a safe and orderly learning environment for all students and personnel. The following behavioral expectations apply when students are in school or on school grounds and while students are traveling to/from or attending a school activity or event.

#### **Students are Expected to:**

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

#### **Students are Prohibited from:**

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

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

#### **Interventions**

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

##### **Level 1: Teacher/Classroom Intervention**

- 1) Conference with student
- 2) Communication with parents
- 3) Detention: detaining student before or after school
- 4) Referral to principal

##### **Level 2: Principal Intervention**

- 1) Conference with student
- 2) Communication with parents
- 3) Detention: detaining student before or after school
- 4) In-School-Suspension (removal from classroom for up to a day or more)
- 5) Restrict activity: denial of participation in school or extracurricular activities
- 6) School/community service: assignment of student to perform school/community service
- 7) Restitution: student assigned to make appropriate restitution for loss or damage

- 8) Probation Agreement
- 9) Other consequences as deemed appropriate by the school principal

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

Out-of School Suspension is the removal of a student from school for from one day up to ten days. During this period of suspension the student is expected to complete all academic assignments, but may not attend or participate in any school activities without the specific permission of the building principal. Parents are expected to assure appropriate supervision and work in partnership with the principal to both restore the student's relationship(s) at school and establish behavioral expectations for the student's return to school.

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

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

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

### **Level 4: Expulsion**

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

#### **Expulsion Procedures**

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

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

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

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

**Request for Withdrawal:**

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

**4. Harassment**

## 1) Bullying:

Parents or students should report acts of bullying to the school principal. All reports will be investigated. Harassment and bullying includes but is not limited to intentional intimidation, ridicule, humiliation, slander, any written or verbal expression or physical act or gesture or a repeated hurtful behavior pattern directed toward another person. This behavior may include physical, verbal, written and/or emotional abuse intended to be harmful to another person. Counseling and corrective discipline will be used to change the behavior of the bullying student.

## 2) Sexual Harassment:

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

**5. Personal Property**

## 1) Automobiles

Students may be granted privilege to drive motor vehicles to and from school with permission of the parents and school administration. The school may suspend a student's driving privilege as a result of driving and or other school behavioral infractions. All vehicles must 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.

## 2) Cell Phones and School Telephone Use

Student Cell Phones: Students are not permitted to use cell phones or other electronic communication devices during school hours without permission from school personnel. All cell phones must be turned off during the school day; cell phones may not be left on vibrate.

The expectation is that cell phones will be kept out of sight during the entire school day. If a teacher hears or sees a student cell phone during the school day it will be confiscated and sent to the school office. On the first offense the student will be given a warning and the student will be required to sign a cell phone violation log. On the second offense, the school will require a student's parents to come to school and collect the cell phone. On the third offense, the student may forfeit the privilege of carrying a cell phone into the school for the remainder of the school year.

School Telephone: Students are not to use the office or other school telephones except in cases of emergency with permission from school personnel. Students are not to leave class to receive calls except in cases of emergency.

## 3) School Lockers

Each 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. 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.

## 4) Students are not to use cell phones/cameras in locker rooms.

## 6. Sexual Activity and Student Pregnancy

Blackhawk Christian School believes that pre-marital sexual activity is forbidden by the scriptures and that those who do so are walking outside of God's plan for their life and inviting numerous negative consequences. Due to this fact, we will intervene with students known to be involved in such activity. Such intervention will include input from the student(s) and the students' parents.

In the event of a resulting pregnancy, we will work with the student(s) and the students' parents to determine the most appropriate manner for continuing their education. Great care will be taken to acknowledge the continued spiritual and educational needs of the students involved, while maintaining a healthy school environment for the remaining student body. This decision will be at the discretion of school administration.

For a pregnant student wishing to be considered for continued enrollment at BCS, the process will be as follows:

- 1) **Establish Paternity:** The female must identify paternity of the child so that the father may be addressed in a similar manner as the mother, if a student at BCS.
- 2) **Confession and Repentance:** The students involved need to show authentic repentance and contrition for their sin and commit to avoid pre-marital sexual activity in the future. The confession will be as public as deemed appropriate for the situation.
- 3) **Continued Education:** This could potentially include:
  - a) Withdrawal from BCS and enrollment in another educational program
  - b) "Home Bound" instruction whereby the students continue coursework from home with limited BCS teacher supervision
  - c) Some combination of course work taken at home, another institution and/or continued instruction at BCS.

The High School principal, with additional administrative input, will work with the student(s) and the students' parents to establish guidelines for student(s) participation in school activities. The student/parent will not bring their new child to BCS events and activities; exceptions would require pre-consent from the principal. Limiting student/parent activities is to ensure that BCS is not communicating to the student body that student parenting is a desirable student choice.

## 7. Student Employment

Students may obtain work permits in the high school office as allowed by the laws of the State of Indiana. A member of the BCS administration will act as an Issuing Officer as certified by the Indiana Department of Labor.

## STUDENT ACTIVITIES

We believe that all BCS student activities, including athletics, student organizations and clubs, are central to our educational instruction. We offer them for the express purpose of developing character: respect, responsibility, integrity, servant leadership, and sportsmanship. Under the leadership of our coaches and/or sponsors, participation affords our students an excellent opportunity to develop the life skills of hard work, self-discipline and team focus: skills that will "equip our students for life".

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

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

## Athletics

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

**School Colors:** Royal Blue and Gold

**School Mascot:** Braves and Lady Braves

### High School Sports Offered:

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

Winter: Basketball (boys & girls), Cheerleading (girls)

Spring: Baseball (boys), Golf (boys), Tennis (girls)

### Middle School Sports Offered:

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

Winter: Basketball (boys & girls), Cheerleading (girls)

Spring: Soccer (boys & girls)

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

### 1. Academic Eligibility

Any student meeting the following requirements is eligible to participate in our athletic program:

- a) Pass a minimum of five (5) credit hours per semester\*
- b) Earn no subject grade below 60%
- c) Maintain a cumulative average of 72% or better

\*The IHSAA requires that student-athlete (grades 9-12) **must** be passing 5 credit hours to be eligible. BCS applies the same standards to grades 7<sup>th</sup> and 8<sup>th</sup>.

All student-athletes' grades are reviewed at the end of each quarter and each mid-quarter, approximately every 4 weeks. If a student-athlete does not meet the above listed criteria, written notification will be made to the student-athlete and their parents by the Friday following each review.

The first failure to meet this standard will result in a two (2) week warning period, allowing the student-athlete to continue participating in practices and games.

If after the two (2) week warning period the student-athlete does not meet the above criteria, the second offense will result in a two (2) week probationary period, allowing the student-athlete to participate in practices but not in games.

If after the two (2) week probationary period, the student-athlete does not meet the above listed criteria, suspension period not allowing the student-athlete to participate in either practices or games. The suspension period will continue until the student-athlete meets the above listed criteria. When a student-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 the student-athlete towards eligibility; the student-athlete may be declared eligible immediately provided that IHSAA standards are being met.

### 2. Attendance Day of Contests

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

### **3. Awards and Banquets**

At the conclusion of each sport, coaches will determine the date and location of their awards banquet. Each coach by his/her own discretion will be provided a maximum of three awards for distribution to the members of his/her team. Any student-athlete who participates will receive a certificate of participation. Any student-athlete who participates in 25% or more of varsity competitions will receive the following:

- 1) 3" numbers for year of graduation
- 2) 6" chenille letter "BC"
- 3) Chenille patch indicating sport

Once a student-athlete obtains these awards, then a sport pin will be provided for each additional year of varsity participation.

### **4. Drug / Alcohol / Tobacco**

When school administration determines a violation has occurred involving drugs, alcohol, tobacco or other controlled substance, the following action will take place:

- 1) The student-athlete will be suspended from participation on a team for a minimum period of 30% of the total competitions for that season. Should the occurrence happen with less than 30% of the total competitions remaining in a session, the portion left shall carry into the next sport season in which the student participates.
- 2) During the time of suspension the student-athlete will participate in all required practices and will attend but not participate in games.
- 3) Any additional violation involving drugs, alcohol, tobacco or other controlled substance during the athlete's career will result in a loss of any future athletic participation at BCS.

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

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

### **6. Physical Exam**

All student-athletes are required by BCS and the IHSAA (Indiana High School Athletic Association) to have a physical exam completed and on file with the athletic office before practicing in any sport. Physical exams are the responsibility of the student-athlete and his/her parents.

### **7. Pictures**

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

### **8. Practice**

A monthly practice schedule will be provided to student-athletes during their season. Practice schedules will be adhered to and all Wednesday practices will end by 5:00pm. Student-athletes must participate in 10 practices before being allowed to play in a game or 5 practices if coming from another sport.

## 9. Transportation

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

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

## Other Student Activities

### 1. Chapel Program

Chapel is an important time for the school community and the individual. It is a time in which 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 weekly and attendance to all aspects of the chapel program is required.

### 2. Clubs

The following are currently approved and active BCS Clubs:

- 1) **Bowling Club:** not a school sponsored sport, but an opportunity for students who enjoy bowling to compete with area schools.
- 2) **International Thespian Society:** 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.
- 3) **Leo Club:** The Leo Club is a service club that is affiliated with the Lions, the world's largest service organization. Past projects have included raising funds for hurricane victims and doing yard work for the elderly.

### 3. 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.

- 1) Eligibility
  - a) Junior or Senior
  - b) 88% Cumulative Percentage Grade Average (PGA)
  - c) At least equivalent of one semester in attendance at BCS
- 2) Selection Process:
  - a) Students notified of scholastic eligibility determined by PGA (88%)
  - b) Students submit Student Activity Information Form regarding SERVICE, LEADERSHIP, and CHARACTER
  - c) Students submit supporting documents from two sources (one being a BCS teacher) in each of the three categories
  - d) Faculty Council reviews all submitted documents
  - e) A *majority* vote of the Faculty Council approves list of candidates
  - f) Faculty Council composes a written summary of documentation for each candidate
  - g) The Faculty Council's list of candidates is submitted to entire faculty for input
  - h) 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.

#### **4. Performing Arts**

##### **1) Blackhawk Christian Theatre**

Involving about 75 students the Blackhawk Christian Theatre mounts two full-scale productions each year: a play in the fall and a musical in the spring. Students in grades 9 through 12 are invited to audition for roles in either/both productions. Students are also encouraged to become involved in the areas of tech support, stage crew, stage management and house management. Students who earn at least 10 theatre points (approximately 100 hours of service) are invited to join the BCS chapter (#5242) of the International Thespian Society. New ITS members are inducted in a ceremony in the spring.

BCS offers two one-semester classes in Theatre Arts. Students may take either or both semesters, in any order. Semester 1 focuses on the actor's craft: voice and movement, relaxation, concentration, and character development. Semester 2 offers a concentration in the physical theatre, the process of mounting a play and a brief introduction to the history of theatre. Both courses meet daily for one semester.

##### **2) Art**

Two-Dimensional and Three-Dimensional Art are offered to Grades 9-12 as one semester classes designed to provide a broad range of art experiences for the beginning and advanced art student. Students study the elements of art and principles of design. Scholastic Art Magazine and internet resources (SmartBoard) are used as curriculum for instruction. The benefits of these courses include the development and strengthening of decision making, creative thinking, and time management. Three-Dimensional Art continues the study of art by learning about important art movements and the work of famous artists and their styles. Both courses meet daily for one semester. High school artwork is displayed seasonally in the hallways of the school, and at art shows in conjunction with school concerts. Field trips related to art topics are offered as they become available.

##### **3) Band**

Secondary Concert Bands are offered for full credit meeting one period daily. In addition to BCS school concerts in the Fall, Christmas, and Spring, band members may participate in ISSMA Solo & Ensemble, and Organization events, All-State, All-Region, and All-District honor bands.

##### **4) Choir**

Choir is offered in Secondary as an elective to fulfill part of the performing arts requirement: A 7<sup>th</sup> grade choir, 8<sup>th</sup> grade choir and high school choir meet one period daily. An Audition Choir for Grades 9-12 meets and, as its name implies, is a small a capella ensemble based on an entrance audition. Concert performances are scheduled for the Fall, at Christmas and in the Spring. ISSMA competition for solos/ensembles is in January/February.

#### **5. Student Council**

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

- 1) regular, at least monthly, meetings of class officers under the direction of the Student Body President and the supervision of the Faculty Advisor(s)
- 2) issues that relate to student life: offering suggestions and recommendations to school administration
- 3) endeavors to implement ministry and service opportunities in which the student body may participate
- 4) plan and oversee Homecoming festivities

- 5) lead the class in planning activities (i.e. class activities, dress down day, fundraisers, the banquet, senior trip, etc.)
- 6) communicate information from Student Council to classmates
- 7) motivate classmates to participate in all activities

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
- 4) Spirit Representative
  - a) support Blackhawk teams by attending sporting events—specifically those containing classmates in grade
  - b) motivate and encourage classmates to attend sporting events, participate in class competitions, and generally promote unity within the class and school.

Elections for class officers for the following year are conducted in the spring before school is dismissed for the summer. Class officers must have been a BCS student for at least one semester. Elections for 7<sup>th</sup> grade class officers are conducted in the fall of that year.