

**Blackhawk Christian School  
Primary  
Parent-Student Handbook  
2022-23  
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***Blackhawk Christian School does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in its admission, education, financial, or employment policies.***

## 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 four divisions: Preschool Academy, Primary, Intermediate, and Secondary.

- 1) **Preschool Academy:** age 3 through 5 years old by August 1st. Preschool Academy target class size with 2 teachers: 10-16. Extended Care target class size with 2 teachers: 12-16
- 2) **Primary K-1:** Kindergarten students must be 5 years old by August 1<sup>st</sup>.  
**Target class sizes: 20-24**
- 3) **Intermediate 2-6:** Target class sizes: 2<sup>nd</sup>-3<sup>rd</sup> grade = 20-24; 4<sup>th</sup> - 6<sup>th</sup> = 26-28.
- 4) **Secondary:** Middle school (grades 7-8) and high school (grades 9-12). Individual class / course sizes generally range from 25 to 30 students depending upon the subject.

### 2. Computer and Internet Policy

Blackhawk Christian School provides students access to technology as one component of our learning environment. This access supports our mission *Preparing Hearts and Minds to Serve Christ*.

While online resources provide enhanced opportunities for both learning and communication, the increased responsibility impacts all parties: students, teachers, staff and families. BCS policies are intended to promote the most effective, safe, productive, and instructionally sound use of networked information and communication tools. Our goal is to promote responsible, ethical, respectful and academically honest practices acknowledging that one of our *Core Values* states that "The inspired Word of God is the source of truth and is applicable to all areas of life." (II Timothy 3:15-17)

#### 1. The BCS Computer Network

Access to the BCS Computer Network is a privilege and not a right.

#### 2. Protection Of Students

##### **BCS Expectations:**

- a. BCS takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the internet.
- b. BCS reserves the right to block content that negatively impacts the academic performance of students.
- a. BCS cannot be held liable for breaches of filtering.

##### **Student Expectations:**

- a. Follow instructions for computer and device use.
- b. **Do not** attempt to change anything requiring an administrative password.
- c. **Do not** intentionally destroy or damage data, networks, or other resources.

### 3. **Protection of Privacy**

Student accounts are overseen by authorized personnel who may access e-mail, files or monitor activity on BCS Computer Network.

#### **Student Expectations:**

- a. Keep passwords secure from others.
- b. **Do not** share personal information about self or others online. Personal information includes name, address, phone number, credit card numbers, password, picture or other confidential information.
- c. **Do not** use the password of another or log on with another student's account.

### 4. **Respecting BCS Community**

#### **Student Expectations:**

- a. Communicate only in ways that are appropriate, kind and respectful.
- b. **Do not** be unkind in the use of photos or messages that violate the school's code of conduct. This would include messages that are vulgar, profane, threatening, rude, discriminatory, or intended to harass.
- c. **Do not** use BCS Computer Network for any illegal discussions or activity. Including a virus-infected file or commercial software or files that are considered illegal in content.
- d. **Do not** buy, sell or otherwise conduct business.

### 5. **Protecting The Intellectual Property Of Others**

#### **Student Expectations:**

- a. To cite resources, written or digital, used in my work according to the format determined by the teacher.
- b. To properly handle copyrighted material including music, video and written material.

**Student Responsibility:** Any violation of these rules or illegal behavior may result in school disciplinary action and/or appropriate legal action. Compliance reporting may be made to Federal Authorities as necessary. All provisions of this policy are subordinate to local, state and federal statute. This includes but is not limited to:

- 1. Information stored on the BCS Computer Network.
- 2. Information retrieved through BCS computers.
- 3. Personal devices used to access BCS computer network (flash drives, phones, etc.)

### 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 a child's educational record. However, BCS may disclose appropriately designated "directory information" without written consent, unless parents 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 a 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**

BCS is committed to limiting the number of times our parents and supporters are asked for financial support. Toward that end, fundraising is monitored as follows:

- A. Annual BCS-wide Major Fundraising Events: Fundraising activities that anticipate raising more than \$1,000 must be approved by the School Board as a part of the BCS Development plan. Approved activities currently include Benefit Dinner / Auction (November) and Jogathon (May).
- B. Braves Booster Club (BBC) Golf Outing: This parent organization and annual fundraising activity is intended to provide financial support for Athletics and The Arts beyond their general budget allocations. Additionally, the BBC Golf Outing is intended to enhance these programs' overall quality while promoting BCS school spirit.
- C. Other Fundraising Activity – anticipated to raise less than \$1,000: Any additional project or program-focused fundraising activities by student organizations (e.g., athletic teams, fine arts groups, clubs, individual classes, etc.) must be approved and supervised by Administration.

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

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

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

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

It is our intention that our BCS family, staff members, parents and students will address conflicts by applying the "Matthew 18 Principle." This Biblical principle encourages us to go directly to the one with whom we have conflict. If the conflict can be resolved, it ends at that level. If it is not resolved, the parties are encouraged to seek a solution by going to the next person in authority. Simply stated, when a conflict begins in the classroom, a student or parent should approach the teacher first, principal second, Head of School 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 Brave: BCS Preschool Edition and Primary School Edition
- 2) CHALKMARKS: BCS intermediate 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, Accelerated Reader book lists, 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 usernames and passwords to access their portal.
- 5) CONSTANT CONTACT: email communication, as needed, to families.
- 6) BLACKHAWK MINISTRIES MOBILE APP: The app contains a school tab that is an information center designed for current BCS families. It provides access to school calendars, PowerSchool, lunch ordering, and other information parents may need.
- 7) SCHOOL MESSENGER: is a mass communication tool used by the school to deliver messages to parents. Messages may be delivered through text or pre-recorded voice messages.

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

## **11. Parental Visits at School**

Parents of current BCS students who wish to visit their child's classroom during the school day may submit that request through the school principal. The request should include the specific reason for the visit to allow the school to determine whether a classroom visit is the proper step. Once approved, the parent, teacher, and principal will arrange the appropriate date, time, and duration of the visit.

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

BCS administration and teachers are 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.

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

Indiana state accredited schools are required by law to annually certify to the IDOE that emergency preparedness plans have been reviewed and revised. BCS maintains office and classroom Emergency and Safety Manuals for all school staff members. BCS performs monthly drills for fire, severe weather, lockdowns, lockouts, earthquakes and annual evacuation. Emergency, safety and security procedures are reviewed each year with staff and students under the leadership of the School Safety Coordinator and the building principals.

Outside doors are kept locked during normal school hours. Students and visitors arriving after school begins must enter at the door of the school office (Primary and Preschool Academy – Door #12, Secondary - Door #3 and Intermediate - Door #1). All persons entering the building during school hours must be identified before being allowed entry. Parents and visitors must sign in at the school office and obtain a visitor's badge that must be worn while in the school building. Those same visitors must sign out at the school office and return the visitor's badge.

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

The BCS Administration Team will make every effort to communicate to BCS parents the necessary information in case of an Emergency Action (not drills) taking place at the school. The primary means of this communication will be in the form of a Text Alert. Parents may sign-up for the BCS Text Alert at the BCS web page. The necessary information given on a Text Alert will be as follows:

The buildings involved in the action	"All BCS"
The emergency action	"Lockout"
Reason for the action	"Robbery in Georgetown"
Parent action required	"No parent action is needed"
Notification reminder	"Further notifications when available"

It is important to refrain from contacting (calling or texting) the school, the school staff, or your student for information or updates during the Emergency Action. It is vital that all staff and students not become distracted by extra communication and be able to receive necessary, important safety information and directions. The PK-12 BCS staff is instructed not to respond to outside cell phone calls or texts during an Emergency Action unless specifically ordered by the BCS Administration Team.

Important Terms and definitions:

Lockdown – A threat has been identified in or near the building and danger is imminent. Students and staff are locked in rooms. No one is allowed to enter or leave the building.

Lockout – Danger is NOT imminent in the building. A threat has been identified in the neighborhood. All outside doors are locked. All students and staff are secured indoors. All classroom doors are locked and closed, but teaching continues inside as normal. Known visitors are allowed to enter the building and students may leave the building when safe.

Shelter in Place – Students and staff have located to their interior safe areas due to natural or man-made danger outside the building.

Building Evacuation – Students and staff have left the building due to an alarm or identified danger in the building. Students are kept in classroom groups outside until further instructions are given (Example: fire alarm).

Off-site Evacuation – Due to safety or security reasons, students and staff have been moved to another safe and secure location. The first off-site evacuation is BCS South campus (Example: natural gas leak in the building).

#### **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. In addition, parents can sign up to receive text alerts that will inform them of delays, closings and other school emergency information.

#### **15. School Hours**

Preschool Academy	8:00 a.m.	-	10:45 a.m.	For AM Session
	12:30 p.m.	-	3:15 p.m.	For PM Session
Primary (K-1)	8:00 a.m.	-	2:35 p.m.	
Intermediate (2-4)	8:10 a.m.	-	2:45 p.m.	First Dismissal
Intermediate (5-6)*	8:10 a.m.	-	2:55 p.m.	Second Dismissal
Secondary (7-12)	8:00 a.m.	-	3:00 p.m.	

\*and those siblings/carpoolers in grades 2-4 riding with them

#### **Two-hour delay schedule**

Preschool Academy	10:00 a.m.	-	12:00 a.m.	For AM Session
	1:15 p.m.	-	3:15 p.m.	For PM Session
Primary (K-1)	10:00 a.m.	-	2:35 p.m.	
Intermediate (2-4)	10:10 a.m.	-	2:45 p.m.	First Dismissal
Intermediate (5-6)*	10:10 a.m.	-	2:55 p.m.	Second Dismissal
Secondary (7-12)	10:00 a.m.	-	3:00 p.m.	

\*and those siblings/carpoolers in grades 2-4 riding with them

#### **16. Student Lunch Policy**

Blackhawk Christian School serves hot lunches available for purchase. BCS uses staff and parent volunteers to assist in the serving of food. Students must order lunches or milk online each month for the following month through our website. Payments must be made online. The lunches are served in the gym and classes are divided into three lunch periods. Exact times are posted annually.

#### **17. Student Records**

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

- 1) parents and students upon request of the parents
- 2) school employees on a need-to-know basis
- 3) another school as a result of withdrawal or transfer

Disciplinary records are defined as suspension and expulsion documents. Minor offenses are not considered part of the permanent record. The records are property of BCS and will not be released if financial accounts are not current.

#### **18. Student Transfer/Withdrawal**

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

## **19. Visitors and Volunteers**

Visitors and volunteers are vital to the culture and operation of Blackhawk Christian School and are utilized on a daily, weekly and as-needed basis. BCS defines a volunteer as any adult who will interact directly with students during school hours, including field trips off campus. Visitors are defined as adults who visit a classroom or school function without direct student interaction. In an effort to keep our school and students safe, BCS will use the following guidelines for checking in visitors and evaluating volunteers.

1. Visiting Schools and/or Classrooms - Parents, patrons and other guests are welcome to visit our schools with the following parameters:
  - a. Upon arrival all visitors (including parents/guardians) must proceed immediately to the school office, obtain a visitor's badge, and check in with the building principal or principal's designee.
  - b. Prior to departure, all visitors (including parents/guardians) must proceed to the school office to check out.
  - c. All visitors to classrooms must receive prior approval from the building principal at least one day prior to the requested visitation.
  - d. In order to protect students' confidentiality and avoid unnecessary interruptions to instructional time, classroom visitations must be brief and are available only to the parents/guardians of the children who are enrolled in that classroom.
  - e. 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.
2. Visiting During Lunch Time
  - a. Prior to the visit the parent/guardian or approved visitor must complete a background check, as this visit will include direct student contact. (Note: A background check may take up to a week to complete.)
  - b. A student's parent/guardian, who has completed a background check, must call the school office at least one day in advance to schedule a lunch visit.
  - c. Upon arrival and departure, all visitors (including parents/guardians) must proceed immediately to the school office and check in and out with the building principal or principal's designee.
  - d. If the visitor is someone other than the parent/guardian, the request for a lunchtime visit must come from the student's parent/guardian.
  - e. Visitors are not permitted on the playground during recess.
  - f. Recent BCS graduates may visit current students during lunch with BCS administrative approval.
3. Volunteering at BCS
  - a. We encourage you to voluntarily contribute your time and talents to improve and enrich our students' education.
  - b. Parents do not need a background check for attending "public" events at the school.
  - c. Parent/Volunteers need a background check if they are:
    - i. Volunteering in the school
    - ii. Chaperoning a field trip
    - iii. Having lunch in the school cafeteria
4. Background Check Policy for Volunteers - In an effort to keep our school safe, volunteer candidates with criminal background checks containing the following charges will not be permitted to volunteer at BCS:
  - a. Child abuse or neglect charges
  - b. Felony charges within the last 5 years, convictions in the last 10
  - c. Battery charges within the last 5 years, convictions in the last 10
  - d. Drug charges within the last 5 years
  - e. Two or more alcohol related charges within the last 5 years\*
  - f. Any charge currently pending

\*Any alcohol or driving-related charges within the last 7 years will prohibit a volunteer from driving BCS students on a BCS-sponsored trip or extra-curricular activity.

Anything not listed but determined to be a risk to students will be reviewed prior to approval.  
\*\*Note: Blackhawk Christian's Volunteer Policy is built on what we believe is the perceived welfare and protection of children. Our policy is crafted to give administrators and parents clarity on volunteer positions within the school where there will be student contact. While the standards are meant to be clear and concise with deviations rare, BCS does recognize that there could be a situation that needs further understanding and communication. If you would like to share your unique story with our Head of Schools, please contact that office for a "BCS Visitors Appeal Form" to open up further dialogue. The BCS Human Resources Committee and Head of Schools would review the form and provide a final decision typically in a thirty-day window.

## ACADEMIC INFORMATION

### 1. Grading Scale

<u>Letter Grade</u>	<u>% Scale</u>	<u>Letter Grade</u>	<u>% Scale</u>
A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59-below

<u>Standard Mark (K-2)</u>	<u>Standard Mark</u>	<u>Letter Grade</u>	<u>Letter Grade Meaning</u>
+	Proficient	O	Outstanding
✓	Partially Proficient	S+	Above Satisfactory
-	Not There Yet	S	Satisfactory
		S-	Below Satisfactory
		U	Unsatisfactory

### 2. Homework Policy

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

Homework is an important component of completing the academic process at BCS. Homework is assigned to help reinforce classroom instruction, develop a strong work ethic, and provide additional educational rigor. Because completing homework well and in a timely fashion is an important discipline for developing personal learning, work habits, and time management, it is expected that homework be completed on time as assigned.

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

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

### **3. Primary Library**

Classes have a scheduled library time each week. This scheduled library time involves a story time or instruction in literacy skills. Books may be checked out for a one-week period. Primary students are allowed to check out one book.

### **4. Report Cards**

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

### **5. Special Classes Offered**

- 1) All students have Art class twice per week
- 2) Physical Education classes meet twice per week
- 3) General Music classes are held twice per week
- 4) Library Classes are held once per week
- 5) Chapel is held once per week

### **6. Testing/Assessments**

BCS will perform the following assessments on a regular basis:

- 1) Reading benchmark assessments are given four times per year to students in grades K-1
- 2) Ongoing reading and math assessments are given following each unit in grade 1
- 3) Ongoing reading and math assessments are given following each unit in grade K
- 4) Bible verse assessments are given weekly in grades K-1

### **7. Title I/Learning Lab**

Those students who qualify for Title I or Learning Lab tutoring are assessed and receive weekly small group instruction. Parents will be notified of eligibility.

## **ATTENDANCE POLICY**

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

### **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.
- 4) 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
- 5) Excessive Absences  
If a child is absent more than 10 days in a semester or is tardy excessively, a conference will be held to determine the cause and to develop a plan to address the issue. Absences after ten (10) without a doctor's note or pre approval from school administration will be considered unexcused.

## **2. Attendance Codes**

**T** Tardy is defined as being absent from the classroom at the 8:00 a.m. bell.  
**H** Half Day Absence is defined as an absence of at least one-half day.  
**A** Absent is defined as being absent from school due to illness or other family reasons

## **3. Attendance –Student Activities Participation**

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

## **4. Make Up Work for an Absence**

Assignments and tests missed due to excused absences will be completed for credit. Make-up work is to be completed in a length of time equal to the number of days absent, plus one. Assignments made prior to the student's absence are due as scheduled. It is our policies to have students make up work after returning from a vacation.

**5. Reporting an Absence**

Call 493-7400 ext. 2000 to report a child ill or absent for the day. If you call before office hours, leave a recorded message. Information needed: name of child, grade, and teacher name. If the school has not been notified of the absence by 9:00 a.m. then the school office will make reasonable efforts to contact the family.

**6. Sign Out/In**

Any time a student has a note to leave the building for any reason, the student must show the note to the teacher and check in with the office before leaving. To ensure the safety of your student we ask that the parent or guardian enter Door # 12 and sign their student out in the primary office. Students arriving late or returning from an appointment should sign-in in the office.

**7. Tardy**

It is our expectation that a student should have no more than **3 tardies per quarter (9 weeks) or a total of 12 tardies all year.**

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

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

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

## **HEALTH SERVICES**

The physical health and welfare of each student is a high priority at Blackhawk Christian School. Please keep your child at home when he/she is ill, for your child's sake and for the sake of other children. (Never send your child to school with a fever or a contagious condition.) A student needs to be fever free (without the use of fever reducing medications) for 24 hours before returning to school. The school personnel will take care of any student who is ill or injured at school. Parents will be asked to pick up ill or injured students if they are unable to return to class or have a fever of 100° or more. There may be times that a parent will be asked to pick up a student when his temperature is less than 100° if the student is having other symptoms that indicate he should not be in school.

A cot is available to rest if a student is feeling ill. As a rule, children in the primary who are ill or not feeling well will only use the cot at the discretion of the nurse or primary 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 and Hearing Screening**

First grade students who did not have the vision screening by an optometrist or ophthalmologist before or during kindergarten will be screened. Hearing tests will be conducted for all students enrolled in the 1<sup>st</sup> grade and all other students suspected of having hearing defects.

## **3. Head Lice**

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

## **4. Communicable Disease**

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

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

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

## **MEDICATION POLICY**

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

1. Over-the-counter medication requires written permission from the parent or guardian, stating the amount of medication, the hours for administration, and the period of time medication is to be continued.
2. Prescription medications must be in the original container. The label will meet the requirement for physician's signature; however, the parent must either complete and sign the Student Medication Permit or send in a permission note with signature.
3. Send only the amount of medication needed for one to five days at a time for the student. (An exception to this would be a student on medication daily for a chronic disease. That student may bring a four week's supply (20 tabs) in a bottle with the prescription label.) Name of medication must be on the bottle.
4. The permission/instruction form may be obtained in the school office or on our website under Health/School Nurse/Medications.
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

#### Preschool Academy

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

#### Primary School

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

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

## **PARENT INFORMATION AND INVOLVEMENT**

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

#### **Kindergarten and First Grade Parent Orientation**

Virtual parent orientation videos will be sent via email to parents before school begins. A meet and greet opportunity to meet the teacher and see the classroom will be available by appointment for parents and students before school begins.

### **2. Student Arrival and Dismissal**

A safety area is marked off and designated by cones for 8:00 a.m. / 2:35 p.m. arrival and dismissal of students.

#### **A) Student Arrival:**

Students may arrive at 7:30 as the doors are locked until that time. Please pull as far forward as possible along the cones in front of the school entrance before stopping to unload students. Upon early arrival, students are asked to enter through Door #11. The bell sounds at 7:52 a.m. for students to go to class. The tardy bell sounds at 8:00 a.m. Students arriving after 8:00 a.m. will need to enter at door #12 and sign in at the office.

#### **B) Student Dismissal:**

Our goal is to ensure a safe and secure dismissal and an effective carline pick up. Carline dismissal for primary students will begin at 2:35 through doors #12 and conclude at 3:00 p.m. Entrance into the primary building will be restricted during this time (2:35-3:00 p.m.) for safety reasons. Students will be dismissed individually (called by name) from the student's classroom or from the safety area. Vehicles will be identified by the name sign posted in the window on the passenger side of the vehicle. Once carline is complete, permission to enter the building is through door #12 and by checking into the main office.

#### **Carline Driving Instructions**

Please drive and proceed slowly and cautiously in carline during the arrival and dismissal of students. To ensure the safety of our students and to facilitate a smooth arrival and drop off for our students, it is important to know and follow the carline traffic pattern. Please follow the pattern and do not drive through the coned safety area.

Parents may enter carline from either side of the main building, but will need to exit the same chosen side. Students will walk through and/or remain (on outdoor dismissal days) in the coned safety area prior to getting into their car. Please pull as far forward as possible along the cones before stopping to load students. Students may enter the cars all along both coned areas. Please call to notify the office if you cannot get to school before 3:00 p.m.

Name signs will be distributed to families and need to be placed on the passenger side visor in an easily visible position as this makes for a more efficient and safe dismissal.

### **3. Volunteer Opportunities**

We want to encourage you to volunteer at BCS. Volunteers are able to serve on a daily, weekly or as-needed basis. Volunteers are given a badge and need to sign in and out from the primary school office. Some opportunities include: lunch server, and classroom helpers. Blackhawk Christian School requires volunteers to submit to a criminal background investigation as part of the volunteer process.

## **STUDENT SUPERVISION**

### **“Partnering with Parents”**

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

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

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

### **1. Appearance Code**

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

Students in grades K and 1 should dress in clothing that is suitable for the season of the year and for active learning. Provided that the attire is neat, modest, and appropriate, clothing that allows for movement, including athletic wear is permissible. Outerwear, such as coats, hats, gloves, etc. should be worn when the temperatures demand it to insure comfort and warmth during outdoor recess or Nature-Based learning.

### **Modesty**

First and foremost, a student's appearance should reflect his/her identity as a follower of Christ, created by God as male or female. 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) Spaghetti strap tops
- 2) Visible undergarments
- 3) Tight fitting pants, shorts or tops – a long shirt/legging combo is appropriate when the shirt extends to cover the rear end and approach the middle of the thigh.
- 4) Shorts, dresses, and skirts that are shorter than mid-thigh. If leggings are worn then dresses/skirts/shirts must extend to cover the rear end and approach the middle of the thigh. Slits are not to extend above the top of the knee.
- 5) Shirts that reveal stomach or back, or are too large making it difficult to move freely and remain modest. 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:

For safety reasons, all shoes in the primary must have back straps that help hold the shoe in place. No flip flops or slide sandals are allowed.

- 1) Faddish extremes
- 2) Jewelry not worn in moderation and good taste
- 3) Body piercing jewelry. Students who choose to have such piercings may wear an invisible spacer during the school day.
- 4) Profane, vulgar, lewd, or disrespectful messages on clothes
- 5) Hats, head scarves, or sunglasses, headphones, other headgear and rubber bands (boys) in the school building
- 6) Hunting or military clothes. Visible tattoos
- 7) Hair dyes that are not of natural color
- 8) Make-up
- 9) Clothing meant for sleeping and lounging at home including pajama pants and house-shoes
- 10) At the primary, shorts may be worn from the beginning of school through the month of October and once again after Spring Break.

### **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) Clothing that has rips, tears, or unpatched holes that expose skin or underclothing (patched holes are acceptable)
- 3) Boys' hair that exceeds eyebrows

## **2. Corporal Punishment/Seclusion and Restraint**

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.

Blackhawk Christian School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out or seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office or by visiting our school's website.

### **3. Code of Conduct/Discipline Policy**

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

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

- 1) Be in school on time unless excused by parent and administration.
- 2) Come prepared for class each day with the necessary materials.
- 3) Behave in a manner that allows and supports instruction and learning.
- 4) Behave and dress in a decent and modest manner.
- 5) Speak and behave truthfully and honestly.
- 6) Obey and show respectful behavior to all BCS staff members and adult supervisors.
- 7) Treat other students with dignity and respect.
- 8) Show respect and proper reverence in Chapel and Bible classes

#### **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, vapes, 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
- 7) Cheating, which includes plagiarism
- 8) Leaving the premises without parental permission
- 9) Gambling on school premises

- 10) Displaying inappropriate affection including holding hands
- 11) Speaking and writing (Manually or electronically) inappropriately or with vulgarity.

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

### **Interventions**

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

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

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

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

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

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

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

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

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

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

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

Expulsion is the removal of a student from school for the remainder of a semester or school year. The principal may make a “Request for Expulsion” to the Head of School 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 Head of School will meet with all parties to consider the principal’s request and the student’s / parent’s input.
- 2) Following such meeting, the Head of School 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 Head of School’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 Head of School’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 Head of School’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 Head of Schools.

#### **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. Anti-Bullying Policy**

The School Board, administration, and faculty of Blackhawk Christian School in partnership with parents and their church seek to develop individuals who are growing toward maturity in Jesus Christ. This maturity is demonstrated in the life of a disciple who follows Christ by loving God, loving others, seeking justice, surrendering him/herself, pursuing knowledge and anticipating a future reunion with their Savior.

#### **Definition**

The bullying definition is provided for guidance only. If a student or other individual(s) believes there has been aggressive behavior, regardless of whether it fits within this definition, he/she should report it and allow the administration to determine the appropriate course of action.

**Bullying** is defined as intentional, repeated acts or gestures, including:

- 1) written communications transmitted; or
- 2) physical acts committed; or
- 3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. (as defined by the Indiana Department of Education)

## **Principles**

- 1) We are made in the image of God; therefore, every person has intrinsic worth, value and dignity. Each believer should assure that others are treated accordingly.
- 2) Jesus said the most important commandment is to love God with everything and the second is to love your neighbor as yourself (Matthew 22:37-40; John 13:34-35). Blackhawk Christian School takes bullying seriously and will support victims and their families when bullying is reported and verified.
- 3) Parents bear the primary responsibility to model and teach their children how to love others as God commands (I John 3:23; Deut. 6:6-7). Parents will equip children to live lives that demonstrate love and encouragement through appropriate training and accountability.
- 4) We teach that relationships inevitably involve conflict (Luke 6:27-28; James 4:1-3). Each student can expect inappropriate behavior to be confronted.
- 5) Humility and brokenness are essential to life in a Christ-centered community and will be encouraged and expected of staff, students and parents alike.
- 6) God calls individuals to overlook minor offenses as we love one another (Proverbs 19:11) and to seek justice (Micah 6:8).
- 7) Individuals can sin in word and action (Matthew 5 – 7, Ephesians 4 - 5).
- 8) Words have power and reflect the condition of one's heart (James 3: 1 – 12). When another person sins, the goal of the school is restoration and reconciliation.
- 9) Prayer accomplishes much (James 5:16).

## **A Christ-Centered Approach**

We understand that it can be hard for school leadership to pinpoint the specific acts of bullying as they usually take place beyond direct supervision. We acknowledge that bullying can occur between classes, in hallways, on playgrounds, at lunch, and before and after school. This will require vigilance by staff and the support of parents in a compassionate pursuit of truth.

Therefore,

- 1) All staff will lead by example as they seek to love others as image-bearers of God. The school encourages positive interpersonal relations between members of the school community.
- 2) Every staff member will take an active role and be diligent in observing inappropriate behavior.
- 3) We expect students to conduct themselves within their level of development and maturity.
- 4) Staff will partner with parents to bring out the truth of each situation and correct unacceptable behavior of students participating in any bullying act.

## **Proper Reporting and Response**

- 1) All perceived bullying incidents should immediately be reported to a staff member. These reported incidents will be treated seriously and thoroughly investigated by school staff.
- 2) Consequences will be consistent with the *Student Handbook*.
- 3) Staff members are expected to document verified bullying incidents and share the information with their principal.
- 4) If the situation warrants, parents of both victim and perpetrator will be informed and summoned to the school for a meeting about the problem.
- 5) School staff will monitor the students involved to ensure that bullying does not resume or reoccur.
- 6) In severe instances, local legal authorities may be notified.

### **Confidentiality**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Retaliation**

Retaliation against a person for reporting or participating in aggressive behavior will result in disciplinary action.

### **False Reports**

Intentional false reporting of aggressive behavior will result in disciplinary action.

### **Bystanders**

Bystanders are encouraged to attempt to constructively stop those involved in bullying and are expected to report the incident to a supervisory staff member.

## **5. Harassment**

### **1) 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.

## **6. Personal Property**

### **1) Electronic Equipment from Home**

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

### **2) Telephones**

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

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

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

## **7. Recess**

All primary students have a twenty-minute recess in conjunction with their lunch periods. 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 for multiple days due to health issues, the teacher needs a note from a doctor.

In winter, students will go out to recess unless the wind chill is below 10° F. If there are snow piles students must wear snow pants and boots in order to play in the snow. Otherwise, they are to play outside. For safety reasons, students are not to throw snow or ice at any time while at school. Sliding on ice is never allowed.

## STUDENT ACTIVITIES

**School Colors:** Blue and Gold

**School Mascot:** Braves and Lady Braves

**1. Chapel Program**

Chapel is an important time for our school. Regular chapel is held once a week and parents are always welcome.

**2. Field Trips**

Classes take field trips that are preapproved and educationally driven by curriculum. Parents help with group supervision. If available, students are transported in our mini buses. Students under eight must bring their own car seat when traveling with parent drivers.

**3. Room Parties / Celebrations**

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

**4. Treats / Snacks**

Students may wish to bring a treat on their birthday. Please provide enough to serve the entire class. Every class has a snack break each day. Snacks should be healthy, such as fruits or vegetables, and low in sugar.