



Student Handbook

BLUFFTON CHRISTIAN SCHOOL

1225 W. Washington St., Bluffton, IN 46714



For Junior High
and
High School
families.

- *Academic excellence in a Christian environment.*
- *God's Word is the ultimate source of truth.*
- *Scholarship with Spirit.*

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PURPOSE

Bluffton Christian School is dedicated to academic excellence in a Christian environment. The Bible is the foundation of our faith and serves as the basis for all learning and activities. God's Word is taught as the ultimate source of truth through the guidance of the Holy Spirit. We strive to develop the wholeness of the student and to encourage a close working relationship between the home, the church, and the school. Opportunities are provided for each student to reach their full potential in all areas.

Our purpose and goals clearly indicate that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the school's objectives, and in making their home more God-centered.

The desired goals for each student are:

- A student who is concerned about his personal relationship with Jesus Christ and his daily walk with Him.
- A student who is concerned about the spiritual welfare and development of

others.

- A student who understands and accepts the consequences of his behavior.
- A student whose speech reflects a disciplined Christian life.
- A student who daily seeks the will of God in his life.
- A student who is daily becoming a more mature witness for Christ.
- A student who exhibits a Biblical sense of right and wrong.
- A student who is challenged and eager to learn, and utilizes that knowledge to enrich his life, thus enriching the lives of others.
- Regular church attendance is encouraged.

ADMISSION

Priority for admission to BCS shall be on the following basis:

1. First priority for admission shall be given to currently enrolled students.
2. Second priority for admission shall be given to family members of currently enrolled students.

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3. Admission will be given on a first-come, first-serve basis, based upon space availability.

Parents or guardians should be in agreement with the philosophy of the school, and the information contained in this handbook, and be willing for their child(ren) to be trained by those affirming the aforementioned.

For admission process, an admissions packet of information is provided. Parents should follow the information contained in this process in order to enroll a student. As well, a report card of the student's previous term or work must also be presented before enrollment can be made.

All new students will be on conditional, or probationary acceptance for the first semester.

The privilege of being enrolled at BCS prohibits the use of alcoholic beverages, tobacco, or profanity. Immoral behavior and rebellious activity

toward authority are also prohibited.

Bluffton Christian School strongly discourages attendance at off campus locations which are questionable or detrimental to the Christian witness.

Prospective students at BCS who are currently using drugs, alcohol/tobacco, members of gangs, or involved in gang-related activities, or

who are under suspension or expulsion from another educational institution will have their application rejected.

The parent or guardian of each student must have read the current year's Parent-Student Handbook and be in agreement with the policies as defined. A parent or guardian's signature, as well as the student's signature for grades seven and higher, is required to document such agreement, which will be kept in the school records. Forms will be provided for parents of prospective students to fill out and sign. When parents sign the application form, they are acknowledging their agreement of the prospective student to abide by the policies.

ATTENDANCE

Regular and punctual attendance is the greatest single factor in school success. Therefore, a student's first concern should be to attend class regularly. Being absent from school places a handicap on the teacher and the student.

Each student has the opportunity to earn credit in a class provided he/she does not have more than **five** (5) countable absences in that class during a semester.

For definition purposes, an **excused absence** is an absence that has been verified by the parent with a note, phone

call, or evidence of a doctor's visitation.

An **unexcused absence** is an absence not accounted for by the parent or guardian and the student will be given the appropriate consequence for TRUANCY.

Absences that are **countable** towards the maximum of 5 days:

1. Personal illnesses not requiring a doctor's attention. Consecutive days of illness will accumulate and each day will be counted as one day of absence.
2. Personal-related absences such as job interviews or driver's license tests, go to work with your parents day, etc.
3. Any non-countable absences if note is not submitted within 2 days of the student returning to school.
4. Any absence not defined as non-countable.

Absences that are **NON-COUNTABLE** toward the maximum 5 days:

1. Absences of the student when confirmed by a doctor. (Exact dates must be specified by the doctor in writing.) A doctor's note must be submitted within 2 days after returning to school.
2. Attendance at a funeral when re-requested by a parent.
3. Vacation with parents: Students may

receive up to 5 excused absences each year when accompanying their parents on a family vacation. These excused absences will be granted only with five days prior notice and will count against perfect attendance.

4. College visitation--two days permitted for seniors; one for juniors, second semester only. (Arrangements must be made with the administrator two days prior to the visitation. The student must not have any unexcused absences at the time of visitation. In addition, college visitation absences are not allowed during the last two weeks of school.)

5. Students shall not be counted absent for missing school because of the reasons authorized by statute (IC 20-8.1-3.18), which generally provides excuses for (A) service as a page for or an honoree of the Indiana General Assembly; (B) serving on the precinct election board or as a helper to a political candidate or to a political party on the date of the elections; (C) appearing in court as a witness pursuant to a subpoena; (D) active duty in the active duty in the Indiana National Guard (as defined in said statute). The student shall notify the administrator in order for an exception to be granted.

6. Other emergency and unusual circumstances as approved by the administrator.

7. In-school suspension and out-of-school suspension.
8. Absences caused by school activities or school business.
9. Placement in a hospital or other juvenile facility.
10. Absences due to religious holiday or observance.
11. Absences during the school day when being sent home by the administrator.

If it would ever be necessary for a student to miss more than the 5 days, the following procedure will be followed.

1. The student's grade will be lowered by one letter grade.
2. The five-day policy may be waived by the administrator if a student has had unusual circumstances.

ASSEMBLIES



Good student behavior and responsibility in assemblies is of utmost importance to school spirit. We would hope that students of Bluffton Christian School always show courtesy and attention in assemblies. Each student should observe appropriate rules of etiquette so that the Christian behavior will be held in high esteem. Chapels are a regular part of B.C.S. Chapel is held once a month. Parents are always welcome in our special services.

Dress code for chapel: No jeans, windsuit or t-shirts are permitted, all other dress code rules apply. Dress clothes should be worn.
1st offence- verbal warning
2nd offence- parental notification
3rd offence- Friday school

ACCREDITATION

We will administer an achievement test annually. Parents will be notified of the dates of the test. Bluffton Christian School is registered with the State Department of Education as a private, non-public school and a member of ACSI.

MORNING ARRIVAL/ AFTERNOON DISMISSAL

Morning arrival should be timed so that students do not arrive at school before 7:45 A.M. Upon arrival they are to come inside the building immediately and get ready for chapel. Students are not to leave the building after arrival. All students are to be picked up no later than 3:20. If a parent is not at school at the designated time to pick up their child(ren), the student is to wait at door #3.

Attendance & Extra-Curricular Activities

Students who are absent from school due to illness or truancy, or in ISS, will not be allowed to participate in extra-curricular activities on the day of the absence.

Absences

When students are absent, they must have a parent call the school office by 8:30 a.m. Parents unable to reach the school by phone should send a note with the student upon their return to school. If a parent does not call or send a note, the absence will be considered unexcused and will be considered as a truancy. When a student is absent, and no parent contact is made, the school will call the home first and, if necessary, the work place will be contacted.

CHANGE OF ADDRESS/PHONE NUMBER

Any change of address and/or telephone number, including a work telephone number should be updated to the school office.

DRESS CODE AND PERSONAL APPEARANCE

Bluffton Christian School believes that there is a close relationship between scholarship, citizenship and appropriate dress. Students are expected to be neat and well-groomed at all times. Bluffton Christian School requests that parents assist in having their children maintain an appearance which will bring glory to God and His school.

While the selection of clothing worn at school is primarily the responsibility of parents and students, the school administration reserves the right to make the final judgment concerning the appropriateness of the student's attire and appearance. School attire should conform to the following general regulations that are not intended to be all inclusive:

1. Students will wear footwear at all times.
2. Bare midriffs and bare shoulders are not allowed at any time. Clothing which results in inappropriate exposure such as, but not limited to, that with low necklines, strapless, or of sheer design are unacceptable. No undergarment should be showing or worn as an outer garment (incl. Boxer shorts).
3. Shorts, skorts, skirts, and dresses

must be no shorter than one index finger above the knee. Slits in skirts and dresses must also not extend higher than this measure.

4. Clothing that has been cut, ripped, torn, or manufactured with holes is not permitted.

5. Clothing that has pictures, writing, etc. which promotes, suggests advertises, or has double meanings relating to drugs, alcohol, tobacco, or sex is not permitted.

6. Clothing that has pictures, writing, etc. which represent violence, death, destruction, gore, or blood, is not permitted.

7. Book bags are to be stored in lockers during the day (NOT to be taken to classes).

8. Facial hair is permitted if it is trimmed and neatly groomed.

9. See page 8 for chapel dress code.

If a teacher feels a dress code violation has occurred, the teacher will send the student to the Administrator. Students not abiding by this policy will face the following consequences:

1st Offense - A warning is given and the student will be asked to change. Class time missed will be unexcused.

2nd Offense- One day in-school suspension plus attire change.

3rd Offense- Two day in-school suspension plus attire change.

4th Offense- Out-of-school suspension and

recommendation for expulsion.
Due to the constantly changing variety of apparel styles and fashion, the administration has the authority to determine if a clothing item or accessory not specifically covered in this dress code is, in fact, appropriate for school attire.

CHEWING GUM

Chewing gum is not permitted AN
during the school day.



CLASSROOM POLICIES

Students will be expected to exhibit good classroom manners and conduct themselves at all times in a manner which is conducive to a learning situation, and...

1. Answer all adults respectfully. Students must address their instructors and school personnel by Mr., Mrs., or Miss.
2. Listen when others are speaking. Raise your hand to get permission to speak or to go to the restroom.
3. Be courteous and considerate of those around you who are trying to learn, by refraining from writing or passing notes, tossing objects, or being disruptive.
4. Be neat at all times, and help keep your classroom clean.

5. Exhibit responsibility by coming to class on time and with all necessary materials and supplies.

CLASS DISRUPTION

1st offense - student will be sent to ISS for the remainder of the period; parents contacted by Teacher; Administrator notified.

2nd offense - student sent to ISS; parent conference with Administrator and teacher.

3rd offense - three days ISS; parents contacted by Administrator.

4th offense - expulsion recommended.

This policy does not reset at any time during the school year.

DISCIPLINARY FORMAT

The administration and teachers are responsible for upholding the standards set forth in the student handbook.

Students will be held responsible for their actions and will conduct themselves in a manner which is conducive to a learning situation. No student will prevent a teacher from teaching and other students from learning. Each teacher will make every effort to counsel with the students in an effort to resolve the problem. However, certain first time

offenses may be referred to the administrator for disciplinary action.

CHEATING/STUDENT BEHAVIOR

Cheating is a serious offense. It involves taking from another source and presenting it as your own information. Cheating is defined as copying homework, handing in another's work, plagiarism (in research papers, compositions, and book reports), and unauthorized assistance on tests or quizzes. The administration shall be informed on all actions in this area. The teacher involved will make a parental contact in all instances.

1st incident of cheating-0% for the assignment plus loss of any leadership position.

2nd incident of cheating - "F" grade for the grading period and any removal from any athletic participation.

3rd incident of cheating-suspension or expulsion.

CLASS DISRUPTION

1st offense - student will be sent to ISS for the remainder of the period; parents contacted by Teacher; Administrator notified.

2nd offense - student sent to ISS; parent conference with Administrator and teacher.

3rd offense - three days ISS; parents contacted by Administrator.

4th offense - expulsion recommended.

This policy does not reset at any time during

the school year.

FIGHTING



1st offense - one day ISS; parental notification.

2nd offense - five days ISS; parental notification.

3rd offense - expulsion recommended.

All offenses will be dealt with in an appropriate manner based on the severity of the act involved.

DISRESPECTFUL BEHAVIOR TO STAFF

1st offense - two days ISS; parental notification.

2nd offense - five days ISS; parental notification.

3rd offense - expulsion recommended.

OBSCENITY OR PROFANITY

1st offense - two days ISS; parental notification.

2nd offense - five days ISS; parental notification.

3rd offense - expulsion recommended.

STEALING OR VANDALISM

1st offense - three days ISS; restitution; parental notification.

2nd offense - expulsion recommended; probation referral.

TOBACCO (USE or POSSESSION under the age of 18 is illegal)



1st offense - five days ISS;
police notified conference.
2nd offense - expulsion recommended.

ALCOHOL (USE or POSSESSION under the age of 21 is illegal)

Five days out-of-school suspension;
Probation referral; expulsion recommended.

DRUGS/PARAPHERNALIA (USE or POSSESSION)

Expulsion recommended; legal authorities notified.

DEADLY WEAPONS

Expulsion recommended; legal authorities notified.

HALL PASSES

Students must have a valid hall pass to be in the halls during the regular class period. Teachers are to sign and date when a student returns.

INSURANCE

Our insurance is secondary insurance and

covers ONLY if a student is not covered under another insurance plan.



PAGERS & Electronic Devices

Student pagers or cell phones are not permitted in the school building during school hours. No electronic devices will be permitted at school. If any of these items are confiscated, they must be retrieved by the parent/s.

SUSPECTED CHILD ABUSE

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities. School staff will make such reports in the best interest of the affected child and does not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

POSTED RULES

The following rules are posted throughout the

school and are to be followed at all times:

1. Follow directions the first time given.
2. Keep hands, feet, and objects to yourself.
3. Respect all individuals; no "put downs."
4. Respect school property.
5. Walk; do not run.
6. Exhibit responsibility by coming to class on time and with all necessary materials and supplies.
7. Offensive language will not be tolerated.

TEXTBOOKS/LIBRARY **BOOKS**



As the agreement states, Bluffton Christian School will purchase the textual materials for students. However, students are responsible for their textbooks. If they become worn out, torn up due to lack of responsibility on the student's part, or if the student loses his/her textbooks, parents will be responsible for the cost of replacing textual materials. All hardbound textbooks remain the property of the school unless otherwise noted. These textbooks will be turned in at the end of the school year. Additional, parents will be held responsible for the replacement of any lost or unreturned library books checked out of the school library.

WITHDRAWAL PROCEDURES

The procedures for withdrawing are as follows:

1. Authorization for withdrawal must be made in person by parent or guardian to the administration.
2. All financial obligations must be cleared before final withdrawal.
3. No school records will be released until all accounts are paid in full.

Indiana National Guard (as defined in said statute). The student shall notify the administrator in order for an exception to be granted.

TARDINESS **(Per Semester)**



1st offense - on the first tardy to any class, a verbal warning will be issued to the student.

2nd offense - on the second tardy to any given class, students will receive a written warning.

3rd offense - one full day in ISS;
Parental notification.

4th offense - two full days in ISS;
Parental notification.

5th offense - three full days in ISS;
Parental notification.

6th offense - four full days in ISS;

Parental notification.

7th offense - five full days in ISS;

Parental notification.

8th offense - expulsion recommended for the remainder of the semester.

TRUANCY

Truancy is any absence from school, regardless of the amount of time, when the whereabouts of a student is not known by either the school or the parents. A one class period skip is considered truancy. If, after an unexcused absence, no parent contact has been received, the students will be considered truant and dealt with accordingly. The following procedure will be used for truancy cases: (truancy steps accumulate over the school year).

1st offense - one full day in ISS;

Parental notification.

2nd offense - two full days in ISS;

Parental notification.

3rd offense - three full days in ISS;

Parental notification.

4th offense - five full days in ISS;

Parental notification.

5th offense - expulsion recommended.

MAKE-UP WORK

It is the student's responsibility to make up any missed work. On all excused absences, students are allowed the same number of days of make-up time equivalent to days missed plus one more day. Any work assigned before the absence is due on the day the student returns.

STUDENT MESSAGES

Students are not called to the office telephone under any circumstances, except in extreme emergencies. In case of illness in the home or some emergency which the parent can explain to the administration, students will receive the message.

USE OF THE TELEPHONE



Students will not be allowed to use the school phones during school hours, except for emergencies.

Students are encouraged to take care of all business and other arrangements the previous evening or before leaving for school in the morning. Students may not call home to ask parents to bring textbooks, papers, lunch, or other information they may have forgotten or to say they are sick. It is the

responsibility of each student to be prepared for each class session by bringing all appropriate items for each class.

SCHOOL CLOSINGS/DELAYS

Bluffton Christian School will announce school delays/closings for fog, ice or snow. The school will announce school delays/closings on the following television/radio stations: Television station WPTA, Channel 21 (Cable Channel 7); Radio stations WNUY - 100.1 FM, WBCL - 90.3 FM. When there is only a **two-hour** delay school begins at 10:00a.m.

Fog Delays - Please note that fog delays will be two hours at most. However, we realize that students are coming from many parts of the area, and safety is of utmost importance to everyone. If it is too bad, during a fog delay, to get your child(ren) here at 10:00, please call and let us know. This will not be counted as an unexcused or tardy.



STUDENT FIELD TRIPS

Students must have the consent of the principal. Students will be accompanied and supervised by faculty member(s) if the trip is sponsored by the school. The principal will use discretion and good judgment

regarding the number of faculty members and parents to accompany the students.

MOTOR VEHICLE **REGULATIONS**

It is a privilege for students to drive to school.

A student driver is responsible for the conduct and safety of those who drive his/her car.



Students who drive to school must:

1. Drive directly to school and park in assigned area. Once the car enters the school parking lot it may not leave without permission. Students must enter the building immediately and may not return to their car during the school day unless given permission.
1. Observe speed limits for school areas while school is in session and at school activities.
3. If driving privileges are suspended, no other student may drive the suspended student's vehicle.
4. The school assumes no responsibility for anything that might happen to a vehicle while on school property.
3. Loitering in the parking lot is not permitted.

VEHICLE VIOLATIONS:

Vehicle related violations on school property or at school functions that are held off school property will be dealt with as follows:

1st offense -loss of driving privileges for three consecutive days.

2nd offense -loss of driving privileges consecutive days. Parent conference.

3rd offense -loss of driving privileges for the remainder of the semester. If semester is close at hand driving privileges loss will continue into the next semester for one grading period.



VEHICLE SEARCH:

Permission for a student to bring a vehicle on school property shall be conditioned upon the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have NO expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.



PHYSICAL CONTACT

The actions of each student at Bluffton Christian School should reflect the high standards of Christian morals and principles. It is, therefore, expected of each student to refrain from public displays of affection while on school grounds.

GRADING POLICIES AND PROCEDURES

THE SECONDARY SCHOOL:

Grades 6-8 consist of five core subjects: All students will be required to take these core subjects, as well as other prescribed programs.

- Bible
- English
- Science
- Math
- History

Grades 9 through 12 consist of certain state requirements in order to meet the standards for graduation. Students will meet their requirements with core curriculum, as well as elective subjects.

MINIMUM CREDITS FOR GRADUATION:

Credits will be given on a semester basis. Each class will consist of 18 weeks of study, and, upon successful completion of each class, 1.00 credits will be given toward graduation. Minimum requirements for graduation are listed below, as well as in the "School Profile":

English	8.00
Biblical Studies	8.00
Social Studies	8.00
Mathematics	6.00
Science	6.00
Computer Literacy	1.00
Physical Education	2.00
Foreign Language	2.00
Electives	6.00

Total Minimum Credits
Required For Graduation 46.00

A Student can pursue one of two routes in obtaining a high school diplomas. The two diplomas offered are the regular diploma and the general diploma.

Regular diploma: Most students including those college-bound individuals will receive the regular diploma. And the credit requirements are listed below.

General diploma: A student not headed for college and is struggling academically may want to opt for the general diploma track. The minimum requirements are listed below.

JUNIOR HIGH/SENIOR HIGH **GRADING POLICY:**

Letter and numerical grades are given on the report card in all subjects for grades six through twelve. Numerical equivalents are indicated in the "Semester Average" column. The following letter grades are given with their numerical equivalents:

A+	99 - 100
A	95 - 98
A-	93 - 94
B+	91 - 92
B	85 - 90
B	83 - 84
C+	81 - 82
C	75 - 80
C-	73 - 74
D+	71 - 72
D	67 - 70
D-	65 - 66
F	63 - Below

Report cards will be issued every nine weeks. The school calendar will indicate the dates on which the grading period ends.

Students in grades 6-12 will be assessed by their teachers using an inventory checklist to determine each child's proficiency in a variety of skills.

ACADEMIC **PROBATION**



Academic probation is invoked when a student has a academic problem. It is intended to give notice to the parents and student so a mutual effort on the part of both school and home may be made to correct academic deficiency. If not, the principal will decide if the student will be able to continue at B.C.S.

Academic probation will be invoked in the following manner:

1. A student who receives one "F" and does not show progress at the conclusion of a grading period will be placed on academic probation for one grading period. The student will not be allowed to participate in extracurricular activities, including sports during this probation period. Please see the athletic handbook for more details.
2. A letter of notification will be sent home to the parents.
3. The academic status of the student will be reviewed at the end of the next grading

period.

4. After being placed on probation, a student who receives no "F's" the next grading period will be removed from probation.

5. After being placed on probation, if a student receives one "F" the following grading period, the administration will decide if the student will be allowed to remain in school.

6. Any student who has a failing grade or missing assignments during a given week will attend Friday afternoon school from 12:00-2:00p.m. Parent will be notified.

7. All new students who enter Bluffton Christian School will be on probation for the first semester. This is a time when the student, the parents, and the school can know if B.C.S. is the best place for the student. Aspects such as behavior, grades, and the moral character of the student will be evaluated.

MEDICATIONS



It is suggested that parents administer all, or at least most medications at home.

Under exceptional circumstances, medication may be administered by authorized school personnel under the

following
guidelines:

1. No medication, prescription or non-prescription, shall be administered to a student without the written and dated consent of the parent.
 - A. The written consent should include the name of the medication, the dosage to be given, and the time for it to be given, if necessary. Consent forms are available from the school office.
2. All prescription medication should be accompanied by a physician's prescription or pharmacy label, or a copy of one of these.
3. All medication, prescription and non-prescription, must be in the original labeled container and shall be stored in the school office.
4. Students who need to carry and/or administer their own medication such as asthma inhalers, or other medication must have a dated and signed permission slip from both the parent and physician.

All medication will be stored in a locked cabinet at all times.

SCHOOL PROPERTY

Accidental damage to school property shall be reported to the office. A fair fee may be charged to repair the damaged property. Students causing intentional damage will be

dealt with accordingly.

SEARCH AND SEIZURE:

School facilities such as lockers and desks are school property provided for student use SUBJECT to the right of the administration and his/her designee to enter the facility as needed and inspect all items in the facility being searched.

STUDENT PERSON AND POSSESSION:

Searches of the student's person and personal items in the student's immediate possession shall be done with the consent of the student. If the student does not consent, such a search shall be permitted based upon the administrator's reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others.

FINES:



Students owing money for library fines, damage to textbooks, or other acts of the student, must satisfy this

financial obligation when due or make
arrangements with the principal.
Unsatisfied financial obligation will be
recorded and grades will be withheld until all
obligations are met.

