

2022-2023

PARENT/STUDENT HANDBOOK

The Great Commission



BLACK HILLS
CHRISTIAN ACADEMY

"Go therefore and make disciples of
all nations, baptizing them in the name
of the Father and of the Son and of the
Holy Spirit,"
Matthew 28:19 (NIV)

Black Hills Christian Academy (BHCA) 2022-2023 Parent/Student Handbook

BHCA Mission Statement

Instilling Christian Principles with C.A.R.E.

BHCA Vision Statement

Every student equipped to impact the world for Christ.

BHCA Core Values

C.A.R.E.

Christ Centered

- Living out Biblical Principles and sharing freely the Gospel of Jesus Christ.
 - Ephesians 5:1-3 – “Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave Himself up for us as a fragrant offering and sacrifice to God. But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people.”
 - Deuteronomy 6:5 – “Love the Lord your God with all your heart and with all your soul and with all your strength.”

Academic Excellence

- Providing a high-achieving environment to challenge students towards their God-given potential.
 - Colossians 3:17 – “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.”
 - Proverbs 2:1-5 – “My son, if you accept My words and store up My commands within you, turning your ear to wisdom and applying your heart to understanding, and if you call out for insight and cry aloud for understanding, and if you look for it as for silver and search for it as for hidden treasure, then you will understand the fear of the Lord and find the knowledge of God.”

Relationship Focused

- Demonstrating authentic relationships through respect for God and others.
 - Hebrews 10:24-25 – “And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching.”
 - Philippians 2:4-5 “Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus.”
 - Mark 12:30-31 “Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: ‘Love your neighbor as yourself.’ There is no commandment greater than these.”
 - Leviticus 19:18 – “Do not seek revenge or bear a grudge against one of your people but love your neighbor as yourself. I am the Lord.”

Excellence Driven

- Promoting integrity and purpose in everything we say and do.
 - I Corinthians 10:31 – “So whether you eat or drink or whatever you do, do it all for the glory of God.”
 - Colossians 3:23-24 – “Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”

BHCA's 3-5 Year Vision

- I. Explore State accreditation
- II. Achieve full enrollment for preschool – 12th grades
- III. Continue to develop and support family-style atmosphere and values at BHCA
- IV. Purchase land

BHCA's 5-10 Year Vision

- I. Pay off building debt
- II. Build a new facility
- III. Hire Development Director
- IV. Grow endowment

BHCA's Value = Benefits

Cost

- Daily prayer and monthly chapel
- Family atmosphere
- Security and safety - highest priority
- Teach Christian principles in a Christian environment
- Christian teachers using Christian curriculum
- Encore classes (Spanish, Art, Music, P.E. and Computer Lab)
- Tuition assistance available
- Small student to teacher ratio giving individualized attention
- Dual enrollment in high school
- Dual credit for juniors and seniors with an accredited college/university
- 4-day school week
- Preschool – high school service projects
- Welcome parent visitation and participation
- Administer nationally recognized standardized tests for 1st – 11th grades

BHCA History

The Black Hills Christian Academy (BHCA) was founded as Belle Fourche Christian School, (BFCS), in the fall of 1992 with two teachers serving 12 students. Meeting in local churches for four years enabled the BHCA to eventually purchase a facility outside of Belle Fourche in August 1996. The doors were opened to students in preschool through eighth grade with continued growth in enrollment and academic achievements. BFCS changed its name in 2002 to Black Hills Christian Academy. In 2008 the school moved to Spearfish leasing from Calvary Temple Assembly of God Church. In 2011 the BHCA purchased a building in Spearfish (current location) to allow for continued growth. In the fall of 2017, the BHCA and Spearfish Classical Christian School (SCCS)

partnered together under the name of BHCA as one body of Christ to impact the Spearfish community and the northern Black Hills. We continue the vision of cultivating character and improving the academic potential of every student to impact the world for Christ in preschool – 12th grades.

BHCA is a member of Association of Christian School International (ACSI) and has received accreditation for kindergarten – 12th grades.

Statement of Christian Philosophy

Black Hills Christian Academy (BHCA) exists to equip children to view life from God's perspective because He is Truth (John 14:6). We believe Biblical perspective is communicated through 1.) His Creation, 2.) His Son, Jesus Christ, and 3.) His Holy Word, the Bible. All Truth is rooted in the Bible (John 17:17), therefore Christ and the Bible are central and embedded into every subject and activity. Our school will not teach anything or incorporate any content into the curriculum that we deem to be inconsistent with our Biblical worldview, our Statement of Faith, and our commitment to be a distinctively Christian school in every way. We will teach our students how to discern the truth and how to train their minds for excellence.

Our responsibility to the students encompasses the spiritual, intellectual, physical, social, and emotional areas of their lives. As students recognize God's Truth and are assured of their calling and election, they also will recognize the worth God has placed on them and how they can live in a manner worthy of the gospel.

We believe that a proper relationship between family, church, and school is essential to Christian education. It is the responsibility of parents to teach and train their children; BHCA is an extension of the educational process of the home, partnering with families as they raise their children in a counter-cultural manner that honors and glorifies God and encourages a personal and growing relationship with Christ (Gal 1:10). Together, BHCA and parents partner in providing an education that is both Christian and challenging, equipping students to know, love, and practice that which is true, virtuous, and beautiful, and which challenges them to strive for excellence as they live for the glory of God and the good of all people.

As Christian educators, we desire to be faithful in communicating a Godly vision that inspires our children to walk in the freedom and openness of the Gospel, and in so doing, influence the world for Christ (John 15:19, John 9:5). BHCA grounds everything we do on the transforming power of the Gospel of Jesus Christ to instill in our students, families, and staff an eternal mindset based on God's absolute truth.

We support the family of each student and respect the churches that are represented at BHCA. We believe that the Bible is the infallible Word of God, and we study the Word at each level of education. BHCA is a non-denominational school. Currently our staff and students represent over 28 different churches. BHCA is not associated with any church or denomination or groups using the BHCA facilities.

BHCA's Statement of Faith

1. BHCA believes that the Bible is God's indisputable message to man, that it is inspired by God himself and, therefore, is without error. II Peter 1:20-21, II Tim. 3:15-17
2. BHCA believes there is one God who continuously and endlessly evidences Himself in three persons: God the Father, God the Son (Jesus), and God the Holy Spirit. Genesis 1:1, Matt 28:19, John 10:30
3. BHCA believes that Jesus Christ is the Son of God and He is one with the Father. John 1:1, Isaiah 43:10-13, John 17:20-21, John 10:30, Luke 3:21-22
4. BHCA believes that Jesus was born of a virgin, that He lived a sinless life, and that He accomplished amazing miracles, as recorded in Scripture. Isaiah 7:14, Matt 1:18-23, Hebrews 4:15, I Peter 1:18-19
5. BHCA believes that Jesus shed His blood and died on the cross as our substitute and, in so doing, settled the score once and for all for our sin. Isaiah 53:4-6, Romans 6:23, Gal. 1:4, Romans 5:8, Romans 3:22-24
6. BHCA believes in the miraculous resurrection of Jesus and that He ascended to the right hand of God the Father where He constantly intercedes on our behalf and that one day He will return to earth in power and glory. Hebrews. 7:26, John 5:28-29, John 11:25, Mark 16:19, Romans 8:26-34, I Thess. 4:16, Hebrews. 4:15.
7. BHCA believes that through a personal heart-felt acceptance of Jesus Christ as personal Savior, we are reborn as a new creation by the inner working of the Holy Spirit. John 5:24, Eph. 2:4-9, Titus 3:5-7, Romans 5:8-9, Romans 10:9-10, Eph. 1:13-14, John 14:6.
8. BHCA believes that the Holy Spirit indwells the Christian and encourages us to live a Godly life. John 16:1-11, Romans 8:13-26, John 14:26, I Cor. 3:16, Hebrews. 4:15
9. BHCA believes in the resurrection of the dead for both the believer and the non-believer; those that are saved unto eternal life in heaven and the unsaved to eternal damnation in hell. I John 5:11, Romans 8:11, I Cor. 15:42-49, John 5:28-29.
10. BHCA believes in the spiritual unity of believers in our Lord Jesus Christ and pledge to look beyond doctrinal conflict in order that the kingdom of God be extended. Gal. 3:26-28, Eph. 4:4-6, I Cor. 12:1-14, Phil. 2:1-5.
11. BHCA believes that all human life is sacred and created by God in His image and His likeness. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. Gen. 1:27-28, Jer., 1:4-5, Psa. 139: 13-16

12. BHCA believes that God wonderfully and immutably creates each person as male or female, therefore: alternative gender identities are contrary to the Bible. Male and female are distinct, complementary genders that together reflect the image and nature of God. BHCA will use gender appropriate pronouns reflecting gender at birth as well as legally assigned names. Parent may notify the school of appropriate nicknames students would like to be called by. Gen. 1:26-27, Gen. 2:15-24, Lev. 20:13a, Matt. 19:4

13. BHCA believes that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union. Gen. 2:22-24, 1 Corin. 7:2-5, Matt. 19: 4-6, Rom. 1:26-27

I understand that the Black Hills Christian Academy will address spiritual matters using this statement as a basis and guide. The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the Black Hills Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Directors is the Black Hill Christian Academy's final interpretive authority on the Bible's meaning and application.

BHCA Objectives

Our core value (C.A.R.E.) is the method we use to obtain our objectives. The following objectives of the BHCA are founded on the Word of God, Statement of Faith, school philosophy, vision, mission, purpose, and goals. "For no other foundation can anyone lay than that which is laid, which is Jesus Christ." (1 Corinthians 3:11)

BHCA takes hold of the responsibility of shaping a Christian mind, cultivating a Christian heart and promoting Christian service – head, heart, and hands, thinking, feeling, and doing – all intertwined in each person. The formation of the whole child with humble, selfless, Christ-focused ambitions: this is the vision of our school. (Philippians 2:1-9)

HEAD – Christian mind/thinking (Ecclesiastes 1:13a) - KNOW IT

Performance at or above grade level in reading, writing, and math
Broad base of skills and knowledge foundational to academic excellence
Greater understanding of God's written Word, the Bible
Creative and critical thinking skills for problem solving and lifelong learning
Proper use of Biblical criteria for evaluation
Skills to defend our belief and faith
Knowledge of and extension of what grace is
Scriptural proof of Jesus's deity
Skills to debate respectfully

HEART – Christian heart/feeling (1 Peter 3:15) - OWN IT

Personal relationship with Christ
Personal responsibility, integrity, self-discipline, and godly character which is based on submission to God
Virtuous attitudes, desires, and acceptance of God-given power to do His will
Compassion for others

Understand and discover that God gives each individual specific talents and spiritual gifts to be used for His purposes

Ability to understand and explain faith in Christ

Possess healthy, self-based identity of who God is, who Jesus says we are, and our role as agents of Him

Knowledge that we are part of God's much bigger picture

HANDS – Christian service (Eph 4:12-13, Eph 2:1-9, Phil 2:1-9) - DO IT

Develop and use God-given talents and abilities to joyfully serve others by sharing God's love

Invest in the lives of others in response to our God-given gifts

Develop a growing ability to love one's neighbor as oneself

Share our values with others and defend the Christian faith

Go into the world prepared to walk like Christ (Gal 6:9), doing the good works for which we were created in Christ Jesus and which He prepared in advance for us to do (Eph. 2:10)

Educational Statement of Beliefs

BHCA is committed to academic excellence within a Christ-centered community: shaping Christian minds, cultivating Christian hearts, and promoting Christian service. The ultimate goal of Christian education is the glorification of God, accomplished by bringing students to a personal relationship with Jesus Christ, which leads them to imitate Him while fully utilizing their God-given gifts to serve Him and His people.

1: All students can learn and are entitled to a high-quality education

- Establish a culture of high expectations
- Utilize effective and consistent instructional practices and engagement strategies to meet all learning styles
- Develop students' full potential, understanding that all knowledge, skills, and abilities are from God (James 1:17) and their development is prudent stewardship of His gifts
- Develop a broad base of academic skills and knowledge so all students are equipped for every good work (2Tim 3:16-17)

2: Individual maturity is developed in a student's life when there is spiritual, intellectual, physical, social, and emotional growth

- Develop character that reflects the fruit of the Spirit (Gal 5:22-23) as a result of a well-established and continually growing relationship with Christ
- Develop self-discipline and personal responsibility based on respect for and submission to God, pursuing both excellence and humility
- Teach good character qualities and moral principles as a framework for Christian living, along with the proclamation that righteousness, the right relationship with God, comes not by our conduct or morals but by our trust in the person and work of Jesus Christ (Phil 3:9)

3: Christian education equips students to view life from God's perspective

- Confirm Christ as all in all (John 1:3, Eph 1:22-23, Col 1:15-18)

- Use God, His unchanging Truth (Ps 119:160), and a Christ-centered worldview to process, analyze, and discern all information to determine what is true and good (1Thess 5:21)
- Recognize God's sovereignty and glory (Ps 135:6), the worth God has placed on us (Matt 10:31), and how we can live in a manner worthy of the gospel

4: Students develop most thoroughly in a positive, Christ-centered environment

- Saturate children with the good news of Jesus Christ and how the gospel impacts our daily lives and the way we love those around us
- Create an environment of grace and acceptance - allow for imperfection and struggles with full trust that the righteousness of Jesus is sufficient to save us and transform us (Rom 3:21-26, Gal 3:24)

5: A high-quality education equips students to think critically and integrate ideas

- Emphasize the training of students to ask questions and find answers, construct meaning, and apply and transfer learning to new situations
- Train students to use biblical criteria for evaluation while reasoning logically, thinking critically, and studying independently

6: Student success is achieved through shared responsibility of students, staff, and family

- Serve as an extension of learning environment at home, working with parents to shape the hearts of students as we all seek to imitate Christ
- Cultivate high levels of parent engagement and strong family-school relationships

7: Christian school staff must be well-trained educators who love the Lord and the students

- Acknowledge God as the orchestrator of the learning experience
- Serve as willing hands and feet of God's character and of His amazing works
- Utilize highly effective instructional practices
- Live in a way that reflects Christ-like character, understanding fruit is born by abiding in the Vine (John 15:4)
- Openly teach the truths of Scripture, compelled by transparent and unashamed love and service to Jesus Christ
- Enhance children's spiritual development in an intentional and nurturing manner
- Function as disciples, depending on the Holy Spirit and the Bible for guidance

8: Effective schools are committed to innovation and continuous improvement

- plan and implement ongoing professional development for best instructional practices
- train staff on alignment of mission, values, objectives, instruction, assessment, analysis of data, and interventions

Expected Student Outcomes (ESOs)

Our Expected Student Outcomes (ESOs) are found within our mission statement and encompass three categories: Academic, Biblical and Life. Through the use of C.A.R.E. we encourage students to fulfill the BHCA vision. The ESPs reflect the milestones BHCA prays will be evident in our graduates. Administration, faculty, staff, and board members oversee, model, communicate, and teach biblical principles as the foundation of all education.

Academic: Through academic excellence, BHCA graduates will be prepared for college admission or other further education for career effectiveness. Students will receive a quality education based upon Christian values. Graduates can respectfully and effectively communicate with others to impact the world for Christ.

- Students will:
 - Train their minds for excellence
 - Be lifelong learners
 - Possess academic skills needed for success in secondary education
 - Demonstrate:
 - Proficiency at or above grade level for reading, writing, and math
 - The ability to construct a persuasive argument that is based on sound reasoning and evidence
 - Use of a vocabulary necessary for effective communication of a biblical worldview
 - Knowledge and understanding of other people, events, cultures and their influence on history
 - Know how to utilize resources including technology to locate, analyze, evaluate, and organize information.

Biblical: Biblical ESOs include character, service, and relationships. BHCA students are taught a biblical worldview based upon the teachings of Jesus Christ. Students will recognize God as their Creator and recognize His touch in daily life. Graduates learn the value and honor of Christian character in relationships.

- Students will
 - View life from God's perspective and recognize His truth
 - Recognize their value in the eyes of the Father
 - Articulate and communicate a biblical worldview influencing the world for Christ
 - Demonstrate scriptural knowledge and wisdom
 - Become disciples in their community, work force, and the world
 - Apply biblical principles for conflict resolution
 - Understand the power of the Holy Spirit in our daily choices
 - Understand and discover their God given talents and spiritual gifts to joyfully serve and invest in the lives of others.

Life: Through a biblical worldview, students recognize their value and the value of others. Christian character will be modeled and taught for life applications while encouraging students to strive for excellence.

- Students will
 - Discern truth
 - Use creative and critical thinking skills for problem solving
 - Demonstrate:
 - Apologetic skills to respectfully defend their belief and faith
 - Personal responsibility, integrity, self-discipline and godly character based on submission to God and spiritual gifts to joyfully serve and invest in the lives of others.
 - Stewardship over God's creation
 - An eternal mindset by walking in the freedom and openness of the Gospel
 - Knowledge and respect that all people are created in God's image
 - Social and emotional maturity in a variety of backgrounds: relationships, professional, and social

BHCA School Policy Statement

The policies of Black Hills Christian Academy (BHCA) are determined by the controlling authorities of the BHCA School Board. Each student and parent who makes the decision to attend Black Hills Christian Academy is, with that decision, saying that they agree to accept the Statement of Faith standards, principles, policies, and requirements set forth in the handbook.

BHCA 2022-2023 Faculty and Staff

School Office

Administrator	Lauren Jones	admin@blackhillschristianacademy.com
Office Mgr./Bookkeeper	Jody Merchen	ljones@blackhillschristianacademy.com
Office Aide	Heidi Carstensen	jmerchen@blackhillschristianacademy.com
		hcarstensen@blackhillschristianacademy.com

Elementary School

Preschool Teacher	Brenda Karp	bkarp@blackhillschristianacademy.com
Preschool Aide	Jamie Groneberg	jgroneberg@blackhillschristianacademy.com
Pre-Kinder Teacher	Corin Humbracht	chumbracht@blackhillschristianacademy.com
Pre-Kinder Teacher	Lisa Blanchett	lblanchett@blackhillschristianacademy.com
Pre-Kinder Aide	Reyna Torberson	rtorberson@blackhillschristianacademy.com
Kindergarten Teacher	Tyffany Johnson	tjohnson@blackhillschristianacademy.com
Kindergarten/Office Aide	Beth Kozel	bkozol@blackhillschristianacademy.com
1 st Grade Teacher	Julie Lamb	jlamb@blackhillschristianacademy.com
2 nd Grade Teacher	Brittany Robinson	brobinson@blackhillschristianacademy.com
3 rd Grade Teacher	Lexi Schuldt	lschuldt@blackhillschristianacademy.com
4 th Grade Teacher	Amy Carlson	acarlson@blackhillschristianacademy.com
5 th Grade Teacher	Amber Weeks	aweeks@blackhillschristianacademy.com
6 th Grade Teacher	Katie Utecht	kutecht@blackhillschristianacademy.com

Middle School/High School

Bible + English	Alysia McCord	amccord@blackhillschristianacademy.com
Math	Gregg Dennison	gdennison@blackhillschristianacademy.com
Social Studies + Electives	Melita Quinonez	mquinonez@blackhillschristianacademy.com
Bible, Science	Jen Zoller	jzoller@blackhillschristianacademy.com
Electives	Nate Torberson	ntorberson@blackhillschristianacademy.com
Electives	Megan Levitt	mlevitt@blackhillschristianacademy.com

Encore Teachers

Music Teacher	Kari Harter	kharter@blackhillschristianacademy.com
Art Teacher	Julie Esmay	jesmay@blackhillschristianacademy.com
P.E. Teacher	Paula Gruenwald	pgruenwald@blackhillschristianacademy.com

Extended Care Super.	Abby Carlson	abbycarlson@blackhillschristianacademy.com
Custodial, lunch	Darla Gates	dgates@blackhillschristianacademy.com

School Governance

A Board of Director's governs the Black Hills Christian Academy. The Board is responsible for maintaining and clarifying the school vision/mission, making policies, approving the budget and curricula, and is the final authority. The administrator works with the Board to implement policy and manage the daily operation of the school.

BHCA 2022-2023 School Board

Name	Position	Term	Occupation	Relevant Competencies
Becky Zuniga	President	2021-2024	Children's Ministry Director	Instruction, Instructional Resources, Team Leadership
David O'Bryan	Vice-President	2021-2024	Office Manager/Former Law Enforcement	Security, Maintenance, Instruction
Josh Horak	Treasurer	2021-2024	Bank President	Finances, Instruction
Danielle Ranek	Secretary	2020-2023	Nurse	Communication, Record-keeping,
Talia Gasbarre	Member-at-large	2020-2023	Nurse	Prayer
Kelsie Darling	Member-at-large	2020-2023	Business Owner	Fundraising, Community Partnerships
Sarah Anderson	Member-at-large	2022-2025	Natural Resource Coordinator	Grant writing, Non-Profit Experience

Section 1 – Enrollment/Tuition/Fees Policy and Requirements

A. Admission Policy

The Black Hills Christian Academy strongly desires that young people have an opportunity to receive a Christian education, but presently the school is unable to meet the needs of students with the following:

- Low academic performance as indicated by a standardized test and/or previous school records or special education classes.
- serious emotional or behavioral problems
- A physical handicap which would impair the learning process

Attendance at the Black Hills Christian Academy is a privilege. Students who agree with the BHCA Statement of Faith will be considered for admission. It shall be the policy and practice of BHCA, in the admission of its students, not to discriminate based on the applicant's race, color, national or ethnic origin.

B. Student Application Process

BHCA offers a program for students who desire an education in a Christian environment and who are capable of achievement in a program dedicated to academic excellence.

The application process is:

1. Submission of a properly completed and signed Enrollment Application and the enrollment fee.
2. A parent and student interview with the administrator. The student may attend the interview or be interviewed by the administrator later. The administrator may contact the student's previous school to ascertain past conduct, academic progress, and long-term potential.
The interview assures that:
 - At least one parent expresses a clear testimony of Christian faith.
 - The parents desire a Christian education for their child.
 - The family beliefs are consistent with the Statement of Faith and the philosophy of the school.
 - The child expresses a desire to attend the school and agrees to live in harmony with school standards and policies.
3. An evaluation for all new students will be given prior to the 1st day of school for all new kindergarten – 12th grade students. The DIBELS, CAIU and/or portions of the Standardized testing will be used along with a writing portion deemed by the teacher for that grade level. The report card and latest state testing also will be reviewed.
4. Students transferring from an accredited or non-accredited institution must provide a recent report card, national norm test score from the current or previous school year, as well as scope and sequence and objectives covered by each course for credit transfer in Language Arts and Math.

5. Students who have taken and passed courses not provided by BHCA will receive credit for those courses.

BHCA believes that providing a solid foundation in the areas of Language Arts and Math are key to future success, and it is in each student's best interest to fill any gaps in these two areas before moving ahead. If the above requirements cannot be provided to demonstrate mastery, or in the case of low scores on report card (less than a C) or low standardized test scores (below 55%), student will be tested using DIBELS/CAIU or BHCA board approved standardized testing.

- The Student Application form is available online at <https://blackhillschristianacademy.com/admissions/application>
- A copy of the applicant's Birth Certificate and Immunization Records are due 2 weeks before the first day of school.
- New students will be given an evaluation before school starts and will be subject to a two-week diagnostic and probationary period.
- All parents & students must be in agreement with the Statement of Faith and all school policies and procedures as stated in the Parent/Student Handbook.
- Any applicant denied admission will receive a refund of his/her enrollment fee.

C. Tuition and Fee Policy

Tax dollars do not support private Christian schools. Therefore, tuition payments and gift contributions are vital to meet financial obligations. Tuition and fees will be reviewed on an annual basis and will be set in January by the BHCA Board.

Families who have two or more students attending BHCA will receive a 10% discount on Tuition cost for the year. Families may choose to "give back" this discount at the time of enrollment. Tuition "give back" is applied to teacher compensations.

Pandemic, Outbreak, Natural Disaster, and Crisis Response

In the event of pandemic, outbreak, natural disaster, or other unforeseeable crisis, the BHCA School Board will prayerfully consider guidelines issued by government officials and relevant government agencies. BHCA reserves the right to modify curriculum and resources, schedule, length of school year, teaching methods, and demonstrations of learning as deemed necessary by the BHCA School board. Any changes due to pandemic, outbreak, natural disaster, or other unforeseeable crisis do not excuse families from their enrollment contract and tuition obligations.

General Financial Policies

BHCA partners with FACTS Management (Online.FACTSmgt.com) to provide flexible payment options to our families. This online process is simple, convenient, and secure.

1. Tuition Payment Options (see Tuition Information Sheet for prices)

- a. Payment Plan 12 – 12 months (June 1st – May 1st)

- b. Payment Plan 10 – 10 months (June 1st, August 1st – April 1st)
- c. Paid in Full Payment – Due by June 15th to receive 3% discount
 - >Tuition Payment Reminders will be sent via e-mail 5 days before your payment is due. Due date on tuition payments is the 15th of each month.
- 2. Re-Enrollment Fee (nonrefundable)
 - a. Returning Pre-K - 12th grade students only
 - i. \$40 before April 1st
 - ii. \$60 after April 1st
 - > Re-enrolling students must be current in their past family statement to be enrolled in the next school year.
- 3. Enrollment Fee (non-refundable)
 - a. New Preschool - 12th grade students only
 - i. \$60 due at registration
- 4. Educational Fee and Student Accident Insurance Coverage (nonrefundable)
 - a. \$195, mandatory for all students
- 5. Pastor's Discount
 - a. 10% of tuition may be applied for qualifying students
 - i. Ordained pastor must be currently employed full-time by an evangelical church to qualify.
 - ii. Requests for exception to this policy will be reviewed on a case-by-case basis by the BHCA board.
- 6. Incidental Payments (all charges other than tuition)
 - a. Payment due dates may vary based on charges processed through the BHCA office
- 7. NSF Fee
 - a. A \$30.00 fee will be charged for insufficient funds.
- 8. Late payment fee (not received by the 15th of the month): \$25.00

D. Tuition Assistance

Tuition Assistance may be applied for by all new and current BHCA parents through FACTS. The application may be found on the school's website. There is an application fee of \$35.00. This fee does not go to the school, is nonrefundable, and takes several weeks to process. Applicant information remains undisclosed to the BHCA Board. The BHCA Board will then make a decision in May based on available funds and financial need(s). All names and amounts will remain confidential in the BHCA system. Applicants will be contacted by the BHCA Administrator if tuition assistance is granted or declined. If assistance is granted, the family will need to sign a Financial Assistance Agreement and a Parent Contract to keep on file.

E. Denial of Admission

Admission may be denied by the Administrator/School Board if the applicant is deficient in one or more of the specified areas stated above (tuition + incidental charges) and correction appears unlikely. Denial of admission does not prohibit a student from applying the next year if deficient areas are corrected. Upon completion of the designated steps, parents will be notified by letter as to whether their child has been admitted or refused into BHCA. Any applicant denied admission will receive a refund of his/her enrollment fee.

F. Delinquent Accounts

Tuition will be invoiced the first school day of the month. A \$25.00 late fee will be assessed for accounts not paid by the 15th of each month. A payment plan with the Administrator will be set up after 45 days. If an account reaches 60 days past due without a written agreement with the school, the student(s) are subject to dismissal until the account is current. A \$30.00 fee will be assessed on any check returned by the bank.

Report cards may be picked up in the BHCA office upon completion of payment. School records will be mailed to the school district after receiving the Transcript Request and the family statement has a \$0 balance.

G. Parent Volunteer Hours

Each parent of a kindergarten – 12th grade BHCA student is asked to donate a minimum of three hours per month per family in voluntary service to the school or pay an additional \$30 per month per family. This fee will be placed on the Family Statement and will be credited only when the parent logs the time for that month on their ParentsWeb. Directions on logging-in are in the front office. The month will be closed on the first school day of the following month. Suggestions for voluntary service may be found in the BHCA office, sent via email, or from your child's teacher. Extra hours obtained during the school year do not roll over to the next year except for the month of May. Parents must report the location where they have been working/assisting to the office staff when leaving the building.

H. Withdrawal

If for any reason a student is withdrawn from BHCA, we ask that it be at the end of a grading period. Official withdrawal from school must be made in person with the Administrator and in a written statement to the BHCA School Board at least two weeks prior to the student's last day. An exit interview will be scheduled to give the opportunity to communicate directly with the administration and/or the School Board. All tuitions will continue until parents or guardian and student(s) have completed official withdrawal. School records will not be transferred until all invoices are paid in full and all textbooks and materials have been returned to BHCA. Refunds are not given on tuition unless board approved.

I. Transfer of Students

A Transcript Request Form must be completed for BHCA to send on to the next school and may be picked up at the BHCA office. All withdrawal requirements in Section 1-H "withdrawal" must first be completed. Copies of the school record(s) may be given to the parents or guardians if requested.

J. Change in a Class

If BHCA changes the class schedule, BHCA will purchase any additional needed curriculum through August 1st. After August 1st it is the parents' or guardians' responsibility to purchase any additional books and shipping.

If a parent/guardian or student changes his/her class schedule, the parent/guardian will purchase any additional books and shipping if BHCA has already purchased books for that student in the original class. High School students may not drop a class after the first week of class.

Section 2 – Attendance Policies

A. Attendance

Black Hills Christian Academy believes it is the responsibility of the student and parents/guardians to create the habit of being punctual and regular in attendance. The classroom homeroom teacher keeps record of his/her students on RenWeb. MS/HS keeps attendance for **each** class.

B. School Hours & Days

Preschool – Pre-K	8:00 am – 3:15 pm (140 days)
K – 5 th Grades	8:00 am – 3:15 pm (145 days)
6 th – 12 th Grades	8:00 am - 3:15 pm (150 days)

1. Morning Drop-off

PS – 6th grade students may arrive 15 minutes before class starts (7:45 am).

- Children may be dropped off at the designated door.
- Class starts at 8:00 a.m.

7th – 12th grade students may arrive between 7:45am – 7:55am.

- Children may be dropped off at the designated door
- Students may park on the north side of the building in the designated graveled spots
- Class starts at 8:00 am

2. Afternoon Pick-up

Preschool – 6th Grades

- Preschool – 6th grades– students will be picked up at the designated door between 3:15 and 3:30 pm. Teachers will walk students to the car when parents have displayed name placard.
- Parents/guardians are to display their provided name placards on the dash of their vehicle or on the driver's window for safety purposes in the pick-up line. Only those who display the name placards will be allowed to pick-up. If there is not a previous call about a change in pick-up or name is not on the Authorized Pick-Up List, the parent will be called for permission. All BHCA staff has permission to ask to see identification/driver's license for confirmation.

- Teachers will walk students to the vehicle in the designated pick up line.
- All families in a carpool must complete and turn in their forms to the office before Carpool tags/name placards are issued.
- Extra name placards may be requested in the BHCA front office.
- After the 15-minute pick-up period has ended, remaining students will be sent to Extended Care which begins at 3:30 pm.

7th – 12th Grades

- MS/HS students may be picked up between 3:15-3:30pm.
- BHCA will not be responsible for MS/HS students after 3:30 pm.

C. Early Pick-Up

If it is necessary to pick up a student prior to dismissal time, please notify teachers by email in advance if possible or call the BHCA office at 722-1276. A parent or someone from the Authorized Pick-up List must come to the BHCA office to sign the student out and indicate the purpose for early dismissal on the Early Dismissal Sign-out Sheet.

D. Absences

ALL parents are asked to email the homeroom/classroom teacher **before 8:30 am** on the day their child will **unexpectedly be absent**, stating the reason for the absence. ***Do not call or text the classroom teacher.*** The teacher or administrator may ask for a signed note from home stating the reason for his/her absence. A student missing more than one hour but less than 3 hours of class work, will be marked a half day absent.

Parents will be notified in writing when their child is absent for ten days during the school year. If a student is absent for fifteen days during the school year, BHCA reserves the right to retain the student at the same grade level. The final authority as to this decision will be determined by the administrator, teacher, and school board. High school students absent for 14 or more times for a year long class or seven or more times for a semester class will be required to take a cumulative final. Student must score 76% or higher on cumulative final to receive credit for the class.

Although BHCA will record absences, parents are advised that BHCA's absent policy may be altered in the event of widespread infectious disease or other disaster declared by the BHCA School Board.

E. Truancy

Truancy is defined as an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the day or staying out of any scheduled class without permission. (The student parking lot is off-limits during the school day.)

1. First Act of Truancy: Parents will be notified as soon as possible.
2. Second Act of Truancy: Parents will be notified as soon as possible to set up a parent conference. Student will be suspended from school from 1 to 3 days without opportunity to make up missed schoolwork, tests, or quizzes.

3. Third Act of Truancy: Parents will be notified to set up a parent conference to determine future enrollment of student with the possibility of expulsion.

F. Tardies/Late Arrival

If your child is arriving at school after 8:00 am because of an appointment or is tardy for other reasons, the parent or authorized person must bring the student to the school office to sign the student in on the Late Arrival Sheet.

School begins promptly at 8:00 am for all students

Students in 1st - 12th grades who arrive after the start time will be marked tardy. If a student receives five tardies in a quarter, the student and parents will be notified in writing. Repeated tardiness is not acceptable.

7th – 12th grade students arriving after 8:00 am are considered tardy unless they are Dual Credit or Dual Enrollment and have spoken directly with teachers. Students in grades 7-12 who accumulate 5 tardies will attend mandatory study hall. High School students who are tardy to class will lose “Open Lunch” privileges for that day and attend mandatory study hall. As students get older, being on time becomes more important.

G. Authorized Child Pick-up

Only persons whose names are on the student’s Child Pick-up List may be allowed to pick-up the student during school hours, at pick-up time, or at Extended Care. Parents must provide authorized child pick-up designees on tParentsWeb.

Driver of the student’s carpool that are approved must be written on the Carpool Form and submitted to the office.

Special arrangements can be made to allow others to pick-up your child by sending a note to your teacher or calling the BHCA office no later than 30 minutes prior to dismissal time. ***Do not call or text the classroom teacher.***

Any BHCA staff has permission to ask to see identification/driver’s license before releasing a student.

H. Extended Care for Preschool – 8th Grades

1. BHCA offers Extended Care from 3:30 pm until 5:30 pm. Student participation in extended care may be daily (Mon.-Thurs.) or on a need-only basis.

2. The rate for Extended Care is \$4.20 per hour and will be charged on your monthly Family Statement. Pick-up after 5:30 pm will result in the following late fees 5:30pm: 5-15 minutes late: \$5; 16-30 minutes late: \$10; 31-45 minutes late: \$15.

3. An Extended Care Information Sheet must be completed before your child may attend. This form is in the online enrollment packet, and may also be found in the BHCA office. Extended Care is only for BHCA students from Preschool through 8th grade.

Section 3 - Student Discipline Policies

A. BHCA Discipline Guidelines

Discipline will be positive and respectful with students and parents aware of expectations. Parents will be expected to support the disciplinary philosophy of the school. There will be no spanking or physical punishment of students by staff members. We seek to encourage all students and serve their emotional needs as well as their educational and spiritual needs.

Black Hills Christian Academy students are expected to adhere to the basic rules of conduct and are subject to the authority of any staff member at any time on the school grounds during the school day or during school functions. Documentation will be kept as stated on D. Core Beliefs #7.

We ask that the students of BHCA maintain high Christian standards of courtesy, kindness, morality, and honesty. BHCA is for those students and parents who are willing to meet high achievement and behavior standards. Realizing that a quality education is not only acquiring knowledge and skill but also developing a Christ-like character, students are expected to demonstrate a high standard of Christian behavior. BHCA strives to cooperate with the home in developing the following Christian principles and in using the Love and Logic philosophy of raising respectful, responsible children.

B. Christian Principles taught at BHCA

1. Respect to Authority – I Thessalonians 5:12
2. Always Do Your Best – Colossians 3:23-24
3. Live the Golden Rule – Matthew 7:12
4. Show Kindness to Everyone (no bullying) – Ephesians 4:32
5. Show Your Fruits – Galatians 5:22 & Colossians 3:12
6. Tame the Tongue (no put downs or gossip) – James 3:7-8
7. Be an Encourager – Hebrews 3:13a
8. Be Honest in Everything– Exodus 20:16

C. BHCA Rules from Love & Logic

1. Please don't make a problem for others.
2. If you make a problem, I will do something.
3. Each teacher will outline their merit system with their students and parents.

D. BHCA Staff Core Beliefs of Discipline Procedures

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else with a logical connection between misbehavior and resulting consequences.
3. Students will be given opportunities to make decisions and live with the consequences,

whether they are good or bad.

4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack or blame on school or staff.
6. Students are encouraged to request a “due process hearing” whenever consequences appear to be unfair. The student may talk to the teacher if something appears to be unfair, by whispering, “I’m not sure that’s fair,” and the student and teacher will talk further about the situation.
7. Misbehavior & consequence will be documented on the student’s RenWeb behavior page. A copy of this documentation can be emailed to the parents, to the administrator, and to the staff.

E. Discipline Procedures

1. Level I Misbehavior – Misbehavior impedes the orderly operation of the classroom, Academy, and/or playground and includes the following:

- Not coming to class prepared to learn
- Classroom disturbances
- Failure to complete daily assignments or to follow directions
- Tardiness (Section 2-E)
- Other behaviors that make a problem or impede learning for others

A. Level I Disciplinary Procedures

1. The staff member who is supervising the student or who observes the misbehavior will immediately intervene. The student and homeroom teacher will be informed of the nature of the violation and the possible consequences.
2. If the parent-teacher-student conference fails to correct the behavior, then persistent behavior will require a parent-teacher-administrator conference with the student present.
3. The staff member who observes the misbehavior will document behavior and consequence on student’s RenWeb. Staff member determines if email is sent to parent.

B. Level I Consequences

- Notification to parent by email or conference with parents by phone or in person
- Verbal reprimand
- Recovery time
- Withdrawal of privileges
- Other disciplinary action deemed appropriate by teacher/staff

2. Level II Acute Misbehavior – Acute misbehavior includes activities in which degree of seriousness tends to disrupt the classroom and the learning of the Academy and/or playground and includes the following:

- Continuation of any Level I documented misbehavior
- Sinful language (swearing or vulgar)
- Arguing with any staff member
- Truancy
- Dishonesty

- Disrespect toward staff or students or substitute teacher
- Physical or verbal altercation
- Bullying
- Vandalism
- Use or possession of tobacco or alcoholic products and/or accessories on school property
- Stealing and/or cheating
- Leaving school without permission
- Failure to abide by corrective measures for misconduct
- Other behavior that distracts from the classroom/school environment

A. Level II Disciplinary Procedures

1. The staff member will investigate the infraction.
2. The student is referred to the school administrator for disciplinary action decided upon by both admin and staff member.
3. The school administrator meets with the student and staff member for resolution.
4. Administrator and/or student may call parent for a conference.
5. Administrator will document on student's RenWeb behavior page of student's behavior, disciplinary action & parent's response. Classroom teacher may also be asked to document and notify parents. Email of documentation will be sent.

B. Level II Consequences

- Mandatory parent conference by phone or in person initiated by administrator
- In-school detention determined by staff/administrator
- Temporary removal from class
- Withdrawal of privileges
- Financial restitution where loss occurs
- Referral to outside agency
- One to three-day home suspension
- Suspension of all non-academic privileges
- Behavioral contract
- Other disciplinary action deemed appropriate by the staff/administrator

3. Level III Expulsive Misbehavior

- Continuation of Level II documented misbehavior
- Possession, use, distribution, or being under the influence of any drug or controlled substance
- Sexual activity
- Possession or use of weapons
- Bomb threat
- Purposefully setting a fire or setting a false fire alarm
- Physical abuse
- Other acts of misconduct which are seriously disruptive, equivalent to felony crimes, and/or create a safety hazard to students, staff, and/or BHCA property

A. Level III Disciplinary Procedures

1. The administrator verifies the offense and confers with the staff member(s) involved, and all involved meet with the student.

2. Parents are notified, and the student is immediately removed from the school.
3. Academy officials contact law enforcement officials, if and when appropriate.
4. School Board will be notified by the administrator.
5. The administrator maintains an accurate record on the student's RenWeb behavior page of the offense, disciplinary actions and parent's response. Parents will be emailed this documentation.

B. Level III Consequences

Immediate suspension or dismissal pending an expulsion hearing with the administrator, at least one school board member, the parents, and the student.

Referral to law enforcement officials or other disciplinary action as deemed necessary by the BHCA School Board.

We recognize that any list of misbehavior and consequences cannot be all-inclusive. Therefore, the teaching staff and the school administrator will address any misbehaviors and consequences not included in this handbook.

F. Behavior Probation

Problems for which probation may be incurred include (but are not limited to):

- An attitude which causes behavior
- Actions antagonistic to the basic goals of the school
- Excessive unexcused absences and/or tardiness
- Excessive disciplinary reports

A letter will be mailed and/or emailed to parents if their child is put on probation.

G. Home Suspension Policies

The school will make every effort to contact the parent and personally discuss your child's infraction and home suspension the day it is issued. Also, a suspension notice must be signed by parents and returned to the BHCA office. The school administrator will execute one to three-day home suspensions. Any suspension longer than a one-day period will require a parent-child meeting with the administration prior to the student returning to school.

- First incident: The student will be allowed to turn in make-up work, due on the next day they return to school. The student will be allowed to make up any quiz and/or test that was given during suspension.
- Second incident: The student will receive zeros for any missed work, quizzes, or tests while the student is on suspension.

H. Expulsion for Dismissal

An expulsion hearing will be set by the school administrator that includes student, parents, administrator and at least two school board members. The school administrator as directed by the BHCA School Board will execute dismissal after the expulsion hearing. A dismissed student from BHCA will not be considered for re-enrollment during the current school year. Parents and student

must meet with the administrator and two board members before re-enrollment will be considered for the following year.

I. Banned Items

Students are not to bring the following to school.

- I-Pod, MP3 player, etc.
- Electronic Game Gear
- Inappropriate magazines or books
- Drugs/Medication
- Alcohol
- Tobacco, E-cigarettes, vaping equipment
- Matches or Lighters
- Weapons of any type – real or play

Items will be confiscated by the school staff and appropriate disciplinary action will be taken according to the discipline level.

J. Cell Phone Policy

BHCA seeks to provide an environment free of distractions for student safety, liability, and protection of personal property. Cell Phones are not to be used during school hours for any reason. Outgoing and incoming phone calls are to pass through the BHCA office. Cell phone cameras are banned during school hours. Cell phones are to be left in student's locker during school hours. They should be either turned off or silenced.

If a cell phone is being used during school hours, it will be immediately confiscated and taken to the BHCA office. Confiscated phones may only be retrieved at the end of the day. Repeat violations will result in further disciplinary action.

K. Smart Watches & Similar Devices

Smart watches and similar devices must be on "do not disturb" mode during school hours. Teachers reserve the right to ask a student to remove his/her smart watch if it becomes a distraction. The watch will be kept in the school office and may only be retrieved at the end of the day. Repeated violations will result in further disciplinary action.

L. Grievance Procedure

The principles of Matthew 18:15-17 and Galatians 6:1 require the following steps:

A. Parents are to talk to teachers about student problems before they talk to the administrator. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved to the school administrator which can include the teacher at the three-people level at the discretion of the administrator.

B. If a parent has a complaint against a teacher, the parent should go directly to the teacher-- not the administrator, a board member, or another parent. Only if the parent does not feel the situation is resolved after meeting with the teacher, should the parent take the

concern to the BHCA administrator. If the parent has a complaint against the administrator, the parent should go directly to the administrator. Only if the parent does not feel the situation is resolved after meeting with the administrator should he/she take the concern to the BHCA school board president.

- C. As stated in 1 Corinthians 6:1-8, Christians are to handle their disputes or disagreements within the body of Christ and not go to a secular court of law.

Section 4 – Academic Policies

A. BHCA Curriculum

The BHCA academic program includes a strong, non-denominational, biblically-based curriculum taught in the traditional style with allowances and encouragement for individual learning styles. The program concentrates on providing a strong foundation in the basics of language arts, mathematics, science, and history. We also include Bible class, handwriting, spelling, art, physical education, music, foreign language, library, and computer classes.

Lost or damaged school texts or BHCA library books will be the responsibility of the student. The student or the parent will be accountable. The price of the damaged or lost book will be added to the student's Family Statement for the cost of the book replacement and shipping cost.

B. Dual Enrollment Option for Middle/High School Students

Dual-Enrollment is a program in which students take public school courses in addition to being enrolled at BHCA. Students are not required to dual enroll to participate in certain public school sanctioned extra-curricular activities.

- This is available to students in grades 6th – 12th grades.
- Students are allowed to take up to 6 classes at BHCA in addition to their classes in the public school.
- More information is on the Part-Time/Dual-Enrollment/Dual-Credit Programs Handout.

C. Dual Credit Option for Juniors and Seniors

Dual Credit is a state program that allows students that meet eligibility requirements to take courses at Black Hills State University or another accredited college or university to obtain college and high school credit at the same time. There are separate per-course fees for this program through the college or university, but the credits are offered at a much-reduced rate for students in the program. This is an excellent way for students to get a “jump start” on their college education and save a considerable amount of money at the same time.

- Available to eligible juniors and seniors in high school.
- Students are allowed to take classes at BHCA in addition to their Dual-Credit courses.
- Parents must discuss this option with the administrator before registering for these courses.
- Dual credit courses must be taken through an accredited institution.
- More information is on the Part-Time/Dual-Enrollment/Dual-Credit Programs Handout.

D. Part-Time Students

The Part-Time student program is geared primarily to families that want to homeschool their children in addition to having them enrolled at BHCA. This program allows students to take courses that help complete their individual academic program. Students in the part-time program are only on campus during their class times. This program is available to students 1st through 12th grades. More information and pricing are on the Part-Time/Dual-Enrollment/Dual-Credit Programs handout.

E. Report Cards

Report cards are issued every nine weeks for 1st-12th grades. Numerical grades are given which are based upon tests, quizzes, daily classroom work, projects, and homework. Parents will receive a digital copy that is emailed to you.

Preschool receives a Progress Report, and Pre-Kindergarten and Kindergarten receives a Report Card two times a year during the Parent/Teacher Conferences (once in the fall and once in the spring).

Parent/Teacher Conferences are scheduled in November and April. Parents may also contact their child's teacher at any time to schedule a needed conference.

F. Grading System

Preschool/Pre-Kindergarten/Kindergarten use the following grading scale:

I = Introduced M = Mastered N = Needs Improvement
S = Satisfactory W = Working On

1st-12th Grade uses the following grading scale:

Grade	Percentage	Transcript Values	Grade	Percentage	Transcript Values
A	= 96-100%	(4.0)	C	= 76-78%	(2.0)
A-	= 92-95%	(3.67)	C-	= 73-75%	(1.67)
B+	= 89-91%	(3.33)	D+	= 69-72%	(1.33)
B	= 86-88%	(3.0)	D	= 65-68%	(1.0)
B-	= 83-85%	(2.67)	D-	= 60-64%	(0.67)
C+	= 79-82%	(2.33)	F	= 0-59%	(0.0)

Bible Standards will be given for 1st – 5th grade students based on effort, attitude, participation, behavior and character. E – Excellent, S – Satisfactory, N – Needs Improvement

Character Assessments will be given for 6th – 12th grade students based on grade level standards and individual effort and attitude.

E – Excellent – Indicates a commendable serious effort to achieve

S – Satisfactory – Indicates an honest effort to cooperate with the demands of the course and within the limits of the student's ability and interest.

N – Needs Improvement – Indicates minimal effort.

U – Unsatisfactory – Indicates a less than minimum effort, suggesting possible indifference and/or an uncooperative attitude toward the course.

Encore Grades

- Encore for 1st-12th grades: Numerical grading scale is used based on effort, attitude, participation, behavior, projects, quizzes, and possible tests.

G. Honor Roll for 1st – 12th Grades

The 1st – 6th grade Honor Roll is reflected on the quarterly report card.

- A Honor Roll criteria includes all core and encore classes: all A's (92- 100%)
 - 1st – 2nd grade encore criteria must be an E or S+
- A/B Honor Roll criteria includes all core and encore classes: all grades higher than a C+ (82%)
 - 1st – 2nd grade encore criteria must be an E, S+, or S

The 7th – 12th grade Honor Roll is reflected on the quarterly report card.

Gold Honor Roll (GPA 3.51 – 4.0)

Silver Honor Roll (GPA 3.2 – 3.5)

- To receive the Gold or Silver Lion Award, the student must have the required cumulative grade point average after averaging grades from all four grading periods and cannot receive any quarter grade less than a C- (73%).
- Students in grades 9 – 12 who receive Gold or Silver Lion Award will be exempt from final exams/or projects.

The yearly Honor Roll students will be recognized at the Graduation/Awards Ceremony at the end of the year.

H. Final H.S. Projects/Exams

Assessments are a regular part of academic measurement. Besides those exams which are given as part of daily instruction, BHCA requires 9th – 12th grade students to take a comprehensive semester exam or produce a final project in each course at the end of the semester or end of the 2nd semester for year-long courses. Students who have achieved 83% or above average in a class at the end of the semester and achieved Gold/Silver honor roll from all four grading periods will be exempt from taking a final in that class. Final exams/projects will be weighted as 15% of their semester grade. Composition courses requiring papers as a part of the course do not count as a "Final Project". Students not making honor roll but achieving 83% or higher in an individual class: the decision of a final exam will be determined by the teacher and supervisor. Students with excessive absences will be required to take final exam regardless of honor roll.

I. Progress Reports

Mid-way through a nine-weeks grading period, teachers in 1st-12th grades will send out Progress Reports to all parents by email. Additional Progress Reports may be emailed as needed to keep the

parent and student aware of grades earned. Parents may also log in to ParentsWeb to view their child's grades at any time.

J. Achievement Tests

All 1st-11th grade students will be given BHCA Board approved standardized testing compliant with ACSI in the spring. Students are expected to attend school that week with no doctor appointments or family trips taken. Please refer to current school year calendar for specific testing dates. Results will be discussed with the parents at the Spring Parent/Teacher Conference if the school receives the reports on time, or sent home via mail or email.

K. Homework Policy

Homework is any activity or assignment directed by the teacher to be performed outside the classroom that may include practicing skills learned in class, reading, studying, projects, or completion of assignments. Because of our 4-day school week, there will be times that homework is assigned to stay on schedule. Many times, students are given class time to finish assignments or to finish during study hall or MS/HS tutorial after lunch period. Teachers are not required to assign less homework on Wednesday nights, and tests and quizzes may be given on Thursdays.

The purpose of homework is to build responsibility, self-discipline, and lifelong learning habits. It is the intention to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. The main purposes are:

- To give students a chance to review and practice what they have learned.
- To prepare students for the next day's lesson.
- To provide opportunities to identify and learn to use resources such as the library, internet, reference books, and other community resources.
- To allow for more in-depth exploration of topics than is possible during class time.
- To help students develop time management, study, and organizational skills along with personal responsibility.
- To provide parents with insights into what is being taught in the classroom and the progress of their student.

Generally, homework should not take more than a combined 10 minutes per grade level as stated by Dr. James Dobson with Focus on the Family. Actual time required to complete assignments will vary with each student's study habits and academic skills. However, if a student is spending inordinate amount of time on homework, the parent is encouraged to set up a conference with their child's teacher(s).

L. Absentee Make-up Work

If a student and parent know of an upcoming absence, it is their responsibility to notify by phone or email the child's teacher(s) and the BHCA office of the dates and purpose. The student must give the teacher no less than one day's notice to prepare the make-up assignments. Parents may also log into their ParentWeb and look at their child's teacher's lesson plans. Assignments missed during the pre-planned absence are expected to be completed and returned to the teacher upon

the student's return to class to receive full credit. Pre-assigned tests, projects, or homework will be given or due immediately upon the student's return to class or it will receive a late grade. Special circumstances may warrant additional time, at the discretion of the teacher and administration.

If a student is unexpectedly absent, the student is responsible to check with the teacher(s) for missed assignments. Parents may also log into their ParentsWeb and look at lesson plans for the missed classes. The student will receive two class days for every one day missed before a late grade is given.

- When an elementary student misses a Monday, his or her work will be due Wednesday because Tuesday and Wednesday are the next two class days.
- If a secondary student misses a Monday "Blue Day," his or her work will be due the following Monday because Wednesday and Monday are the next two class days.

Tests and quizzes missed during an absence must be made up within the 1:2-day absence rule as well. Special circumstances may warrant additional time. Allowing students to stay home to finish an assignment is not acceptable. This defeats the self-discipline aspect of homework, as well as the student's ability to learn to organize and manage their time effectively.

M. Late Assignments

If a student turns in a late assignment, he/she will take a 5-point deduction on the grade for each school day that the assignment is late. This rule applies regardless of scheduling – 5 points per school day will be deducted. The teacher will write on the paper the amount of points deducted and the total days it is late.

N. Tutorial for 7th – 12th Grade Students

Students in grades 7 – 12 have the opportunity to meet with a teacher during tutorial period after lunch for further explanation of material. The purpose of tutorial is for teachers to answer specific questions, not re-teach the lesson.

Students on academic probation will be required to attend tutorial after lunch until the probation period ends.

O. Cheating

Cheating is a serious offense and is a Level II discipline matter. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes.

If it is determined that a student has indeed cheated, the following actions will be taken:

1. On the first offense:
 - The student will receive a zero on the assignment or test.

- The Administrator will be notified, and the student will confer with the Administrator.
 - The teacher will call the parents.
2. A second offense will:
 - If the student holds any sort of leadership position in a club, class, student council or athletic team, the student will lose the position for the remainder of the current quarter. Cheating is a violation of honor and leadership is a matter of honor.
 - Suspension from school for 1 to 3 days without the opportunity to make-up the missed classwork, tests or quizzes. Zeros will be given for classwork and homework missed while suspended.
 - A conference with the parent, student, teacher, and Administrator will be held.
 3. A third offense will result in the permanent expulsion of the student from BHCA.

P. Academic Probation and Dismissal

Academic probation is intended to give notice to the parent and student so a mutual effort on the part of both school and home may be made to correct the academic deficiency. Students in 1st-12th having a grade average below 69% in any subject at the end of any quarter or semester will be placed on academic probation for the following quarter. A written letter will be mailed or emailed and put in the child's file for notification of probation. Conditions of the probation will be specified to give the student and parents direction. For example, if the reason for failure is the direct result of excessive zeros on assignments, the student will be expected to correct the problem and turn in all assignments. If the student is failing because of lack of foundation in a subject, parents might need to provide extra tutoring. If the student does not meet the terms of the probation, he/she may be dismissed from BHCA.

Q. Open Lunch for Freshman through Seniors

1. Parents must sign the waiver form and return to the front office.
2. Students must carry a C (76%) average in each subject.
3. Privilege will be voided if students are late for class returning from lunch. Loss of privilege will be the next school day.

There are no exceptions to these conditions. Holding below a C average in any class will result in immediate revocation of student's privilege of open lunch. Parents will be notified by email.

Students may not ride in any vehicle other than their own unless a note/email by the parents/guardians with this specific request is given to BHCA beforehand.

R. Promotion and Retention

Students advance to the next grade level at the end of the school year after satisfactorily completing the course of student requirements in the present grade. A student who receives an average failing grade in any one academic subject at the end of the school year will necessitate consultation with parents, teachers, and administrator. Consultation regarding promotion or

retention will be determined based on absenteeism, attitude, abilities, performance, and potential. Recommendation might include mandatory tutoring or retention.

S. Repeating a Course for 6th – 12th Grades

4. Section 4-D in the Handbook states the grade percentage of 60% is required for passing. If a student does not achieve this percentage for his/her final grade in that subject, the student will be required to repeat the course.
5. Students entering BHCA from other schools are required to take a placement reading and math test at BHCA. Since we use academically-challenging curriculum, students at times need to repeat a course based upon entrance exam scores.

Section 5 – Technology Management Plan

A. Summary of Technology Use at BHCA

BHCA uses Renweb for attendance, conduct, grades, and lesson plans. Parents have access to Renweb for grades, lesson plans and for contacting instructors.

Each campus has accessible computers on technology carts, and all students have access to Microsoft 0365.

There are TVs for interception of video and online instruction and the use of the overhead projectors with access to the internet.

1st-6th graders have a computer class for training in keyboarding and basic computer skills.

Middle School students have a computer class each week to encourage use of keyboarding, research, Power Point, design, and Excel programming. Microsoft Office is available to these students.

Classroom teachers integrate technology in instruction whenever possible and appropriate.

Research projects are frequently utilized for science and history.

High school and middle school students have access to laptops and/or chrome books.

Elementary classrooms utilize computer workstations to promote individualized learning.

Teachers use webinars and other online resources to further develop their instructional skills.

B. Computer Usage Policy

BHCA believes the use of computer technology and accessing data on the Internet are useful skills for lifelong learning and help to promote educational excellence. Computers also provide access to material not available in BHCA textbook resources.

The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges at the discretion of the teacher and/or administrator. Any violation of computer policy will be reported to the student's teacher, the student's parents/guardian, and the administrator. Students are not to use chat rooms such as Facebook, email etc. and will be required to sign a Student Technology Agreement form agreeing to the terms before being given the privilege to use the computers.

BHCA reserves the right to read, print, delete, store, or use any transmission on the school system at its discretion. BHCA grants permission to use this system for educational purposes only. Users hereby waive any right of privacy regarding information/messages sent or received by them on

this system. The administration, faculty, and staff of BHCA may deny, revoke, or suspend specific user access.

C. Computer Repair/Replacement/Accident Policy

All laptops used by BHCA students will remain on campus at all times. Students will be held responsible for ALL damage including, but not limited to: broken screens, CD/DVD players, hinges, etc. Students/parents will be billed for repairs/replacement of computers.

Section 6– RenWeb, Parent Portal & Parent Alert

A. RenWeb & Parent Portal (ParentsWeb)

RenWeb is an internet-based school management software used to record attendance, daily grades, progress reports, report cards, lesson plans, documentation, notification of discipline issues, assigned homework, missing assignments, school calendar, school announcements, notification of medication, pre-order for lunches, staff and school directory, and teacher email addresses. This is a private and secure parents' portal that will allow parents to see academic information specific to their children, while protecting their children's information from others. Because it is web-based you may get on your parent portal from any computer, mobile device, and the BHCA app. New families will be given information about how to log-in, set your own password, and set up your parent preferences upon completion of enrollment.

B. Parent Alert

Parent Alert is the phone and text communication system between the school, staff, teachers, and parents. This system will be used for important school messages, school lockdowns, school closings, and school delays. All parents are to set up their own preferences of receiving phone calls using their cell phone and/or home phone and/or text messaging on your family portal.

Section 7 – General School Policies

A. School Calendar

The school calendar will be set up at the beginning of each academic year and distributed to the parents. The calendar is also on the school website www.blackhillschristianacademy.com and on ParentsWeb.

B. Chapel Policy

Chapel is held the first Thursday of each month unless otherwise noted on the school calendar. Some chapels will be combined, and others will be split between preschool – 5th grades and 6th - 12th grades. If the date must be changed due to a scheduling conflict, parents and students will be

notified as soon as possible. Parents are welcome to attend. A spirit of reverence should be present in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be observed at all chapel services.

C. Lunch Program

BHCA gives all students the choice of ordering a hot lunch or bringing their own lunch from home. Students are not allowed to use the kitchen's refrigerator, so please use a cold pack. If hot lunch is chosen, the cost of the lunch will be added to the parent's monthly invoice.

Parents must pre-order the week before (Thursday by 12:00 pm) on ParentsWeb. When you order lunch for your child, you will be charged for the meal even if your child is absent from school.

Students also have the choice of white milk on Mondays-Wednesdays and chocolate or white milk on Thursdays for the cost of \$.50. The cost will appear on the monthly Family Statement.

Parents are welcome to eat lunch with their child and bring in outside food. All parents and guests must first sign-in at the BHCA office before coming to the lunchroom.

Healthy Choices: Adopting a healthy lifestyle supports a strong body and healthy immune system. We encourage students and families to make good nutrition choices, drink plenty of water, and get sufficient sleep.

D. Lockers

Students in 3rd – 12th grades will be assigned a locker. The school is not responsible for loss or damage to any items in student's lockers. Students may not place stickers on the inside or outside of the lockers. Students may put a combination lock on their locker after giving the combination code to his/her homeroom teacher. Because the lockers are school property, the school administrator and homeroom teacher have the right to inspect lockers at any time.

E. Sick Policy

Medication: If a student must take prescription medicine during the school day, that medicine along with an Administration of Medication Form is to be given to the office as soon as the student arrives at school. This form is found in the front office. A child will only receive from the office staff or the middle school staff Tylenol, Ibuprofen, Pepto-Bismol, or Tums if the Medication Authorization on the child's RenWeb profile page has been previously marked giving BHCA permission. No staff member shall be allowed to prescribe or give medicine of his/her own. All families will receive an email of the time, the name of medication, treatment, and outcome. This information will also be documented in RenWeb.

Student Illness: If your child is ill, please do not send your child to school for the welfare of your child and others in the school. We are not equipped to care for sick students. Also, we do not have staff members to care for sick students during recesses.

No student with a temperature of 100 degrees or above will be allowed to remain in school. Parents will be called to pick up the student at school. A doctor's excuse must be submitted to the front office if a student has been absent for longer than five (5) days in succession. Although BHCA will record absences, parents are advised that BHCA's absence policy may be altered in the event of widespread infectious disease.

No student should return to school if they have had a fever or have vomited in the past twenty-four (24) hours.

Communicable Diseases: When a child has the following diseases, he/she may be required upon the administrator's request, to return a consent from either a physician or the health department. BHCA, as a Christian private school, does not have to follow the HIPAA regulations and does have the right to ask parents about the following communicable diseases.

Unknown Rash	Whooping Cough	Measles/Mumps/German Measles
Ringworm	Influenza	Chickenpox
Impetigo	HIV	Positive TB Test
Lice	Scarlet Fever	Scabies
Conjunctivitis/Pink Eye	Strep Throat	Pinworms
Pneumonia	Covid-19	

F. Dress Code

Students at Black Hills Christian Academy should be dressed in an attractive, conservative manner that demonstrates that attending school is an important function. Students are to dress attractively but not be an attraction. All clothing should be modest, clean, pressed, and well-fitting (not overly loose or tight).

Students should dress comfortably and layer clothing to be prepared for all weather conditions. In cold weather, appropriate winter wear is required, including coat, hat, mittens or gloves, snow pants, and boots. **Please label all winter gear.**

The following dress code is for all BHCA students:

- Jeans, t-shirts, and sweatshirts are welcome.
- Distressing or rips in jeans must be below fingertips with hands falling at sides.
- Shorts, skirts, and dresses must be fingertip length or longer.
- No hats or caps are to be worn in the classroom or buildings.
- Earrings will only be accepted on female ears.
- Hair needs to be clean, well groomed, and a natural hair color.
- Good hygiene is expected.
- During a school sponsored event that warrants swim wear, female students should wear a suit that covers their midriff. Male students will need to wear "boxer-type" swim suits.
- Offensive or inappropriate slogans or images on clothing are not acceptable.
- No spaghetti straps.
- Waistbands are to be no lower than the top of the hipbone.
- No pajama bottoms will be allowed unless a special event is declared.
- Girl's spandex leggings must be worn with a longer shirt/dress to cover the hips.

We trust that parents and student will appreciate this comfortable, modest appearance code. Please see that your student complies with these standards as violations cause loss of valuable class time. Students in violation will be required to change into school-provided attire that complies with the dress code.

H. Field Trips

Field trips are planned for their educational value throughout the school year. Field Trip Permission Forms must be returned to the BHCA office by the date stated on the form or the child cannot attend the field trip.

Buses are the preferred transportation for all field trips. It is strongly suggested that younger siblings do not attend with the volunteer parent, so the parent can give full attention to the class and aid the teacher.

If other transportation beside the bus is used, children are required to wear seat belts. Children under 5 years of age and under 40 pounds are required by the state of South Dakota to use an approved child safety seat. Children below twelve years may not sit in the front seat with an air bag.

I. Birthdays & Parties

A birthday is special and to help celebrate, parents may bring in cupcakes, etc. Please contact or your child's teacher to coordinate a celebration time that is convenient for the class schedule. No invitations to parties outside of the classroom may be given out in class unless ALL students are invited, or in elementary/middle school, all boys or all girls.

J. Emergency School Closing and Snow Days

If BHCA needs to be delayed or closed because of weather there will be two notifications: (1) TV stations KOTA and KEVN will post the school's name and if it is a two-hour delay or if school is closed for the day; and (2) Parent Alert will contact you through a text, and/or call. BHCA tries to post all notifications between 6:00 – 6:30 am after seeing notification that the Spearfish public schools have a delay or closing.

If BHCA needs to be dismissed early because of weather, the BHCA office will use Parent Alert for you to pick up your child(ren).

Snow Make-Up Days will be the Friday immediately following the snow day, whenever possible. The school will communicate these details to parents as soon as possible.

K. Fire, Weather & Safety Drills

Throughout the year there will be announced and unannounced fire drills. When the fire alarm sounds, all persons in the building will file out quietly in orderly fashion to the assigned area. All doors are to be shut with lights turned off. Each room has a Fire Emergency sign posted for exiting. An all-clear signal will be given to return to the classroom.

There will also be weather/tornado drills. The students/staff will hear the Spearfish tornado siren or the hand bell rung by the office to walk to the assigned room or hallway. Students will stay in the room/hallway until the “all clear” is given by the office. Parents will be notified by Parents Alert if an actual warning is given. The BHCA office has a weather radio to receive watches/warning alerts.

The Crisis Management Policy will be discussed and reviewed by the BHCA staff. Code Black Go! and Code Black Stay! will be explained and practiced throughout the year with all classes. Parents will be notified before these practices. Two-way radios are in each classroom for communication. BHCA has designated off campus sites if students are taken to a safe place. Parents will be notified by Parent Alert if the school has a hard lock-down resulting in a Code Black Go! or Code Black Stay! Parents may request a copy of these procedures from the BHCA office.

L. Lost and Found

Please label all clothing, boots, gloves, lunch boxes, etc. All lost items will be kept in the Lost and Found tub in the gym area. Lost items which are not claimed by the end of the semester and school year will be donated.

M. School Visitors

All school visitors, including parents and family members, must check in at the BHCA office and sign the Visitor Sign-In Sheet. We ask that all visitors wear the BHCA Visitor’s badge and return the badge to the office at the end of the visit.

N. Change of Address, Phone Number, or E-mail

If you change your address, phone number, e-mail, or work location, please make these changes on your ParentsWeb. The office will then be notified and will be able to notify the homeroom teacher. It is important that the school can get in touch with you in case of an emergency.

O. Playground Rules

- Use the Golden Rule in Matthew 7:12 – No bullying
- Take turns on all equipment
- No throwing rocks, sticks, or snowballs
- No grabbing, hitting, jumping, or pulling on other’s clothes
- No using sticks as swords or as weapons
- No “piggy back” or carrying other students
- Go down feet first only on slides – use ladder to go up
- No jumping out of swings, twisting or doing flips out of swings
- Only one person on a swing at a time
- Line up immediately when teacher blows the whistle

P. Recess Policy

It has been our policy and procedure at BHCA to take students outdoors for recess whenever possible. We have not permitted individual students to stay inside because they do not have gloves or hats but have instead used this as reinforcement to help students remember gloves and hats on the next day. It is believed that illnesses and colds are reduced when we can periodically get students outdoors, even if only for a few minutes. Students perform better at school when they can get a little exercise during the school day. Outdoor recess may be cut in half if the temperature with wind chill is around 5-15 degrees, depending on the age level. Inside recess will be given if the temperature with wind chill is around 0 degrees.

Q. BHCA Office /BHCA Teacher to Parent Communication

Communication between the school and parent is important. You will receive the following:

- All office letters/notes will be printed on **blue paper** for easy recognition.
- Website – contains past newsletters, upcoming events, and school calendar.
www.blackhillschristianacademy.com
- E-mails will be sent out randomly for notifications.
- Teacher E-mails are listed on the website and on pg. 10 of this handbook.
- All parents have access to ParentWeb using RenWeb, which is set up with a log-in and parent's password. Announcements/calendar events are also posted here.

R. Outside Flyers/Information from Parents and Churches

All flyers/information/letters/invitations that are not from BHCA must be approved by the BHCA office before they can be distributed to students or posted on the bulletin board by the BHCA front office. The BHCA office has the right to approve or decline.

S. Holidays

BHCA will celebrate most holidays at school with the exception of Halloween. The emphasis of all holidays will reflect Christ's life and His character.

T. Child Abuse Reporting

The state of South Dakota requires BHCA to report allegations of suspected child abuse to the Department of Social Services (DSS) when there is a reason to suspect that physical or emotional abuse, sexual abuse or exploitation, inadequate supervision, or other forms of abuse have occurred. While BHCA is expected to communicate with parents regarding the well being of their child, the administration is placed between the parent and the state, acting on behalf of the child and in accordance to the state law. BHCA does not have to contact parents in advance of making a report to the DSS. Appropriate BHCA staff will make such reports in the best interests of the child and do not, once cause to suspect is established, have any legal alternative except to take the report to the DSS for their investigation and review. BHCA may also undertake an inquiry of school personnel prior to making a report to determine whether there are sufficient grounds to require reporting.

U. Notice of Nondiscriminatory Policy as to Students

BHCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid, and athletic and other school-administered programs.

V. Parents' and Students' Expectations

All parents are expected to read, and all students are to read or be told the contents of this handbook. This will be used by the administrator, faculty, staff, and school board for policies and procedures along with Staff and Faculty handbooks and Board Policies and Procedures.

Black Hills Christian Academy 's Anti-Bullying Policy

Biblical illustration of relationships: John 15:12- "My command is this: Love each other as I have loved you." And the Matthew 18 Principle

RATIONALE: To instill biblical principles/values and create a more loving environment, our school has adopted this policy. From time to time, conflict can occur. Black Hills Christian Academy realizes that while bullying may occur, it is never acceptable. We have zero tolerance for such conduct and, consistent with this policy, a true violation will result in appropriate disciplinary action. We seek to implement a clear framework for dealing with bullying incidents in order to protect our students and help the bully learn how to relate in a way that is in line with biblical standards.

DEFINITION: Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools-The Hidden Curriculum" (2003). **The following actions in an ongoing form may be forms of bullying and are included in all references to "bullying" herein:**

- Physical aggression-including hitting, punching, kicking
- Teasing or verbal abuse-including insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering
- Cyber bullying through Facebook, texting, tweeting, Instagram or other electronic means

POLICY STATEMENT: From time to time in a community such as a school, conflict and offense can occur. As part of living in a sinful world, bullying can result when we don't always relate to others as we should or when people try to exert power and influence over others. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for

us to live in a way that acknowledges differences and accepts others because we are all made in God's image.

Our policy is based on the principle that bullying is "not OK at BHCA." Black Hills Christian Academy will not tolerate any mean-spirited, unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation in our school buildings, on school grounds, in school-related activities, or that occurs outside of school and creates a hostile school environment for the targeted student, staff, or family member. We will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to restore a safe learning environment for students and staff who are bullied and prevent further bullying or harassment by those who are identified as perpetrators of bullying.

BHCA recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administrator and addressed according to the procedures.

This handbook gives guidelines to be observed by students and parents. However, since the school cannot possibly address all potential situations and circumstances in this book, the administration reserves the right to exercise its administrative prerogative in responding to new situations or circumstances. The administration reserves the right to interpret the written policies of this handbook as it sees fit, and to revise these policies when necessary.