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# GENERAL & SCHOOL BOARD POLICIES

## 1.00 Series

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### 1.01 - School Name

The name of the school shall be Black Hills Christian Academy

### 1.02 - Mission Statement

Instilling Christian Principles and Academic Excellence with C.A.R.E.

### 1.03 - Purpose

We C.A.R.E. !

### 1.03-1 - Review Purpose Statement

The purpose of BHCA shall be made available to each staff and parent in the school and shall be reviewed annually by the School Board.

### 1.04 - Core Values

C.A.R.E.

\*Christ Centered- Living out Biblical Principles and sharing freely the Gospel of Jesus Christ.

\*Academic Excellence- Providing a high-achieving environment to challenge students towards their God-given potential.

\*Relationship Focused- Demonstrating authentic relationships through respect for God and others

\*Excellence Driven- Promoting integrity and purpose in everything we say and do

### 1.05 - 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.
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.
3. BHCA believes that Jesus Christ is the Son of God and He is one with the Father.
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.
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.
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.
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.

8. BHCA believes that the Holy Spirit indwells the Christian and encourages us to live a Godly life.
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.
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.

#### **1.05-1 - Use of Statement of Faith**

The Statement of Faith shall be given to every person prior to being offered employment at BHCA. Persons shall only be employed at BHCA if they are in complete agreement with the Statement of Faith. If a person changes their beliefs with respect to the SOF following their employment, they may be asked to leave the employ of the organization.

#### **1.06 - Inter-Denominational Position**

BHCA has a basic Statement of Faith that is fundamental to the basic Christian tenets and contains those Doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position as an Inter-Denominational school. In order to do so, in all fairness, it is necessary that we remind staff, parents, and students that denominational areas of belief are left primarily to the teaching of home and church.

#### **1.07 - Notice of Nondiscrimination**

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.

#### **1.08 - ACSI Membership**

BHCA will be a continuing member of the Association of Christian Schools International. Membership fees will be escrowed from the general fund.

#### **1.09 - ACSI Activities**

As a result of this ACSI membership there are several experiences in which our school may participate. The activities are as follows:

- District Conference
- Fall Convention for all staff members
- Administrators Conference
- Board Conference
- Other participation will be evaluated at the time activities are available.

#### **1.10 - ACSI Certification**

As a Christian school it is imperative that the faculty and staff be trained in the Christian Worldview. However, we encourage our staff to pursue state certification and

ACSI certification. Currently ACSI certification (temporary or standard or professional or lifetime) is required during their first year at BHCA. All teaching and administrative staff are encouraged to take selected methods courses and pursue advanced degrees in their subject areas.

#### **1.11 - State Accreditation**

BHCA's goal is to maintain a program of accreditation with ACSI.

#### **1.12 - Teacher Conventions**

BHCA will cover the cost of registration, accommodations, and two meals per day, subject to Board approval, for all full-time and part-time teachers, staff and administrators attending a teacher's convention.

#### **1.13 - Composition of the Board**

The Board of Directors of BHCA shall consist of 7-9 members with 1 to 2 non-parents.

#### **1.14 - Qualifications of Board Members**

They must:

- Be believing Christians who accept Jesus Christ as Lord and Savior.
- Possess and demonstrate a Christian worldview in their life.
- Be active, participating and in good standing with a local evangelical body of believers.
- Be in full agreement with BHCA's Bible based Statement of Faith.
- Exemplify a life of faith and loyalty to the Word of God and to its teachings.
- Be persons who have an interest in the spiritual life and Christian education of young people.
- Meet the qualifications of 1 Timothy 3:1-7, Prov.31:10-31 and Titus 2.
- Have personal integrity and appreciation of the importance of Christian education.
- Have the capacity and willingness to assume Board responsibility and ability to work with others.
- Have the courage of their convictions, vote their beliefs, and be champions of the school.
- Be willing and able to make sacrifices of their time, knowledge and personal pleasure for the benefit of the school.
- Be willing to learn the philosophy of Christian education so that they can convey that to parents and patrons of the school.
- Be convinced of the priority of Christian education for families.
- Understand and be willing to take responsibility for the fiscal circumstances faced by the school.
- Present a "united front" on Board decisions that may not be in conformity to personal opinion.
- Be expected to attend a majority of Board meetings and contribute blocks of time in other areas. Missing 3 consecutive meeting puts your Board term in jeopardy and shall be revisited by the whole Board.

- Be expected to pray for BHCA regularly.
- Not perform labor or furnish supplies or equipment to BHCA for compensation.

#### 1.15 - **Nominations**

Board member nominees shall be chosen by a committee of 3 people - 2 Board members and one staff.

Nominees shall complete a School Board member application as well as have an interview with the Board.

The School Board will vote on the applicant's membership.

#### 1.16 - **Terms of Office**

Members will have 3-year terms with the option for renewal at the end of that 3 years. At the end of 6 years a one-year break would be required before another term could be started.

#### 1.17 - **Vacancies**

Vacancies on the Board that create incomplete terms shall be filled by a majority vote of the Board within 90 days of the official resignation or termination.

#### 1.18 - **Board Employee Eligibility**

No teacher or staff employed by the school or member of their immediate family or household (anyone residing in the same residence) will be eligible to serve on the School Board. This policy is exclusive of staff for extra-curricular activities.

#### 1.19 - **Duties and Responsibilities of the School Board**

- Board members need to seek God's will and direction for the school and take responsibility for preservation and restoration of right relations, primarily our relationship with God. Gal. 6:1-2, James 5:19-20, Isaiah 55:7
- Establish the policies of the school
- Hire qualified administrators and approve teachers and staff selected by the administrator.
- Set the salaries for the administration and staff
- Review income and expenditures against the budget and take corrective action if needed
- Maintain open communication with faculty, parents, alumni, and friends
- Maintain proper relationship with government authorities
- Have a vision for the future of the school
- Exercise final authority in the school in all matters directed by the Constitution and the Policy and Procedure Manual
- Have a copy of the Policies & Procedures Manual in their possession at all meetings
- Approve the annual budget

#### 1.20 - **School Board Member Job Descriptions**

The following are job descriptions for School Board officers.

#### 1.20-1 - **School Board President**

- The president shall have all the authority and responsibility to operate BHCA in all its activities, and departments' subject only to policies as may be issued by the Board, its Executive committee, or the members.
- The President shall act as the duly authorized representative of the Board and BHCA in all matters in which the Board and members have not designated some other person to act.
- The President shall report as directed to the Board and the Executive Committee at each meeting.
- The President shall sign, with the Secretary or any other proper officer of the School Board, any deeds, mortgages, bonds, or other instruments which the Board has authorized to execute, except in cases where signing an execution shall have been expressly delegated by the Board or these By-Laws, or by the statute, to some other officer of BHCA.

#### 1.20-2 - **School Board Secretary**

- The Secretary will be responsible for the minutes of all the meetings of the Board and record official actions.
- Minutes can be taken by the Secretaries designee to allow the Sec. the freedom to participate actively in the business of the Board meetings.
- Board any revisions necessary.
- The Secretary will serve as parliamentarian for all the Board meetings.
- The Secretary will be sure the Board does not unknowingly overturn prior Board action.
- The Secretary will secure Board members intent of completion of term at the June meeting.

#### 1.20-3 - **School Board Treasurer**

- The Treasurer will oversee the financial records of the school.
- The Treasurer will keep a close watch on the Academy's cash position.
- The Treasurer will be careful that the Academy's expenditures are in line with the budget.
- The Treasurer will recommend auditors to the Board and work with those auditors.
- The Treasurer will present and explain financial reports to the Board.
- The Treasurer will work closely with the financial institutions involved with the school.
- The Treasurer, in conjunction with the Finance committee, will review the Administrators budget before it is presented to the Board.
- The Treasurer will be the chairman of the Finance Committee.

#### 1.20-4 - **Executive Committee** – consisting of 3 Board officers, shall have the authority to:

- Act in place of the Board of Directors on policy issues of a minor nature.
- Handle serious discipline problems.
- Handle appeals from parents.

- Hire teachers in an emergency situation such as but not limited to: 1) less than 30 days prior to the start of school 2) an immediate vacancy.

#### **1.21 - Code of Ethics for Board Members**

- Be faithful in attendance at all Board Meetings. If unable to attend, they are responsible to notify the President or Administrator in advance.
- Prepare for each meeting by reviewing the agenda, minutes of past meetings, and other materials which should be reviewed.
- Be willing to give of their time and talent with a joyous spirit and faithfully pray for the school.
- Direct appropriate inquiries and complaints to the school Administrator regarding school matters.
- Lift up and encourage the staff continually.
- Refrain from inappropriate discussion of school board business at any non-business functions and activities.
- Use God given discretion in deciding what matters can be shared with their spouse so as to cultivate and maintain important partnership relationships with their spouse.
- Place a high priority on attending as many school functions as possible
- Continue as an active member of a local church body.
- Refrain from reprimanding a teacher directly. Even when dealing with their own child's teacher, Board members must seek to speak the truth in a kind way so as to avoid intimidation.
- Abstain from entering into the day-to-day operations of the school
- Serve on or chair a school board committee.
- In the event of a moral failure of a Board member, that individual member has the expectation to recuse themselves from service on the Board.

#### **1.21-1 - The Board collectively is expected to:**

- Be the final authority in the matter of established policy, curriculum selection, dress and disciplinary codes.
- Be responsible for making final approval of hiring/dismissal of all personnel.
- Always call Board meetings with the knowledge of the administration.
- Deal with all employees according to Matthew 5:22-24, 18:15-20 and other such passages which teach Christ-like attitudes and dealings between Christian brothers and sisters.

#### **1.22 - School Board Committees**

1. The school board may be organized into the following sub-committees:

- Spiritual Life
- Education
- Finance
- Marketing/Development – fundraising, recruiting, and public relations
- Building and Grounds

- Long-Range Planning
- 2. Each committee shall meet independently and report to the School Board at regular meetings through a written report submitted by the committee chair.
- 3. Each committee shall develop an annual plan for the committee work, related directly to the yearly goals of BHCA.

#### 1.22-1 - **Qualifications for Board Committees**

- All regular committee members must be Christians.
- All committees must be chaired by a Board Member.
- Membership is a one-year period.
- Members may be selected from any persons interested in the school.
- All members must be approved by the Board before they are asked to serve.

#### 1.23 - **New Board Member Orientation**

The magnitude of the school board membership calls for knowledge of and orientation to many areas of information and understandings. Under the guidance of experienced board members and the administrator, the orientation will be provided to new members through activities such as these:

- Training opportunities for new board members.
- Discussions and visits with administrator and other members of the school staff.
- The provisions of printed and audio-visual materials on board and administrative policies and procedures.

Orientation will be considered as an ongoing process for all school board members, and it may include such activities as those indicated above and the addition of items such as these:

- Attendance at school board and administrative conferences and conventions on a local, area, state and national basis.
- Exchange of ideas through joint meeting with school's PTF, the teachers, and school administrative staff and neighboring boards.

#### 1.24 - **Removal of Board Members**

- Any board member who is absent three (3) consecutive meeting may forfeit his/her place on the Board, unless not excused by the President of the Board or Administrator.
- In the event a member can no longer perform the duties of a board member, the member's written resignation shall be submitted to the Board.
- Any School board member may be removed from office or his/her term of office terminated by a majority vote of the remaining board members whenever the best interests of the school would be served thereby.
- If a board member no longer meets the qualifications, he/she will be asked to resign by the remaining members. A majority vote is necessary for removal (Matt. 18) at any regular meeting or special meeting called for that purpose based upon:
  - Conduct detrimental to the interests of the School.
  - Lack of sympathy with the school's objectives.
  - Refusal to render reasonable assistance in carrying out the school's purpose.

- Any such board member or officer proposed to be removed will be entitled to appear before and be heard at such a meeting of the board.

#### **1.25 - Compensation and Reimbursement of Board Members**

- Members of the School Board shall receive no compensation for their services as a member or officer of the School Board.
- The board may authorize the reimbursement of expenses for members incurred in the performance of official functions for the School Board.

#### **1.26 - Conflict of Interest**

The following guidelines shall be followed concerning the matter of conflict in interest:

- When any matter involving financial consideration comes before the Board for consideration one (1) or more Board members discover they have a personal interest wither directly or remotely related, said board member(s) shall declare this interest to other members of the Board.
- In addition thereto, a member(s) shall refrain from participating in the matter of business being considered to the extent of non-participation in discretion concerning said business, abstain from voting, or retire from the meeting in case a majority of the remaining Board members consider this to be the most ethical procedure to follow.
- Nothing in this policy shall deprive a duly elected Board member of the right to exercise his/her legal right to vote on any matter before the Board except in those instances in which he/she has some personal interest which could be considered to be in conflict with general school interest.
- Each member shall have the right and responsibility to declare any personal interest in any item of business under consideration by the Board an shall feel obligated to abide by the majority judgment of the other members of the Board as to whether the extent of personal interest shall disqualify the members from deliberative and voting privileges in consideration of this particular matter.

#### **1.27 - School Board Agendas**

The administrator and the Executive Committee made-up of the President and Vice-Chairman of the Board shall prepare the agenda for all Board meetings. Items of business may be suggested by any Board member or by the administrator of the school for inclusion on the agenda.

#### **1.28 - Board Meeting Preparation**

- Before actions by the board are requested or recommended, the Board shall be provided with adequate data and back-up information (preferably prior to the meeting date) to assist the members in reaching sound and objective decisions consistent with established goals.
- Board members shall be expected to read the information provided them, and to contact the administrator or other appropriate staff members or board members to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

### 1.29 - School Board Meetings

- Regular meeting of the board will be on the consistent designated day every month. All regular meetings are open to the constituency. If a member of the constituency has something to present to the board, they must notify the board president, vice-president, or the administrator in advance as to what subject they wish to address, so that they may be placed on the agenda.
- Special board meetings may be called by the President of the board upon his decision that such a meeting is warranted. Need for special meetings may be presented to the President by any other board member or the administrator. The President shall take the matter under advisement and make a decision as to whether there is sufficient need to schedule a special meeting. If possible, special meeting should be announced as soon as reasonably possible. Minutes from the preceding regular meeting will not necessarily be available prior to the special meeting, unless so specified by the President. Financial decisions will be reviewed at the following regular meeting.
- The board secretary will be expected to attend all special meeting and record official board minutes. If the secretary is unable to attend a special meeting the President should appoint a substitute secretary.

### 1.30 - Executive Session

- The board recognizes that periodically during its scheduled meetings it will encounter matters of a highly sensitive nature. This will include, but is not limited to, such things as personnel matters, student matters, parent matters, etc. At such times the board may call as executive session.
- Executive sessions shall have in attendance all board members present at said meeting, the administrator of the school, and any other persons who are specifically asked to attend this session by the board president. When the executive session is for the purpose of evaluating the administrator, the administrator may be asked to not attend.
- An executive session can be called for by any board member. No official business shall be transacted in the executive session. Rather the time spent in executive session shall be used to discuss the sensitive matter at hand. When the board reconvenes following an executive session, the decision shall be made and stated officially so that the board secretary can record such decision in the official minutes.

### 1.31 - Quorum and Voting Procedures

- A majority of the members of the Board shall constitute a quorum for the legal transaction of the business for the school.
- Voting shall be by voice vote, show of hands, or written ballot as directed by the President, or as determined by a majority of the Board. The number of "Ayes" and "Nays" on each motion shall be recorded in the minutes of the meeting. All members should vote, or officially abstain, on each motion. The President shall have a vote on each motion and shall not necessarily vote just in case of a tie.
- Any member may call for a roll call vote.

- A quorum being present, a majority vote of those present is required to enact or defeat any proposition except a proposition to amend a standing policy or rule of the Board which shall require a majority vote of the total board.
- Adjournment of each meeting shall be upon motion and a vote, except that whenever the presiding officer has put the question as to whether any member of the board has further business to submit and received no affirmation answer he/she may declare the meeting adjourned.

### 1.32 - Rules of Order and Meeting Format

- *Robert's Rules of Order, Newly Revised*, shall be followed by the President of the Board in the conduct of all Board meetings. Rules may be suspended at any meeting of the School Board by a majority vote of the members present. The President of the Board shall be familiarized thoroughly with the agenda prior to each meeting, and should understand the shape and tone of each meeting and keep its image clearly before the Board and audience at all times. The President should direct the meeting in such a manner as to focus on the main issues, exploring the consequences of various choices, encouraging pointed discussion when it starts going around instead of ahead. The President should move through the agenda methodically and efficiently.
- The President shall stop any discussion which does not apply to the motion last made. He/She may also stop the discussion of a matter if the Board has previously agreed to confine discussion to a definite period of time, and that period has been used up. Aside from such limitation, The President shall not interfere with debate as long as a member wishes to speak.

### 1.33 – Board Meeting Minutes

- Action by the School Board shall be carefully recorded by the Secretary of the Board or a representative and when officially approved by the Board these minutes shall serve as a legal record of actions taken by the Board.
- The recorded minutes of the School Board shall be retained on file in the office of the administrator and shall be available for reasonable inspection during regular hours.

### 1.34 - Board-Administrator Relations

The School Board believes that the legislation of policies is an important function of a school board and that the execution of the policies should be the function of the administrator.

- Delegation of powers to the administrator by the Board provides freedom for the administrator to manage the school within the Board's policies and allows the Board to devote its time to policy making and appraisal functions.
- The Board holds the administrator responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.

### 1.35 - Community Relations

The school-community relations program shall be such that the community is fully informed about the educational program, the strengths and needs of the school, and

the services which are available to the school community. An informed citizenry is essential for complete cooperation and support.

**1.36 - Availability of Board Policies**

The BHCA Policy and Procedure Manual shall be kept in the administrator's office (or designated place within the building) and shall be available upon request to BHCA parents, students and staff.

**1.37 - Coordination of Policies**

When possible the BHCA professional staff shall be considered in the formulation and implementation of the school policies and procedures. Those policies that effect teachers and educational programs shall be transmitted to the teachers with pertinent interpretation and supplemented with discussion and reference handbooks.

**1.38 - Five Year Study**

All major phases of the school's program, including philosophy, school goals, instruction and curriculum services, shall be carefully studied and evaluated at least once every five years. The results of such studies shall be used to implement improvements.

**1.39 - Written Policy System**

The school program shall be operated in all areas according to written policies.

- Board Policies shall consist of written statements officially adopted by the School Board to govern its own operation and to serve as guides for administrative action. These statements should be specific enough to give clear direction and guidance to the administrator and staff, but broad enough to allow for the use of administrative skill and discretion in making decisions.
- Board Policies, in statement form, should be developed and revised as needed to establish stability in Board operations and should serve to prevent indecisive and incorrect behavior.
- The administrator should further develop the written policy system of operation by expressing direction to the staff in the form of written statements called Administrative Procedures. These statements should come within the boundaries of policies of the Bible, Board, ACSI, statutes of South Dakota and should be developed by the administrator to design and implement plans and procedures to achieve goals and objectives of the school system.
- Further, the administrator should develop and maintain a Student/Parent handbook that adequately records and distributes the Policy Statements and Administrative Procedures.

## **Financial Policies and Procedures**

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- 2.42 – Staff Development
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## FINANCIAL POLICIES

### 2.00 Series

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#### 2.00 - Development Philosophy

In developing a Scriptural philosophy for development, we recognize that we have an important responsibility to apply Scripture to all aspect of our development activities. The following applications were developed from Biblical principles and patterns related to fundraising and giving. It is not our desire to appropriate funds on any basis other than our desire to fulfill the will of God in the lives of our staff, faculty, students, parents and contributors. In our philosophy we desire to fulfill Matthew 6:33 in the deepest sense. "But seek first His kingdom and His righteousness and all these things shall be added to you." With desire we can approach development with confidence and hope and without the anxieties that otherwise will exist.

#### *Principles:*

1. All development activity must be directed toward a work that honors God, not man (Exodus 25:2, 35:5, 1 Chronicles 29:1). We must be able to clearly identify how each work contributes toward fulfilling the will of God in the goals and objectives of the school.
2. We must recognize that God is the ultimate source for meeting the needs of our ministries (1 Chronicles 29:12-16, Philippians 4:19). Fundraising is a means of communicating our needs and providing opportunities to give. Giving is a means of demonstrating our obedience and love. God is the source of all gifts.
3. We will continue to acknowledge gifts of both individuals, and groups of individuals. Contributors should be advised that their gift was received and will be provided with a receipt for tax purposes, unless notified otherwise by the donor. Contributors will be given opportunities to rejoice with us as needs are met and to know of continuing needs.
4. In communicating with contributors, our focus must not be on the need or gift, but on providing them an opportunity to give (Philippians 4:10,17, 2 Corinthians 9:6-8).

#### *Practices:*

1. Prayer will be maintained as a key element of our activity (Philippians 4:6, 7).
2. We will tastefully remind contributors of unfulfilled pledges (2 Corinthians 8:8,10-11, 2 Corinthians 9:5-7). Under no circumstances will this follow-up be accomplished by pressure tactics.
3. We must encourage givers to be good stewards (Luke 16:1-13).
4. We will, as resources allow, educate givers relative to financial planning and giving opportunities that will assist them in this area.
5. We will make provisions for diverse means of giving (Exodus 25 and 35).
6. We must maintain an attitude of confidence (2 Corinthians 8:22,24 and 9:2,4) and rejoicing (Philippians 4:10) toward our family of givers. Our attitude will always be one of desiring God's grace abound to them (2 Corinthians 9:8-12).

7. We must continually review our development philosophy in the light of Scripture and maintain a strong commitment to doing things God's way, thus serving as a good example.
8. Prior to initiating planning of a development activity, we will make every effort to assure others that we have the right motives and are being obedient to God and sensitive to His will (James 4:3, I John 3:22, 5:14,15).
9. We must be good stewards (Luke 16:1-13).
  - a. We will take measures to assure that our needs do not originate because of lack of quality work, a lack of productivity, or other inefficiency (1 Thessalonians 4:11, 12).
  - b. We will make careful preparations prior to initiating a new ministry or expanding an existing ministry. (I Chronicles 22:5, 28:11-19).
  - c. We will use the gifts carefully before God and man (2 Corinthians 8:20,21) recognizing that what we are administering is His not ours (Psalm 24:1).
  - d. We will follow a pattern of leaders giving first, followed by the remainder of the BHCA family and other supporters 1I Chronicles 29:1-9).
  - e. School leaders will praise and thank God publicly for His provision and leaders will provide an opportunity for others to participate in glorifying God (1 Chronicles 29:10-22).
10. It is our objective to be free from debt (Deuteronomy 28:43-48, Proverbs 22:7). We believe that freedom from debt will provide the maximum freedom in responding to God's will for BHCA. We further believe that accruing debts does not, in general, demonstrate the quality of being a good steward. We trust that as we seek to be obedient to God on all matters, including fundraising, that the apparent "need" to borrow will disappear in the light of God's blessings (Deuteronomy 15:4-8).
11. We will be alert, to be mastered by nothing and will strive for unity (1 Corinthians 6:12, II Corinthians 6:3). There will be methods and projects which are lawful but not profitable. We will take care to make every effort not to offend, even when acting within our liberties. We must be willing to consider concern that is expressed by others relative to our fundraising policies and philosophy. There may be instances where unity of purpose becomes the overriding issue.
12. God does not specifically preclude or encourage accepting gifts from unbelievers. The Queen of Sheba, however, did provide gifts to Solomon after His wisdom glorified God (2 Chronicles 9:1-9). Also, God does use the labor of the world to support Christians (Ecclesiastics 2:36).
13. Just as in accepting a gift from believers, we must always be prepared to serve those who give. We will be sensitive to opportunities to share the Gospel.

## 2.01 - Fundraising Policy

### *Introduction*

Since BHCA began in 1992, it has been the policy and the practice of the school to trust God to provide the necessary funds to operate the school. Tuition has been priced at less than full cost of education to keep the tuition rates down. Therefore, we depend on fundraising and gift income.

The giving of money to the Lord's work is a spiritual matter. Generous Biblical giving indicates the interest of one's heart (Matthew 6:19-21, 1 Timothy 6:17). The true basis for giving is our love for God.

These Biblical principles give us a clear picture of God's instructions about giving. However, they do not specifically resolve every issue. As in other areas of Christian living, we must apply these principles to our present situation and culture. Biblical principles do not change. They are timeless, cultureless and non-negotiable. However, the application of these principles may vary in different places. The following guidelines are presented in the sense of what we believe our policy should be in light of the Biblical principles given above.

1. Our primary method of fundraising shall be to pray. We want to concentrate our energy and our planning into effective communication in our ministry with regular appeals for support. We will attempt to broaden the number of people who potentially may have an interest in our ministry.
2. Since it is the Lord's people who will support the Lord's work, our requests for support will be directed to believers. However, we will also request support from foundations, corporations, organizations or philanthropic individuals that support independent education.
3. Giving through methods other than cash giving will also be encouraged (i.e. stocks, life insurance, deferred gifts, annuities, jewelry, etc.) Use of any tangible or intangible gifts will be used at the discretion of the Board. If any such gifts are given to the administrator or to an individual board member, all board members will be immediately notified.
4. Organizations within the school may conduct various minor fundraising projects to raise funds for their organization for some specific purpose, (i.e. Teen Pact, VFO Chili for Chile, Encore Classes, Student Council, etc.) Each organization is responsible for its own organization and promotion. Promotion of these projects should be such that they do not interfere with regular giving to the school. They should primarily be directed to our community of school families and friends.
5. Fundraising projects must be approved by the Administrator. Areas of question will be directed to the School Board.

#### **2.01-1 - Criteria**

1. The project has a purpose which will be of a benefit to BHCA.
2. The project will be of benefit to and assist in the unity and cohesiveness of the school community and the student body.
  - a. Projects of this type (bake sales, dinners) should be raising funds for specific needs.

- b. Projects must be spaced out on the calendar, so organizations are not in competition with each other.

#### **2.01-2 - Solicitation and Acceptance of Gifts**

1. We all love to receive gifts. Practically all schools depend upon gift income or services rendered in kind to meet the needs not covered by tuition. In faculty devotions and board meetings we ask God to supply these needs.
2. Any BHCA employee or board member, who receives a one-time gift in excess of \$100 in value, shall report the gift to the administrator who will in turn report the gift to the Board.

#### **2.02 - Biblical Principles and Observations**

We trust God alone for our provisions. We will never compromise our obedience to the Word of God in order to secure a gift. Obedience must always prevail over expedience (1 Samuel 13:1-15).

Gifts that, while not directly violating God's Word, bear the appearance of evil must be declined (23 Corinthians 8:20-21, 1 Timothy 3:2). Gifts that, although otherwise acceptable, are likely to create a stumbling block to our weaker brethren must be declined (Romans 14). As in all things, we must be good stewards in the fundraising process, making faithful use of the resources God has already given (Matthew 25:14-30).

#### **2.02-1 - Solicitation of Gifts**

As a matter of stewardship, our primary efforts in requesting gifts will be directed to God's people. Christians have the primary responsibility for and interest in accomplishing the Lord's work.

#### **2.02-2 - Unsolicited Gifts**

Because of the appearance of evil, even unsolicited gifts from persons or entities generating their funds through illegal activity must be declined under all circumstances.

Subject to approval by the School Board, unsolicited gifts from persons or entities generating their funds through legal but undesirable activity (e.g. gambling, alcohol, or tobacco sales) may be denied. Mere acceptance of such a gift does not promote or endorse the underlying activity.

#### **2.03 - General Policies**

Regardless of the source of a gift, no conditions may be attached by the donor or assurances given by the recipient without the prior approval of the Board. Any conditional gift must be approved by the Board before it may be accepted on behalf of BHCA.

Any gift or solicitation not clearly authorized by this policy statement must receive Board approval before the gift may be accepted or the solicitation conducted.

## 2.04 - Donor Recognition

### *Biblical Principles and Observations*

1. As servants of the Lord Jesus Christ we should not seek the recognition of men, but work for the honor of God (John 7:18, Luke 14:8-11).
2. From God's perspective, the value of a gift is measured by the size of the heart that gave it (Mark 6:41-44).
3. Giving should be generous and cheerful, motivated solely by love for God (Matthew 6:1-4, 2 Corinthians 9:6-7, Exodus 35:29).
4. Generous giving should not only supply the needs of God's people but should also result in thanksgiving and praise to God (2 Corinthians 9:10-15, Matthew 5:16).

### *General Policies*

1. Each gift to BHCA regardless of its value will be acknowledged by a letter of thanks from the Board and/or Administrator to the donor. Regardless of the size, even the smallest of gifts are deeply appreciated.
2. From time to time as the Board determines to be appropriate, a list of donors may be published. The purpose of such a list would be to encourage others to follow the example of those listed and to allow the generosity of those participating in the ministry at BHCA to overflow with thanksgiving and praise to God.

## 2.05 - Memorial Gifts

Memorial gifts encompass gifts commemorated in memory of living persons, as well as those deceased. The Biblical purposes to be accomplished through memorial gifts are as follows:

1. To serve as a perpetual reminder of God's faithfulness (Joshua 4:7).
2. To inspire thanksgiving and praise to God (Matthew 5:16, 2 Corinthians 9:10-15).
3. To honor those donors to whom special honor is due (Romans 13:7; Mark 14:9).

Primarily, a memorial gift should commemorate the person for the purpose of glorifying God. A specific name is connected with the memory or event only secondarily to reference a worthy example and to honor that example.

### 2.05-1 - The Donor

Consideration should include:

1. The quality of the donor's testimony for Christ, if any
2. The quality of the donor's reputation both in and outside of the Christian community and
3. The type of economic activity that generated the funds used for the gift.

### 2.05-2 - Person Memorialized

Consideration should include:

1. The quality of the person's testimony for Christ, if any
2. The quality of the person's reputation both in and outside of the Christian community and
3. The person's connection with BHCA, if any.

## 2.06 - Fiscal Year

The fiscal year for Black Hills Christian Academy is July 1 to June 30.

## 2.07 - Budgetary Process

The BHCA overall financial program for each school year is developed and implemented primarily through the budgetary process. The administrator is responsible for developing the annual school budget and submitting it to the Finance Committee no later than the March board meeting. The Finance Committee is responsible for presenting the budget to the full board for approval. The budget must be approved prior to the next fiscal year. Upon approval of the budget, the Administrator is responsible for its implementation and administration through suitable control of purchase orders, issuance of contracts and related instruments of financial allocations, and authorizations for payment. (1 Corinthians 14:40)

## 2.08 - Record Keeping

### 2.08-1 - Books of Record

The financial transactions of the school shall be recorded on a monthly basis in the books of record. Said books shall include a cash receipts and disbursements journal, adjusting journal entries, and a general ledger, consisting of all the financial accounts of the school. The Administrator or her designee shall reconcile the bank statement(s) monthly. The bookkeeper shall post all monthly entries in the books of record and present the financial statements to the Finance Committee for review prior to each regularly scheduled Board of Directors meeting. The Board will hear a motion from the Finance Committee to accept the financial report upon its presentation.

### 2.08-2 - Financial Statements

The financial statements must be presented in "Generally Accepted Accounting Principles" (GAAP) in accordance to Financial Accounting Standards.

1. Statement of Financial Position (balance sheet)
2. Statement of Activities (income statement)  
*The income statement shall reflect the current month's transactions compared to the approved monthly budget as well as the year-to-date transactions compared to the year-to-date budget.*
3. A check register of bills paid during the previous month.
4. Reporting and recording donor restricted gifts and related expenses (anonymous or not).
5. Current year to date vs. budget.

***NOTE:*** Information in No. 1-3 will be provided on a monthly basis.

### 2.08-3 - Recording Expenses

Expenses must be recorded by functional nature of expense (i.e. postage) rather than natural description (i.e. office expense).

#### **2.08-4 - Recording Donor Gifts and Services**

The Bookkeeper shall track all gifts (real, service or in-kind) as follows:

1. Identify and segment sources of revenue according to the presence or absence of donor stipulation as permanently restricted, temporarily restricted or unrestricted.
2. Identify expenses considered unrestricted that could have satisfied donor restricted-amounts.
3. Identify property and equipment donated or acquired by donor-restricted fund as net assets.

#### **2.09 - Review and Audits**

A review of the financial records shall be made by the Board of Directors at the end of the fiscal year. An audit is to be done as directed by the board.

#### **2.10 - Internal Control**

Internal control is an important aspect of any Christian school. Therefore, clearly defined job descriptions for accounting personnel as well as separating the accounts receivable and accounts payable functions are recommended.

The accounts receivable position may be filled by the office manager/bookkeeper, if the individual is qualified and capable to fulfill the job demands of the position or a separate bookkeeper may need to be hired.

#### **2.11 - Receipts and Disbursements**

All receipts of the school shall be documented and deposited on a timely basis by the school administration. Appropriate checks and balances (internal control) shall be enforced to minimize the chance of a misappropriation of funds. All deposit slips shall be in sufficient detail so as to document the source of the funds as well as the classification.

No withdrawals of restricted funds shall be made without the prior approval of the Board of Directors. Expenditures from the school's normal operating account that are not budget approved may be made without Board approval so long as said disbursements are less than \$1,000. Expenditures in excess of \$1,000 require the approval of the Board. Upon an "emergency" where said expenditures would exceed \$1,000 and there's no time for a formal Board meeting, the said expenditure can be approved verbally with the President of the Board and another officer, preferably the Treasurer.

#### **2.12 - Purchase Orders/School Credit Card Accounts**

Purchase orders/charge card accounts are necessary before anything is purchased or paid for, except petty cash items. If any purchase is made without approval of the administrator, the person making such purchases is responsible for paying the bill.

*Procedure:*

1. Get PO/charge from school office.
2. Fill out PO/charge and return to school office.
3. The administrator approves or rejects the PO.
4. If approved by the Administrator, the office will order the materials requested.

*After material is received:*

1. Secure the packing slip and confirm the contents. In the absence of a packing slip a receipt record will be maintained to show merchandise received. (Packing Slip – The slip is written record of material shipped. It must be signed and dated by the receiving party. It becomes proof of material received. It will contain an itemized list of material shipped showing back orders, and where they occur. Each shipment has its own packing slip.)
2. Locate the PO/charge for the item received.
3. Confirm that the PO/charge is in agreement with the packing slip and attach the slip to the PO/charge.
4. The two slips are forwarded to the bookkeeper. (Before an invoice may be paid the bookkeeper must have received a copy of the purchase order and the packing slip).

#### **2.13 - Checking and Other School Accounts**

Each account of the School's shall be authorized by the Board of Directors. This includes checking accounts, savings accounts, certificates of deposit and "special" accounts such as scholarship and endowment type accounts. In an annual basis, upon the election of new officers, the Board of Directors will formally approve the authorized signers on the accounts of the school. The authorized signers include the board vice-president and treasurer. The appropriate bank signature cards and other documentation shall be executed by appropriate Board members, so authorized. All accounts of the school shall be maintained at a bank that is a member of the FDIC. No account of the school shall be in excess of the federally insured limit.

#### **2.14 - Investments**

Available funds (tuition, gifts, etc.) shall be invested in accounts or securities which are insured by the FDIC with a guaranteed return until needed.

#### **2.15 - Debt**

Approval to assume any debt must be acquired by a majority of the BHCA board.

#### **2.16 - Government Aid (Funding)**

BHCA will not participate in any federal or state programs which in the view of the Board of Directors becomes (or threatens to become) restrictive to the basic mission of the school. If a charter school opportunity is available, the Board will review funding and any restrictions.

#### **2.17 - Tuition and Fees**

Tuition and fees will be reviewed on an annual basis and will be set in January by the Board of Directors upon the recommendation by the administrator. The tuition and fee structure will be published in a Tuition and Fee Schedule by February 1<sup>st</sup>.

*General Financial Policies:*

1. The student enrollment fee is non-refundable.
2. Tuition payments (regardless of plan) are non-refundable unless approved by the school board.
3. Book fee payments are non-refundable unless another student enrolls and takes that student's spot.
4. All refunds are at the discretion of the Board.
5. Tuition paid in full by June 15, will receive a 3% discount off the full tuition price per child.
6. If installment payments are received after the fifteenth of the month, the account is considered delinquent and a late fee is charged. Each month an installment tuition payment remains unpaid, an additional late fee is charged, per unpaid installment payment.
7. Any withdrawal of tuition refunds will be at the discretion of the Board.

These policies will be reviewed and set by the finance committee of the Board every year to determine the appropriateness of each policy.

**2.18 - Student Enrollment Fee**

Every student enrolling at BHCA will be subject to a student enrollment fee that is non-refundable. *Pricing is shown on the Tuition Information sheet posted in the Enrollment Packet.*

**2.19 - New Student Evaluation**

All new students at BHCA will be evaluated before the first day of school. Students evaluated by BHCA that are not accepted are subject to a refund of fees and tuition paid to date.

**2.20 – Book Fee**

Every student enrolled or enrolling at BHCA will be subject to a book fee that is non-refundable. *Pricing is shown on the Tuition Information sheet posted in the Enrollment Packet.*

**2.21 – Student Accident Insurance**

Every student will be subject to a Student Accident Insurance fee which will be invoiced annually. *Pricing is shown on the Tuition Information sheet posted in the Enrollment Packet.*

**2.22 - Student Activity/Field Trip Income**

All activities (i.e. field trips, incidental extracurricular) are paid by the students

participating in the activity. All funds collected are received as income to the designated income account. Teachers are responsible for documenting the funds.

#### **2.22-1 - Class and Organization Trips and Activities Income**

All activities (i.e. Teen Pact, mission trips, etc) are paid for by students participating in the activity. All funds collected are received as income to the organization or class income account. The fees collected must at least cover expenses.

#### **2.22-2 - Accounts for Organizations and Classes**

All accounts for organizations and classes with BHCA must be board treasurer approved to be established as separate accounts, not to be included with the school's general fund account. The following guidelines will be followed for all such accounts:

1. All organizational accounts shall be maintained at a local bank or credit union.
2. The administrator will authorize the establishment of any organizational account.
3. Two signatures are required for check writing purposes.
4. At the end of each school year a written financial statement shall be provided showing the beginning balance, income received, expenses, and the ending balance for the account.

#### **2.23 - Tuition Philosophy**

The school is for Christian families and it is our desire to make school available to the largest number possible by holding the tuition at the lowest levels possible consistent with the desire for quality Christian education.

#### **2.24 - Tuition Assistance Program**

##### *Purpose*

The tuition/gift approach to financing the school provides indirect tuition assistance to many families. Since the body of Christ is made up of members from various economic levels, we need to make some provision for those who cannot afford our tuition. There are many principles in Scripture that apply to this area. "If anyone has material possessions and sees his brother in need, but has no pity on him, how can the love of God be in him?" (1 John 3:17) See also Romans 15:1 and 2 Thessalonians 3:8-12.

##### *Determining Financial Need: Need Analysis Parameters*

1. Complete a FACTS online application.
2. Students must be in good standing as reported by the administrator, as defined by the following:
  - a. Must have a clear Christian testimony recognized by the faculty and staff of BHCA.
  - b. Must exhibit behavior, in action and attitude, which is in a spirit of cooperation with the school policies.
3. Signed parent contract before tuition assistance begins.

The above information would be applied by the Finance Committee to determine a family's need for assistance.

The amount of assistance given will be set by the Board of Directors on a semester or annual basis. Families receiving tuition assistance will receive a credit on their monthly tuition bill.

Financial aid could be discontinued by the board and administrator's discretion.

Extent of aid: The amount of aid will be based on need. No family will receive a 100% grant. The range generally will be from 20% to 50% grant or can be set by the amount FACTS determines the need for tuition. The Finance Committee would make these allocations dependent upon available funds.

#### **2.24-1 – Discounts with Tuition Assistance**

If a family or faculty member is eligible for a tuition assistance, no other discounts (pastor's, staff, or multiple child) will be given.

#### **2.25 – Staff Discounts**

Black Hills Christian Academy will offer up to a 45% tuition discount (does not apply to the Enrollment Fee, Book/Activity Fee, or Student Accident Insurance) for faculty/staff members. This discount is given to full time staff @ BHCA (4 days per week, 8:00 to 3:00/3:15 or 8:15 to 3:20 pm). The percentage will be determined for a part-time faculty/staff based on the 45% and the hours that they work. Staff are exempt from Parent Volunteer Hours.

#### **2.26 – Pastor's Discounts**

If a family or faculty member (father or mother) is currently serving full-time and employed by an evangelical church as an ordained pastor, they are eligible for the pastor's discount. BHCA will offer all active/current full-time, ordained pastors a 20% tuition discount. There will be no extra discounts (staff, multiple child or FACTS).

#### **2.27 – Multiple Discounts Not Given**

If a family or faculty member is eligible for multiple discounts (staff, multiple, pastor's or if Tuition Assistance is given) the largest discount that will benefit the family will be applied, but multiple discounts will not be given.

#### **2.28 - Tuition Exclusions**

Tuition does not include all costs which may be incurred by the family. Such costs include enrollment fee in section 2.21 & 2.22, book fee in section 2.23, various student activities and/or field trips in section 2.24, student accident insurance in section 2.021, lunches, school supplies, and other miscellaneous expenses.

#### **2.29 – Refund Policy**

BHCA realizes that the life situations of families might change during the months of February through August. If a committed student, for some reason, cannot return to BHCA, the following refund guidelines shall prevail:

1. Under no circumstances shall any enrollment fees and book fees be refunded (unless another student take's that spot) after their designated dates.
2. A student who withdraws from BHCA during the school year will be charged a prorated portion of the tuition—total tuition divided by total number of school days.
3. Since BHCA has an obligation to its employees, students are considered enrolled for the entire year. Tuition fees are calculated on the basis of the entire year therefore, no reductions can be made for vacations or school holidays. If a student leaves the school for any reason, or enters after the school year has begun, then charges are subject to board discretion.

### **2.30 – Delinquent Accounts**

1. A late fee will be given to an account not paid by the 15<sup>th</sup> of the month.
2. If an account is 60 days past due, it is considered delinquent and the family will be mailed a delinquency notice along with the family statement.
3. A written plan will be established with the administrator to make the account current.
4. In the event that payment is not received in full to the school within sixty (60) days after the due date, the child(ren) may be removed from the school unless parents make other arrangements in writing with the Administrator of the school. The terms and conditions for payment must be fully and promptly met.
5. No records (including files, transcripts or final report cards) will be released until accounts have been paid in full.
6. No child who has an outstanding tuition balance shall receive a diploma from the school.

### **2.31-1 Collection Procedure for Delinquent Accounts**

1. If a payment is not received by the 15<sup>th</sup> of the month, the first reminder letter is sent on the next month's invoice.
2. If a payment is still not received by the 15<sup>th</sup> of the following month, a delinquency letter is sent.
3. If the payment is still not received by the last day of the month, the Administrator will personally contact the family.
4. Also, each month a report showing the status of any delinquent accounts will be prepared for the Board to review.
5. If personal or written contact is unsuccessful, then the administrator will address this with the Board for further action.

### **2.31-2 - Collection Procedure—Former BHCA Families**

If a family has left BHCA the following procedures will apply:

1. Each family will be contacted by phone and mail to set up a payment plan with BHCA and will be billed on a monthly basis including the late fee. The family must make a minimum monthly payment as approved by the Board.
2. Failure to follow through with this plan may result in the account being turned over to a collection agency.

3. Only a unanimous decision by the school board can clear a delinquent family account.

**2.32 - Returned Checks**

Fees incurred from a check being returned to BHCA for any reason will result in a charge to the account of the check writer to cover the total amount of those fees.

**2.33 - Withholding Transcripts**

No official records will be released until all accounts are either paid in full or current.

**2.34 - Compensation Policy**

BHCA compensation philosophy, policy statement, and practice presumes that our teachers and staff view BHCA as a ministry whose primary objective is to mold and shape pliable young lives for the honor and glory of our Savior and Lord, Jesus Christ. It will therefore be our policy to make every effort to compensate the faculty and staff at the most appropriate level possible (1 Timothy 5:17-18).

**2.35 - Payroll**

All employees shall be paid on the 1<sup>st</sup> of the month, no later than the 4<sup>th</sup>. The first check shall be issued by the 4<sup>th</sup> of September. The final check shall be issued by the 4<sup>th</sup> of June for ten-month employees, and 4<sup>th</sup> of August for the yearly employees. Should the normal payday fall on a weekend or holiday, checks will be issued on the closest working day to the normal payday.

**2.36 - Salary Schedule**

A laborer is worthy of his reward (1 Timothy 5:18). A Christian institution owes to its employees the very best remuneration that it can afford to pay.

The Finance Committee shall present in February their proposal for a salary increase and benefits package. After hearing the Finance Committee's proposal, the Board of Directors shall adopt a salary and benefits chart. *Chart of Salary is kept in the administrator's office and in the board binder.*

**2.37 - Social Security and Medicare**

Social Security, Medicare, and federal income tax will be withdrawn as required by law.

**2.37-1 - Garnishment of Wages (Policy for Employee Collection of Outstanding Payments)**

Any tuition or other payments remaining due from any employee of BHCA for more than sixty (60) days shall be deducted from said employee's paychecks until all sums outstanding have been paid in full. Any employee subject to such a deduction shall be notified before the funds are deducted. If an employee is not returning to BHCA for the next school year, BHCA will deduct the amount owed from the May paycheck. This policy is printed in the BHCA Staff Handbook.

**2.37-2 - Workers' Compensation**

BHCA will carry a workers' compensation policy for all employees.

## **2.38 – Compensation for Survivor of Deceased Employee**

### **2.38-1 – Compensation for Survivor of Deceased Employee**

BHCA will pay, after death, an additional month's salary.

### **2.38-2 - Tuition Waiver for Survivor of Deceased Employee**

BHCA will waive the deceased employee's tuition for the remainder of the school year for his/her surviving dependent child(ren).

## **2.39 - Employee Travel and Expense**

The school shall bear expense for authorized employee travel and travel-related costs. Reimbursement shall be made for actual expenses incurred during authorized out-of-city travel. Receipts shall be required for air travel, meals, lodging, registration fees, and travel incidentals that are Board approved.

The administrator shall develop the necessary procedure for implementing this policy.

## **2.40 - Contracting and Extracurricular Personnel**

The Administrator will present names to the Board of Directors of BHCA to put under contract those who are not members of the faculty or administration, but who will be involved in extracurricular activities, such as coaching, janitorial, musicals, etc. These personnel must adhere to all personnel policies and procedures inherent with any person employed by BHCA.

## **2.41 - Criteria for Relocation Reimbursement of BHCA Employees**

1. Must be approved by the School Board of Directors.
2. Employee must serve in a full-time administrative or faculty position.
3. Relocation must be in excess of a 300-mile radius of BHCA.
4. A maximum of one thousand dollars (\$1,000) shall be reimbursed. Reimbursements are considered taxable income.

### **2.41-1 - Procedures for Relocation Reimbursement of BHCA Employees**

1. Must be approved by the School Board of Directors.
2. Within 30 days of relocation, the new employee shall be responsible to submit a summary of documented expenses to the Administrator.
3. Documentation should include receipts, copies of checks, check stubs, etc.
4. Reimbursement will be calculated based on the documentation.
5. The new employee shall receive up to \$500 in a lump sum reimbursement within 30 days after the Administrator approves the documented expenses. The remainder of the employee's relocation entitlements up to \$1000 will be distributed on a monthly basis during his/her first year at BHCA. BHCA employees who terminate before the year is completed will forfeit their entitlement to further reimbursement.

**2.42 - Staff Development**

See section 1.12

**2.43 – Multiple Sibling Discounts**

Multiple Sibling Discounts will be given to the younger sibling or the lowest costing student.

2<sup>nd</sup> Child @ BHCA – 6% discount

3<sup>rd</sup> Child @ BHCA – 12% discount

4<sup>th</sup> Child @ BHCA – 18% discount

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Adopted 9/1/2018

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- 3.42 – Suspension or Termination of a Classified Employee
- 3.43 – Notice of Dismissal
- 3.44 – Right to Appeal
- 3.45 – Classified Employee Compensation

3.46 – Workmen’s Compensation for Classified Employees

3.47 – Holidays

3.48 – Partisan Politics in the Classroom

3.49 – Level III Expulsive Misbehavior for Suspension or Dismal of a Student

## **PERSONNEL POLICIES**

### **3.00 Series**

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The Board and Administration at BHCA (Black Hills Christian Academy) recognizes this responsibility of selecting and hiring individuals.

As a Board or Administration, our number one responsibility throughout the selecting and hiring process is to employ individuals who are able to present and live before children the truth of God's Word. Their total life-style (values, attitudes, priorities, and practice) should demonstrate a love for their Lord as evidenced by their commitment to live in obedience to His Word (John 21). Finally, each position within the school is to be staffed according to a given individual's strengths, calling, and potential effectiveness.

#### **3.00 - Non-Discriminatory Hiring Policy**

BHCA's governing Board reiterates the following racial nondiscriminatory policies.

BHCA does not discriminate on the basis of race, color, gender or ethnic origin in the hiring of its certified or non-certified personnel. The hiree must agree to and sign the Statement of Faith and the Staff Handbook.

#### **3.01 - Recruitment and Selection Process**

As soon as a vacancy is expected the administration shall seek to make it known to the public in order to find the most qualified candidate.

#### **3.02 – Background Checks**

All applicants must complete an application stating their background, training and experience in addition to personal and professional credit references if required by BHCA. Applications and resumes must be submitted to the administration for the purpose of checking personal and credit references. Consistent volunteers will also be required to apply for a background check.

##### **3.02-1 – Cost of the Background Check**

Fifty percent of expenses connected with obtaining the background check relating to an applicant shall be paid by BHCA and 50% will be paid by the new employee or substitute teacher. The cost of a background check will be paid by BHCA with no cost to the volunteer.

##### **3.02-2 – Policy Applies To**

This policy shall include all Employees as well as Office, Aides, Encore and Substitute teachers.

#### **3.03 - Personnel Qualifications for Employment**

1. All Employees at BHCA shall be born-again Christians.
2. All employees shall be active, participating, and in good standing with local evangelical body of believers.

3. All employees shall be in agreement with the stated purposes of the school as outlined in the philosophy of education.
4. All employees shall give evidence of good moral character.
5. Health policies for staff persons

In addition, a team of school personnel responsible for teaching about infectious diseases should receive more specific training about these diseases, e.g. AIDS. All school personnel, especially those who teach health, periodically should receive continuing education about these diseases to assure that they have the most current information.

1. Admission or Continued Enrollment of Staff with Infectious Diseases.

- A. God deals with each of us individually (I Corinthians 15:10), therefore, each case will be on an individual basis. The decision to admit or continue the enrollment of an infected student will be based upon evaluation of the contagion, the behavior, neuralgic development, and the physical condition of the student.

- B. Because we have a responsibility to protect all God's children (Acts 20:28-31), the expected type of interaction with others in the school environment and the possibility of contagion will likewise be considered in this decision.

- C. A staff person known to be infected shall not be admitted to school (or permitted to continue enrollment in the school) without the unanimous approval of a screening committee composed at the least of the staff person's physician, a public health expert or consultant chosen by the school administrator, the school nurse, the school administrator and (if appropriate) the staff person's pastor. If the screening committee does not reach an agreement, the matter should be referred to the school board for a decision after consultation with appropriate medical experts.

- D. For those infectious diseases for which there are no cures, the staff person is responsible for securing quarterly medical examinations, or more frequent examinations as determined by the school administrator, to permit a reliable assessment of any change in their condition which might affect contagion. The staff person must authorize the release of the results of these evaluations to the Administrator. Their failure to secure such medical evaluations or the failure to authorize the release of the results, will jeopardize their continued enrollment.

- E. A staff person previously excluded from school may be admitted or readmitted, pursuant to reevaluation under the admission procedures specified above, if there is sufficient improvement to warrant admissions.

6. The Board of Directors officially employ all faculty for Black Hills Christian Academy.
7. The interview process shall include an initial interview by the Administrator, which will be followed by an interview together with the administrator and staff. The Administrator shall nominate for consideration to the Board of Directors those applicants that he feels, after careful evaluation, will best fill the various classified positions. A third review will be with the Administrator and a Board Member.
8. All employees shall be classified as probationary for the first 90 days of continuous service.

9. All staff are encouraged, but not required, to enroll their eligible children at BHCA.

### 3.04 - Professional Qualification for Certification and Appointment

Kindergarten – 8<sup>th</sup> grade teachers, except Bible teachers, shall have a minimum of a Bachelor of Arts or a Bachelor of Science Degree from an ACSI recognized college or university, or be under an approved program to obtain a BA or a BS.

### 3.05 - Spiritual Qualifications for Employment

#### STAFF HANDBOOK

1. The staff member affirms that, as part of the qualifications for this position, he/she is a “Born Again” Christian who knows the Lord Jesus Christ as Savior. (John 3:3, I Peter 1:23)

2. The teacher gives testimony that he/she has a sense of God’s will, that teaching is his/her calling, and that teaching in this Christian school is God’s direction.

3. Employment at Black Hills Christian Academy is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age, or disability. BHCA is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with BHCA mission statement, and they must be willing to conduct their lives in conformity with the school’s statement of faith and the school’s declaration and agreement to ethical and moral integrity. As stated in the Staff Handbook and policies manual.

4. All staff will manifest by precept and example the highest Christian virtue and personal decorum, serving as a **Christian role model** (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty members in judgment, dignity, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of tobacco, illicit drugs, vulgar or profane language, and any use of alcohol in a manner which may present stumbling block to another Christian. (1 Corinth. 8:9, Rom. 14:15, Col. 3:17, Titus 2:7-8, 1 Thess. 2:20 TLB, 1 Thess. 5:18, 22-23, and James 3:17-18)

We believe that God created marriage in the beginning, as a blessing for both man and woman, before any sin or rebellion entered the world, and that He created marriage to be between one man and one woman, who enter into a covenant relationship, complement one another, serve one another, and sanctify one another for as long as they both shall live. Accordingly, we reject any attempt to redefine marriage as a union between people of the same sex or as between more than one man and one woman. We believe that the homosexual lifestyle and alternative gender identities are contrary to the Bible. (Gen1:27-28; 2:15-24; Lev. 18:22, Lev 20:13a; Matt 19:4-6; Rom 1:26-27; 1 Cor 7:14)

5. The staff member will faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school. (Hebrews 10:25)

6. The staff member accepts without verbal or mental reservations the Statement of Faith of this school and is committed to upholding it.

### **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. Gen 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, Heb. 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. Heb. 7:26, John 5:28-29, John 11:25, Mark 16:19, Romans 8:26-34, I Thess. 4:16, Heb. 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, 1 Cor. 3:16, Heb. 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. 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 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 Black Hills Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Directors is Black Hill Christian Academy's final interpretive authority on the Bible's meaning and application.

### **3.06 - Family Home Life Qualifications for Employment**

1. Must meet the qualifications of I Timothy 3:1-8, 1 Corinthians 7:27 or Proverbs 31:10-31.
2. Possesses a proper spirit with respect to God-given authority within the home.
3. Demonstrates a conviction to fulfilling the responsibilities to one's spouse as outlined in Ephesians 5:22-23 and views marriage as a reflection of the relationship between Christ and His Church.

### **3.07 - Teacher Certification Policy**

1. The kindergarten – 8<sup>th</sup> grade teacher must meet the requirements for the ACSI and/or a state teacher certification.
2. If the kindergarten – 8<sup>th</sup> grade teacher has a state teacher certification only; the teacher must apply and qualify for the ACSI certificate the first year of teaching at BHCA. This can be the temporary, standard, or life-time certification. This plan must be submitted to the Administrator. The teacher must keep the temporary and standard current.
3. The Administrator must meet the requirements and keep the certificate updated for the administrator's certification from ACSI.

### **3.08 - Christian Conciliation Service**

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to a panel of three independent and objective arbitrators for binding arbitration. Each party shall have the right to select one arbitrator (unless the parties mutually agree to the use of only one arbitrator). The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the

selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana (406)-256-1583 shall be asked to provide the name of a qualified person who will serve in that capacity. The arbitration shall be conducted in accordance with the “Rules of Procedure for Christian Conciliation” contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*. (More information on disputes is stated as #11 on the Staff Handbook.)

### 3.09 - **Contracts of Employment**

All teachers of the BHCA must have a contract that has been approved by the BHCA at an official meeting. This requirement can be waived by the Board of Directors.

All contracts shall be for a one-year term unless specifically altered by the Board.

Teachers shall be notified by the Administrator by May 1<sup>st</sup> or earlier if their services will not be required for the following school year.

Teachers shall return to the Letter of Intent by March 15<sup>th</sup> as to their decision to return for the following year.

The Board of Directors retains the right to withdraw an officer any time prior to its acceptance.

### 3.10 - **Tenure**

BHCA does not operate a tenure system for instructional staff.

### 3.11 - **Contract**

#### 3.11-1 - **General Provisions**

A. With recommendation from the Administrator, the Board is responsible for hiring the faculty. The Board has the sole authority and responsibility to enter into personnel contracts.

B. The employment of faculty shall be by annual contract. Dismissal shall be for “just cause” as determined by the Administrator.

C. A contract will include the statement that it supersedes any and all other agreements, either oral or in writing, between the parties with respect to employment. No other agreement, statement, or promise not contained in it shall be valid or binding.

D. All personnel contracts are written for a limited duration with all rights and privileges terminating upon the expiration date of the contract unless voided by breach of contract or mutual agreement. No rights of tenure or presumption of continued employment are conferred or implied by the contract or by a number of consecutive annual contracts. No right to notice or nonrenewable of the contract is conferred or implied.

E. The following items are to be referenced in the contract and are an integral part of the contract: Statement of Faith, Statement of the School’s Philosophy and Objectives, the Staff Handbook, the Parent/Student Handbook, and the Job Description.

F. When a contract of employment is offered to a prospective employee, he/she must return it within 7 days or the board reserves the right to withdraw the contract and offer of employment.

**3.11-2 - Administrative**

Contracts for school Administrators shall be issued by the board each spring at least one month prior to teaching contracts for the succeeding school year, and will take into account the job description of the Administrator and any specific duties inherent with his/her role in the school.

**3.11-3 - Faculty**

Teacher "Intent" forms from the Administrator will be distributed in February. A person not invited to return has seven days in which he/she may request a meeting with the Board to discuss the non-renewal. Except in cases of incompetence or extremely undesirable traits, failure to receive an invitation to return shall not be considered a dismissal. It shall not appear thus on the records or on references for future employers, although an honest appraisal of the teacher shall be made. Contracts will be issued by May 1<sup>st</sup>.

**3.11-4 - Resignation**

In all cases, a written notice of resignation shall be filed with the Administrator. As stated on the contract as #8 – The teacher must give the Board sixty (60) days prior written notice of intended resignation unless a different termination date is mutually agreed upon. If the teacher resigns or is terminated during the period of service covered by this contract, payment shall be made of that proportionate part of the annual salary that the number of days of actual duty bears to the number of days covered by the contract. All fringe benefits would end on the last day of employment. All of the employer's property in the teacher's custody must be returned before he/she is entitled to final payment of any amounts due upon separation.

**3.11-5 - Non-Renewal of Contract**

A. Reduction in staff. In situations where contracts cannot be renewed because of program changes requiring reduction in staff, the Administrator shall use seniority, effectiveness, and overall value of the employee's gifts, strengths, and general qualifications in making recommendations to the Board. If there is not a significant difference in effectiveness or value to the school, seniority shall determine the decision. Board action is required for any release of an employee due to a necessary reduction in staff.

B. Unsatisfactory Performance. The Administrator will follow the Staff Manual in situations where it is likely a teacher's contract may not be renewed due to unsatisfactory performance. Every effort must be extended to provide the time and mentoring help that the teacher needs to become a successful member of the staff. (Matthew 18:15-20)

### 3.11-6 - **Matthew Model (Matthew 18:15-20).**

A. The teacher job description shall serve as the primary basis for formal evaluation. All staff will undergo evaluation in the fall while there is time for administrative coaching that can lead to teaching improvements prior to a re-employment decision.

B. While the Matthew Model program will usually be used when dealing with most staff deficiencies, the board may determine that certain acts, deficiencies, or situations are so grave that they may result in immediate dismissal and thus bypass this general procedure.

C. Through the Administrator's ongoing observation and evaluation, the teacher shall be made aware of unsatisfactory performance in a timely fashion. For minor infractions or at first appearance of unsatisfactory work, the Administrator should review the situation with the teacher. No notes or formal records need to be made. Usually no more than two such meeting should occur before more formal proceedings begin as outlined below.

D. **FIRST SESSION.** The Administrator will summarize the content of the meeting to include:

1. The specific concerns that need to be corrected,
2. The root or attitude problems discerned,
3. The teacher's response to the conference, and
4. The specific steps of action to correct each problem area with follow-up dates if deemed necessary by the Administrator.
5. The conference summary is to be signed and dated by the Administrator and the teacher with space provided for the teacher to write any general statements or disagreements with the summary. A copy is to be given to the teacher and the original placed in the teacher's personnel file.

E. **SECOND SESSION.** The same procedure is to be followed as with the first session with these exceptions:

1. The teacher and Administrator should report on the progress they each feel has been made in following the corrective actions outlined in Session One.
2. Any new steps of action should also be documented at this time and the teacher informed that failure to implement by a certain date may cause non-renewal of contract or dismissal depending upon the severity of the problem.
3. Any item not mentioned in the first session will be discussed and a plan of action formulated.
4. The Administrator may invite a Department Head or a Board member to be present.
5. The Board receives a copy of the meeting summary.

F. **THIRD SESSION.** The Third Session constitutes the session whereby the teacher is informed in writing that his contract will not be renewed. Such a decision requires prior action by the executive board. A letter is to be given which:

1. Details the reason for non-renewal,

2. Summarized the contents of prior conferences, and,
3. Reviews the steps of action not followed, and problem areas not corrected.
4. The teacher will be given a copy of the letter
5. This final session must include the Department Head and a school board member.
6. A teacher has the option, after his/her notification of no-renewal to appeal the decision directly to the school board within seven business days by giving notice to the Administrator. The Board will hear the teacher's and the Administrator's positions and render a decision by majority vote. The Board's decision is final. Failure to request a hearing with the school board within that time frame shall waive the person's right to such a hearing.

### 3.11-7 - Termination and Dismissal

A. Cause for termination and dismissal may include, but is not limited to, any one or more of the following: sexual immorality, insobriety, abuse to a student, absent without notification and /or approval for 2 school days (abandonment of position), neglect of duty, heretical teaching, or any conduct tending to bring discredit upon the school or upon the teacher that causes a diminishing of his/her effectiveness as a Christian Role Model for the students of BHCA as stated in #4 of the Staff Handbook. (1 Timothy 4:12).

B. It is the responsibility of the Board and Administrator to decide whether the circumstances warrant the use of the Matthew Model immediate termination and dismissal. The Progressive Matthew Model will be used if it can serve in a redemptive function without jeopardizing the wellbeing of the school in the eyes of its constituency. Whether the Matthew model is utilized by the Board or not, the "at will" nature of the employment relationship remains intact.

C. Termination requires majority approval by the executive Board acting upon the recommendation of the Administrator and communicated to the employee in a personal conference with the administrator and a board member or by certified mail to the last known address. The termination of duties takes effect immediately unless the Board rules differently due to extenuating circumstances.

D. At the option of the school, the teacher may be provided with a written list of reasons for the dismissal. He/she has the option, after his/her dismissal to appeal the decision directly to the School Board within seven business days by giving notice to the Administrator. The Board will hear the teachers and Administrators position and render a decision by majority vote. Failure to request a hearing with the School Board within that allotted time shall waive that person's right to such a hearing.

E. Both parties waive their rights to a hearing in a secular court of law. (I Cor. 6:1-8). Any unresolved dispute must be submitted to the Institute for Christian Conciliation (ICC), or a similar group, for mediation, or as a last resort, through legally binding arbitration. If arbitration is necessary, it shall be conducted by three arbitrators. Each

party to this contract shall have the right to select one arbitrator. The two arbitrators selected shall jointly select the third arbitrator.

### **3.11-8 - Dismissal of Employees During the Contract Year**

The administrator or teacher may be discharged, and salary payments terminated by the Board during the school year for one or more of the reasons listed under section 3-11, in their Contract of Employment in #3, #4, #5, #6, #8, #9

Before the administrator or teacher shall be discharged during the year for any of the causes set forth in the preceding section, the administrator or teacher shall be notified by the Board in writing of the proposed action and the grounds assigned therefore. The administrator or teacher shall have an opportunity to respond to the notice of proposed action before being discharged.

No consideration shall be given to the gender, national origin or race of the employee if a decision is made to terminate an employee.

### **3.11-9 - Separation/Evaluation Report**

A. Upon termination of employment, whether voluntary or involuntary, the Administrator will complete a Separation/Exit Report. The administrator will meet with the departing employee and conduct an exit interview. An additional member of the Board will be present.

B. The departing employee will have an opportunity to add his/her comments or rebuttal to the report form prior to signing the form. Refusal to sign will be noted on the form. Employee will be provided a copy of the form and the original is to be filed in the personnel file.

C. The final paycheck will be released following the exit interview provided that keys, school equipment, and any other appropriate school property have been turned into the school office.

### **3.11-10 - Fiscal Year Contracts**

The following contracts will run with the fiscal year for those who choose a 12<sup>th</sup> month (July 1 to June 30) or a 10<sup>th</sup> month (Aug. 1 to May 31). Administrator and administrative staff.

### **3.11-11 - Contracts**

Length of contracts for teachers will start August 1<sup>st</sup> (or date of hire) including in-service and extend through the end of school including closing out.

### **3.12 - Staff Conduct Outside the Classroom**

Staff are expected to be Christian role models at all times including their personal media. Not only should their lives bring honor and glory to the Lord at school, but also

at home and wherever else they may go. Conduct for spiritual life will not be regulated by a list of do's and don'ts, but by the principles of Scripture which exhort us to abstain from every appearance of evil and to do everything heartily as unto the Lord.

### 3.13 - **Role Model Policy**

The staff member, as a Christian Role Model, will manifest by precept and example the highest Christian virtue and personal decorum, serving as a role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents, and fellow faculty members in judgment, respect, and Christian living.

The staff member agrees that the Scripture dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the requirements of being a role model. The unique role of male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. Such deviation from Scriptural standards is grounds for termination. (Romans 12:1-2; 1 Cor. 6:9-20; Ephesians 4:11, 5:3-5; 1 Thess. 4:3-8; 1 Timothy 4:12; II Timothy 2:19-22; 1 Peter 1:15-16; I John 3:1-3)

### 3.14 - **Contract Provisions**

1. A teacher may bring in experience earned during the past fifteen years in another school.
2. The school agrees to allow the teacher up to five personal days per year for a full-time position (Monday – Thursday, 7:45 am – 3:45 pm). Personal days do not accumulate. Personal days not used for that school year will be paid (substitute teacher pay) in addition to the final payroll.
3. The school board will set the personal days for the office manager/bookkeeper and the Administrator and MS/HS Supervisor.
4. A part-time faculty member will be given a percentage based on the number of hours worked. The part-time salary will be based on this percentage of the salary schedule.
5. Teachers who take additional days past his/her stated personal days will be deducted the specified amount stated in the contract. This will take place in the month the additional days were taken.
6. **Emergency leave**  
Other emergency leave (including, but limited to, funerals, marriage, childbirth, natural disasters) shall be granted at the discretion of the Administrator.

### 3.15 - **Established Personnel Salaries**

The salaries of all personnel shall be set annually by the Board of Directors.

All salaries including those for administrative, professional, and auxiliary personnel, substitute teachers, teacher aides, visiting teachers, etc., by contract, a salary schedule, or rate shall be proposed by the Administrator for Board consideration and approval.

The Administrator shall be responsible for the following:

1. Developing an employee salary plan for consideration by the Board in February each year.
2. Communicating back salary and/or hourly rates to all personnel.
3. Development procedures for payment of salaries and,
4. Developing payroll and other related procedures.

### 3.16 - **Credit for Teaching Experience**

In determining the proper pay level for each teacher, the following guidelines will be used:

Certified, ACSI certified, and uncertified teachers who are employed by BHCA will be allowed credit for all years of teaching experience and placed in the pay level equal to those years of experience up to a maximum of fifteen years.

### 3.17 - **Liability Insurance**

\$3,000,000.00 of comprehensive general liability insurance shall be maintained by Black Hills Christian Academy which covers all employees.

\$2,000,000.00 of automobile liability insurance covering all school-owned, privately owned, and automobiles which are hired, rented, or borrowed, while used for school business, shall be maintained by Black Hills Christian Academy.

### 3.18 - **Workers' Compensation**

The school participates in a mandatory worker's compensation insurance. All injuries due to the employee's work must be reported to the office within three days of injury or illness. The school must make a written report of the injury or illness within 120 hours to the insurance company, and a phone call within 24 hours.

Because BHCA desires a safe working environment for the staff, we encourage all staff to avoid unsafe activities and report any unsafe working conditions to the office immediately.

### 3.19 - **Social Security and Medicare**

The school matches payments for social security and Medicare withheld from employees checks.

### 3.20 - **In-Service Education**

Faculty meetings will ordinarily be used for the school's in-service training program, attention being given to various areas in the instructional program needing study and/or improvements.

Teachers may attend any local in-service workshop which would be of value to their classroom. All teachers are expected to attend the one-day convention sponsored by ACSI each year or another approved conference.

### 3.21 - **Educational Conferences**

The Administrator may, at his/her discretion, allow teachers and staff members to attend educational conferences or to visit educational institutions if, in his/her opinion, it is professionally desirable, without loss of pay. The Administrator may require written reports to be submitted as a part of the school's in-service program.

### 3.22 - **Loyalty Requirements**

All teachers shall agree to uphold the purposes and objectives of the BHCA as stated in the Staff Handbook, the Contract of Employment, the Statement of Faith, and this document.

Should a teacher find he/she is no longer in harmony with the stated purposes and objectives as outlined in the above paragraph, it is his/her Christian duty to notify the Board and submit a resignation.

### 3.23 - **Abandonment of Contract**

When an employee is absent from his duties for more than two days without due approval or communication, the Board may rule the contract to have been breached and declare the position open.

### 3.24 - **Remuneration for Those Who Resign or are Dismissed**

If a teacher resigns or is terminated during the period of service covered by his/her contract, the teacher shall be paid only that portion of the annual salary which the number of days of actual duty worked bears to the number of days of actual duty covered by the contract. All fringe benefits terminate at the end of the last full month of active employment.

### 3.25 - **Teacher Evaluations**

To be effective in achieving the highest degree of efficiency and quality, evaluations will be performed on a regular basis.

The Administrator shall be responsible for the evaluation of all members of the professional and non-professional staff. He will be directly responsible for all administrative personnel.

The Administration shall conduct at least one formal time of classroom supervision for every teacher every year. There will be a teacher-administrator conference after each evaluation. The teacher will receive a copy of the evaluation for their files and one will be kept by the school. (The school's file on the teacher shall be accessible to the teacher.) Self-evaluative forms will also be used with the teachers, periodically, during the school year.

The Administrator shall report in the March meeting of the Board of Directors concerning the contributions of each staff member. He shall inform the Board of Directors as to

which teachers he recommends should receive new contracts and shall also report on contracts not to be renewed.

### **3.26 - Assignment and Placement**

All school personnel shall be assigned working positions by the Administrator. Assignment shall be based on the needs of the school as required. Requests for specific assignments or reassignments shall be granted only if the assignment or reassignment is determined to be in the best interests of the school.

### **3.27 - Teacher Dress Code**

Teachers are to be neat, clean and professional in appearance. Women may wear dress slacks. It is preferred that men wear slacks, with dress shirts, however collared shirts are acceptable. Except for Thursdays or the last day of the school week which is “faculty jean day”, jeans with the school shirt are allowed. Shorts are not allowed. PE teachers may wear approved shorts or warm-up suits.

### **3.28 - Biblical Integration**

All teachers are expected to integrate Biblical principles with their teaching in Language Arts, Science, Social Science, Math, Art, Music, Physical Education and any other subject taught at BHCA School. All subjects are to be taught in a manner consistent with Scripture.

### **3.29 - Sexual Harassment**

No staff member or student shall sexually harass another employee or student. Any harassment should be reported immediately to the administrator or to the board chairman if the administrator was involved.

### **3.30 - Child Abuse and Neglect**

BHCA uses as its authority, the Word of God (the Bible) in establishing this policy. In accordance with the Scripture, this policy balances the principles of Matthew 18:15-17, the God-given right of parents (Deut. 6:5-7; Eph. 6:4) and the role of State authority (Romans 13:1-7). Matthew 18 calls for the process of restoration of the believer to commence first if applicable, then in response to Romans 13 recognizes the State’s legitimate right of notification.

The state of South Dakota requires BHCA to report allegations of suspected child abuse to the Department of Social Services (DSS) when there is cause to suspect that physical or emotional abuse, sexual abuse or exploitation, inadequate supervision, or other forms of abuse have occurred. While the academy 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 academy 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 or not there are sufficient grounds to require reporting. (stated in Parent/Student Handbook, 6-T)

These policies and procedures follow established Biblical principles. All conferences and proceedings are to be thoroughly documented.

- A. When child abuse is suspected, the following procedures will be used.
  - 1. The Administrator meets with the student and other appropriate personnel.
  - 2. The Administrator meets with appropriate parties to discuss findings to determine course of action. Board Chairman is notified of findings.
  - 3. The following represents the possible courses of action:
    - a) If there is no reasonable indication of abuse or neglect, the parent will still be notified, and no further action will be taken.
    - b) If question remains as to reasonable indication of child abuse or neglect, immediate contact will be made with the appropriate agency. The administrator and board chairman will make the decision on when to contact the parents as to before or after contacting the agency.
- B. When the DSS (Department of Social Services) notifies BHCA and requests an audience with suspected abused or neglected child the following procedure is to be followed:
  - 1. Parent and Administrator is contacted and made aware of the request.
  - 2. Children Protective Service worker will be granted permission as long as an appointed staff member is present.
- C. If child abuse is determined and has been reported to the DSS, the process of restoration and reconciliation of the abusive parent is as follows:
  - 1. The school recognizes the place of the family's church fellowship and must Be careful not to usurp its role in this process. Every effort must be made to support the pastor's involvement with and ministry to the family.
  - 2. The school should take the initiative to help the abusive parent find counsel. We not only recommend, but also help to arrange professional Christian counsel, if that is feasible.

### 3.31 - **Student Teachers**

BHCA in its desire to advance the cause of Christian education across the country, is active in the developing of new teachers. BHCA also recognizes its need to faithfully present a quality educational program to the families that send their youngsters to its system for training. Thus, the following corporate policies are in effect as it relates to the use of student mentors:

- A. Student teachers must be born again Christians and must subscribe to BHCA Statement of Faith.
- B. No teacher with less than three years of actual classroom teaching experience is to be assigned a student teacher.
- C. No teacher in their first year with BHCA is to be assigned a student teacher even though they might meet the three-year teaching experience requirements.

- D. All prospective student teachers are to be interviewed by the Administrator and must fill out a BHCA teacher application along with a background check.
- E. Each student teacher is to have direct control of the class no more than three weeks out of their time within our system. During the three weeks that they have actual classroom control, the coordinating teacher is to be in the classroom.
- F. Each student teacher is to have the student/staff handbooks, and the philosophy of education for BHCA reviewed with him/her before the first day of the student teaching assignments.
- G. All student teacher prospects must be approved by the Administrator and the BHCA school board.

### **3.32 - Visitors, Guests and other Non-Employed Individuals**

- A. The person should be reminded that we are a Christian school.
- B. The person should be reminded to watch language.
- C. As much as possible, person should be sympathetic with the Christian faith and not antagonistic towards it.
- D. Background of the class or material being covered in class should be given to the person, so that presentation is relevant.
- E. Seek where possible the recommendation of a recognized Christian source.

### **3.33 - Substitute Teachers**

Substitute teachers shall be obtained by the Administrator or her designee from an approved list of substitutes. Candidates for the position of substitution shall complete the BHCA Teaching Application and be interviewed as required for all personnel including a background check.

### **3.34 - Substitute Teacher Salaries**

Pay for substitutes is approved annually when staff salaries are considered by the School Board. Adequate funds need to be budgeted to anticipate all expenses for the year.

### **3.35 - Substitute Employees**

A substitute employee salary is based on the current substitute rate for the position. He/she is not entitled to the benefits made available to the position's regular employee.

### **3.36 - Classified Personnel Definition**

Classified personnel are those persons employed for positions not requiring certification, such as: Bible Teachers; Custodians; Classroom Aides; Lunchroom Aides; Encore Teachers Bookkeeper and Office Managers.

### **3.37 - Personnel Qualifications for Classified Employment**

- A. All Employees of BHCA shall be born-again Christians.
- B. Be active, participating and in good standing with a local evangelical body of believers.
- C. All employees shall be in agreement with the stated purpose of the school as outlined in the Statement of Faith and the Staff Handbook.

- D. All employees shall give evidence of good moral character.
- E. All shall abide by 3.02

### **3.38 - Classified Employment Procedures**

Applicants shall secure and complete an application for employment which is available through the school office.

The Administrator shall interview all prospective employees. The Administrator shall recommend to the Board those applicants he feels, after careful evaluation, will be able to fill the various classified positions. The Administrator has authority to hire classified personnel after notifying the Board (unless the Board vetoes the recommendation.)

### **3.39 - Probationary Classification**

All classified personnel shall be probationary for the first 30 calendar days of continuous service.

### **3.40 - Classified Employee Evaluation**

The purposes of having an evaluation are to:

1. More carefully meet the stated objectives of BHCA.
  2. Assist the employee to develop his potential and to have increased job satisfaction.
- Probationary employees shall be evaluated by the Administrator at the completion of their probationary period. Permanent employees shall be evaluated by the Administrator once each year.

### **3.41 - Classified Employee Resignation**

Written notice of resignation should be submitted to the administration at 10 working days (two weeks) in advance of the effective date.

### **3.42 - Suspension or Termination of a Classified Employee**

The Administrator is authorized to suspend any employee from his/her duties for any of the following reasons for such period of time as is needed to present the matter to the school Board.

1. Insubordination including, but not limited to, refusal to do assigned work.
2. Dishonesty.
3. Drinking alcoholic beverages on the job, or reporting to work intoxicated.
4. Use of narcotics (unless prescribed by employee's physician.)
5. Conviction of any crime involving moral conduct.
6. Conviction of a felony
7. Failure to report to work or an absence of two consecutive working days.  
(Employee's abandonment of position.)
8. Physical or mental condition that is dangerous to children or other employees of the school.
9. Personal conduct unbecoming an employee of BHCA.
10. Any other reason, not specified above, deemed sufficient by the School Board of BHCA.

#### 3.43 - **Notice of Dismissal**

Notice of Dismissal shall be in writing and delivered in person or by certified mail to the last known address.

#### 3.44 - **Right to Appeal**

An employee who has been dismissed may appeal the action by following the grievance policy adopted by the Board.

#### 3.45 - **Classified Employee Compensation**

Salary ranges for classified personnel are established by the Board. Required duties for each position are set forth in the Job Description and adopted by the Board. Salaries are paid anytime between the 1<sup>st</sup> and the 4<sup>th</sup> calendar day of each month.

#### 3.46 - **Workmen's Compensation for Classified Employees**

All employees of BHCA are covered by Workmen's Compensation as required by law. All injuries intentionally self-inflicted are exempted.

You must report all on-the-job injuries to your supervisor immediately, then within the next three working days, file a complete Workmen's Compensation injury report with the school secretary.

#### 3.47 - **Holidays**

Classified employees will receive all regular school holidays. The administration reserves the right to schedule work on a regular school or observed holiday.

#### 3.48 - **Partisan Politics in the Classroom**

The classroom is not a forum to promote partisan politics. This does not mean that political matters are never discussed. They should be discussed. Christian school students should be exposed to a wholesome presentation of our political system and to the basic truths of our American heritage.

#### 3.49 - **Level III Expulsive Misbehavior for Suspension or Dismissal of a Student**

Level III Misbehavior is stated in the Parent/Student Handbook in Section 3-E

- Continuation of Level II described acute 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 Academy property

### Level III Disciplinary Procedures

1. The administrator verifies the offense, 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 environment.
3. Academy staff 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.

### Level III Consequences

- Immediate suspension or dismissal pending an expulsion hearing with the administrator, at least one school board member, the parents and student.
- Referral to law enforcement officials or other disciplinary action deemed necessary by the BHCA School Board.

## **Student Policies and Procedures**

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## STUDENT POLICIES AND PROCEDURES

### 4.00 Series

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#### 4.00 – Admissions Statement

Admission requirements include the enrollment application, an informal interview, a new student evaluation, prior school records, Pastor Recommendation for K-8<sup>th</sup> grades, and a Parent Financial Agreement. The school reserves the right to check with previous schools to investigate previous background. Students who have unpaid invoice statement or bills from a previous school may not be admitted.

BHCA 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:

1. low academic (below grade level) performance as indicated by a standardized test and/or previous school records
2. severe emotional or behavioral problems
3. a physical handicap which would impair the learning process

#### 4.01 – 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 1<sup>st</sup> day of school for all new kindergarten – 12<sup>th</sup> grade students. The DIBELS, CAIU and/or portions of the TerraNova testing will be used along with a writing portion deemed by the teacher for that grade level. The report card and latest state testing will also be reviewed.

#### **4.01-1 – Application Process During the School Year**

1. Follow the same process as stated in 4.01.
2. Parents should bring the student’s academic information for both the current and the previous school year. The administrator may contact the student’s previous school to ascertain past conduct, academic progress, and long-term potential.
3. The student is required to spend at least half a day up to a full day for the student evaluation.

#### **4.01-2 – Home School Students**

1. Students must fill out an application and follow the regular application procedure for BHCA students as stated in 4.01.
2. If the student is enrolling in a core class, then an evaluation for all new students will be given prior to the 1<sup>st</sup> day of school. If the student is enrolling in an encore class, then an evaluation is not needed.

#### **4.02 – Admission Classification**

The administrator conducts interviews and consults with the teacher(s) who performed the new student evaluation. The administrator then classifies admission applicants into two categories:

##### **4.02-1 – Probationary Admission**

All applicants who have successfully completed the interview process will be admitted under the probationary policy as stated in the Parent/Student Handbook:

Student Application Process:

New students will be subject to a two-week diagnostic and probationary period. If there is a concern, the teacher will meet with the administrator first. The decision will be made if the student is to be continued on a probationary period for the 1<sup>st</sup> nine weeks. Parents will be notified in writing. Or a meeting may be scheduled with the parents to discuss continued probation, mandatory tutoring, or dismissal from BHCA due to deficient academic areas or serious emotional or behavior problems that are too severe for BHCA to meet the needs of the student.

##### **4.02-2 – Denial of Admission**

Admission will be denied by the administrator if the applicant is deficient in one or more of the specified areas stated above 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 are notified by letter as to whether their child has been admitted or not admitted into BHCA.

#### **4.03 – Completing Admission**

Students who have been admitted into the school must have their file complete and accounts current to begin school the first day. All students must have an immunization form, or a signed and notarized Immunization Affidavit and birth certificates submitted for the school files.

The enrollment fee is due when the completed enrollment application forms are returned to the office. Once the enrollment fee has been received the administrator will review the forms to determine acceptance or denial.

- A letter of acceptance or denial will be mailed to the enrolling family in the next 2 weeks.

#### **4.03-1 – Classroom Waiting List**

Once a targeted number of students have been enrolled for a class (see 4.07), a waiting list will be documented in the RenWeb Admissions screen in the order the office receives the phone call, or tour, or receives an enrollment application.

#### **4.04 – Re-enrollment**

The first two weeks of the enrollment period in February before Open Enrollment is reserved for current families. During this time current students should complete the re-enrollment form and return it to the office with the enrollment fee.

- The re-enrollment fee will not be invoiced. Payment is due at the time of re-enrolling.
- Siblings of current students may also enroll during this time period before Open Enrollment.

#### **4.05 – Non-Discriminatory Policy**

Black Hills Christian Academy admits students of any race, color, sex (male or female), and national or 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, sex, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance, and athletic and other school-administered programs.

#### **4.06 – Immunization Policy**

The South Dakota law provides for compulsory immunization of preschool – high school students. The law provides that pupils be immunized or vaccinated or be in the process of receiving this protection at the time of opening school. The law further requires that students be tested for tuberculosis if they attended school, or lived in a “high risk” country, in the preceding school year. A record of these immunizations must be presented at the school office – unless certified/authorized physician’s exemption is on file.

The immunization program must be completed and dates on file in the office before the first day of school. It is the parent’s responsibility to update the shots and to give the school the updated record.

#### **4.07 – Class Size**

The target class enrollment for preschool & pre-kindergarten is 12 or 13 (if board approved) students with an aide when the class has 9 or more students.

The target class enrollment for kindergarten – 12<sup>th</sup> grades is set at 16 or up to 18 (if board approved) students.

The school administration may adjust these figures when circumstances warrant. The Board will receive a listing of the enrollment in each grade during the re-enrollment period and at the start of the school year.

#### 4.08 – **Infectious Diseases**

Policy on current or prospective students diagnosed with infectious diseases.

Introduction

- Death and disease in this life are a result of man's fall in the garden. (1 Cor. 15:21, Rom. 5:12-14)
- The earth remains under the curse of God and will remain so until the Savior sees fit to bring forth a new earth. (Gen. 3:17-18, II Peter 3:7-8)
- In consequence, we as Christians must learn to live in a wicked, cursed world.
- Our responsibilities while being here include being salt, light, comfort and encouragement approaching life and its problems with wisdom, discernment and Biblical insight. (Matt. 5:13 & 28:19-20)

To this we recommend the following policy for students diagnosed with infectious diseases including but not limited to students with hepatitis type B, tuberculosis, meningitis, HTLV-III/LAV, or testing positively for HIV antibodies.

##### 4.08-1 – **Following Civil Guidelines** – Romans 13:1-6

1. Current medical information published by the U.S. Centers for Disease Control indicates that the human T lymphotropic virus type III/lymphadenopathy – associated virus (HTLV-III/LAV) is believed to be the agent causing the Acquired Immune-Deficiency Syndrome (AIDS) in humans. The policies presented below apply to students known to be infected with (HTLV-III/LAV) or testing positive for presence of antibodies to the AIDS virus. Similarly, these policies apply to students infected with other public health office reportable diseases including, but not limited to, tuberculosis, meningitis, hepatitis B or sexually transmitted diseases.
2. These policies are based largely on the guidelines and recommendations published by the Centers for Disease Control (CDC). The CDC developed these guidelines after consultation with various organizations representing public health officials, educators, and concerned parents.

##### 4.08-2 – **School Policies for Students Who May be Infected.**

All school personnel, especially those who teach health, should periodically receive continuing education about these diseases to assure that they have the most current information.

A. Admission or Continued Enrollment of Students with Infectious Diseases.

1. God deals with each of us individually (I Cor. 15:10) therefore, each case will be on an individual basis. The decision to admit or continue the enrollment of an infected student will be based upon evaluation of the contagion, the behavior, neurologic development, and the physical condition of the student.

2. Because we have a responsibility to protect all God's children (Acts 20:28-31), the expected type of integration with others in the school environment and the possibility of contagion will likewise be considered in this decision.
3. A student known to be infected shall not be admitted or permitted continued enrollment to the school without the unanimous approval of a screening committee composed of at least of the student's physician, a public health expert or consultant chosen by the school administrator, the school administrator, at least one school board member, and (if appropriate) the student's pastor. If the screening committee does not reach an agreement, the matter should be referred to the school board for a decision after consultation with appropriate medical experts.
4. For those infectious diseases for which there are no cures, the parents or guardians of the student who has been permitted to attend school are responsible for securing quarterly medical examinations or more frequent examinations as determined by the school administrator to permit a reliable assessment of any change in their child's condition which might affect contagion. Parents or guardians must authorize the release of the results of these evaluations to the administrator. Their failure to secure such medical evaluations or the failure to authorize the release of the results will jeopardize the child's continued enrollment.
5. A student previously excluded from school may be admitted or readmitted, pursuant to reevaluation under the admission procedures specified above, if there is sufficient improvement warrant admission.

**B. Placement**

1. First consideration should be given to placing the infected student in the regular educational setting consistent with the appropriate precautions needed to avoid infecting others or becoming infected with other diseases transmitted by fellow students or others connected with the school.
2. An infected student unable to attend classes as determined by the screening committee, supported by appropriate data and rationale to secure alternative instruction that is determined by the administrator and the parents.

**4.09 – Medication Policy for Prescribed and Non-Prescribed Drugs**

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. The form is found in the office. A child will only receive Tylenol/Ibuprofen or Tums from the office staff if the Medication Authorization form has been previously marked giving 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.

**4.10 – Medical Emergency Procedure**

Each student has a "Medical Authorization" completed by the parent on the Enrollment Application. This Medical Authorization states: If parent or family doctor cannot be contacted if an emergency exists, the undersigned parent or guardian authorizes a representative of Black Hills Christian Academy to consent to any x-ray, anesthetic,

medical or surgical diagnosis or treatment and hospital care deemed advisable and rendered by any licensed physician or surgeon, whether in his office or in a licensed hospital. This authorization is given in advance of any required care to give consent for such treatment as the physician may deem advisable. Parents are also asked to note any allergy to medication or chronic condition of which a person giving emergency help should be aware.

Emergency information will also be collected from parents/guardians. This information will include father's daytime phone, mother's daytime phone, name and contact information for child's physician, and any pertinent medical history or allergy information. If a student has a prescription for an automatic injection device, a note should be on file indicating a child's proficiency in using it.

In case of serious illness or injury this information may be used before consultation with the family if necessary. Emergency services shall be utilized as deemed necessary by administration or staff on duty.

In case of minor illness, the family will be contacted by phone and requested to come to pick up the child. In no case will the student be allowed to leave school without the consent of the parent or guardian.

#### **4.11 – First Aid Procedures**

1. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.
2. If additional medical care is needed, parents will be consulted immediately to find out where the child should be taken. Additional information will be on file on the Emergency Information on the Enrollment Application for each student in case the parents cannot be reached.
3. If the student is transported, a representative of the school faculty will stay with the child until the parent assumes responsibility.
4. Medication will be given only by or on the order of a physician.

#### **4.12 – Absences**

BHCA believes it is the responsibility of the student and parents to create the habit of being punctual and regular in attendance. Attendance will be recorded in RenWeb by homeroom teachers for elementary grades and by each period classroom teacher for grades 6-12.

Attendance provides students with classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up". For this reason, failure of a student to attend class will be seen as a serious problem.

The purpose of an attendance policy is twofold. First, it teaches attitudes and habits of promptness and self-discipline which will enable students to succeed in the world of work. Second it makes students aware that information and instruction given in class should be of such importance that the student would feel a loss if he/she is not in class. Parents should always encourage prompt and regular attendance.

All parents are asked to call the school office before 8:30 am on the day their child is absent, stating the reason for the absence. Parents are not to 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.

Parents will be notified in writing when their child is absent for 10 (ten) days during the school year. If a student is absent for 15 (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 and school board. A student missing more than one hour, but less than 3 hours of class work will be marked a half day absent.

#### **4.13 – Tardiness**

Students who are consistently tardy not only interrupt the classroom but are unprepared to start their class. 1<sup>st</sup> – 5<sup>th</sup> grade students are expected to be in the gym area for opening pledges at 8:00 am. Preschool, Pre-kindergarten and Kindergarten students are expected to arrive at 8:00 am. 6<sup>th</sup> – 12<sup>th</sup> grade students are expected to be in the lunchroom area by 8:15 am. Students that arrive after the start time, will be marked tardy. If a student is tardy 5 (five) times in a 9-week quarter, the student and parents will be notified in writing. The administrator and parents will decide the consequence for 1<sup>st</sup> – 8<sup>th</sup>. High school detention may be set up with the administrator/supervisor setting the date of the detention. If the student is tardy for detention the student will receive a second day of detention. If the student is absent for detention, the parents will be called, and three days of detention will be assigned.

If the student arrives after 8:15/8:30 am because of an appointment or is tardy for other reasons, the parent or authorized person must come to the school office to sign the student in on the Late Arrival Sheet.

#### **4.14 – 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. Loss of open lunch along with Administrator's/Supervisor's discretion.

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 school work, 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.

#### **4.15 – Attendance Records**

Classroom homeroom teachers will record all attendance records for preschool – 5<sup>th</sup> grades. Each period classroom teacher and encore teacher will record all attendance records for 6<sup>th</sup> – 12<sup>th</sup> grades. The attendance records will be kept on RenWeb and entered on his or her permanent record at the end of the school year.

#### **4.16 – Parent/Teacher Conferences**

Parents/Guardians of students can request a conference with their child’s teachers at any time. Parents interested arranging a conference with a teacher should call the school office and leave a request for the teacher to return the call or the parents may email the teacher directly. The parents should always communicate with the teacher before contacting the Administrator/Supervisor. The Administrator/Supervisor is available for parent-teacher conferences following the initial parent-teacher contact.

Scheduled parent/teacher conferences are planned on the school calendar after the first nine-week grading period and after the TerraNova testing has been completed for all 1<sup>st</sup> – 12<sup>th</sup> grades. Preschool – kindergarten has scheduled conferences in November and in May.

#### **4.17 – 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. The school depends on parents to work with us in maintaining the dress code guidelines.

Specific guidelines are listed in the Student/Parent Handbook, Section 7 -G.

Staff dress code is to be professional and modest which follows the student dress code. Teachers are permitted to wear jeans on Thursdays or the last day of the week along with the school shirt or a teacher’s shirt. There will be exceptions for the PE teacher and specific times for PS & Pre-K teachers and aides, along with field trip days.

#### 4.18 - Discipline Categories and Consequences

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 (Parent/Student Handbook Section 2-E)
- other behaviors that make a problem or impedes learning for others

A. Level I Disciplinary Procedures

1. Immediate intervention by the staff member who is supervising the student or who observes the misbehavior. The student and homeroom teacher are 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 homeroom/encore teacher will document behavior on student's RenWeb Behavior page of student's behavior and consequence. Teacher determines if email is sent to parent.

B. Level I Consequences

1. Notification to parent by email or conference with parents by phone or in person initiated by school teacher/staff
2. Verbal reprimand
3. Recovery time
4. Withdrawal of privileges
5. Other disciplinary action deemed appropriate by teacher/staff

2. Level II Acute Misbehavior – Acute misbehavior includes activities in which degrees 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 mentioned and 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
- 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 and parent's response and email this documentation to the parents. Classroom teacher may also be asked to document and notify parents.

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 described acute 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 Academy property

Level III Disciplinary Procedures

1. The administrator verifies the offense, 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 environment.
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.

### Level III Consequences

- Immediate suspension or dismissal pending an expulsion hearing with the administrator, at least one school board member, the parents and student.
- Referral to law enforcement officials or other disciplinary action 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/or the school administrator will deal with any misbehaviors and consequences not included in the Parent/Student Handbook or this policy manual.

#### **4.19 – Behavior Probation**

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

An attitude which causes behavior antagonistic to the basic goals of the school, excessive unexcused absences and/or tardiness, or excessive disciplinary reports.

A written letter will be mailed or put in the child's report card for notification of probation. Conditions of the probation will be specified to give the student and parents direction. If the student does not meet the terms of the probation, he/she may be dismissed from BHCA.

#### **4.20 – Suspension**

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 that must be signed by both parents (if available) will be signed 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.

#### **4.21 – 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. Minutes of the meeting must be kept and sealed pending a court order to open them.

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 next year.

#### **4.22 – 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 bills are paid in full and all textbooks and materials have been turned into BHCA. Refunds are not given on tuition unless board approved.

Students who do not have a cooperative spirit or continuously displays a negative spirit that is not in harmony with the school may be asked to withdraw from school. Parents will receive a letter that will warn them of this action so as to correct the problem if possible.

#### **4.23 – Cheating**

Cheating is a serious offense and is a Level II discipline. 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/Supervisor will be notified, and the student will confer with the Administrator/Supervisor.
  - The teacher will call the parents.
  - 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.
2. A second offense will:
  - Cause the student to automatically fail the nine weeks in the class where the offense occurred.
  - A conference with the parent, student, teacher, and Administrator/Supervisor will be held.
3. A third offense will result in the permanent expulsion of the student from BHCA

#### **4.24 – Student Grievance Procedure**

In the event that any student or group of students feel aggrieved on account of any policy of the BHCA of Directors, or actions of its agents or employees, said student or students shall be entitled to use the following method of obtaining redress.

1. The student(s) or parent shall write a written request to the Administrator of the school setting forth in detail the action or policy which is the basis of the grievance. The Administrator may initiate a hearing or discussion on the basis of this written request.
2. If the grievance is not settled after being filed with the Administrator, the aggrieved party or parties may at any time subsequent to fourteen days after filing with the Administrator, file a written notice or copy of said grievance with the secretary of the Board of Directors requesting that the Board review same. The Board of Directors or a committee appointed by it shall determine within thirty days whether a formal hearing shall be held.
3. During the period of any grievance the policy or action being appealed shall be enforced – except if said policy is modified by order of the Board of Directors.

#### **4.25 - Drug Abuse**

We believe that any non-medical involvement with controlled substances, or material generally acknowledged to be harmful to an individual's physical, spiritual, or psychological health is inconsistent with the Christian lifestyle. Although Scripture does not speak directly to the problem of drug abuse, it does instruct individuals in the maintenance of healthful lifestyles and avoidance of harmful indulgences and excesses. Furthermore, since drug involvement is specifically defined and prohibited under South Dakota and Federal Criminal Laws, its avoidance is implied by the Biblical injunctive to be subject to our governmental authorities. This is a Level III Expulsive Misbehavior stated in the Parent/Student Handbook.

As a matter of policy, Black Hills Christian Academy will investigate fully any incident suggesting drug involvement on the part of students. Confirmation of drug abuse as defined above will be reported to the appropriate legal authorities and will subject the individual(s) involved to immediate expulsion by the Administrator and Board of Directors.

#### **4.26 – Policy on Moral Conduct**

##### **4.26-1 - Purpose**

This policy defines the issues of moral conduct and responsibility of the Black Hills Christian Academy to maintain Biblical standards and discipline in accordance with those standards. The school is not the primary entity responsible for corrective discipline. It is the responsibility of the parents and their local congregation. Therefore, the basis for the school's action must be the maintenance of conduct standards and the presentation of the Biblical role model.

##### **4.26-2 – Sexual Impurity**

In the case of sexual immorality, students involved shall become subject to suspension from BHCA for a period of time. Sex outside of marriage is a sin and BHCA must take a path of righteousness in every area. It is imperative that any student involved in sexual activity recognizes the violation of God's standards. In addition, there must be a demonstration of true repentance for the sin committed.

#### **4.26-3 – Pregnancy Policy**

It is of the essence of the Christian life that Christian individuals and institutions should minister to brothers and sisters in Christ who fall into sin with the hope of repentance and restoration. Furthermore, those who are young and weak particularly need this ministering. Therefore, BHCA adopts the following policy and procedure regarding unplanned pregnancy.

Both student fathers and student mothers may be considered for continuation of their education at BHCA if:

- 1) they appeal to do so, and
- 2) they submit to the attached procedures and guidelines.

We do not consider abortion to be a Christian alternative for an unplanned pregnancy as stated in the Statement of Faith #11 document.

#### **Procedures**

1. The student must begin the process by a conference with the administration. The conference will deal with the student's recognition and confession of the sin and his/her commitment to a restored relationship with God and with the other parties involved.
2. A conference must be held with the student's parents to determine their wishes and their commitment to school policy and to the process of reconciliation and healing.
3. The administration, in cooperation with the parents, must make contact with the student's pastor to form a cooperative plan for reconciliation and healing.
4. Based on these conferences, the administration will assess the student's recognition, confession, and repentance of sin, his/her commitment to a restored life, and his/her commitment to cooperate with the educational goals at BHCA. The administration will then make a recommendation to the school board. The school board will then decide to grant or refuse continued enrollment at Black Hills Christian Academy.

#### **Guidelines for Student Parents**

- 1) During pregnancy, student parents will not be allowed to participate in extracurricular activities. It is appropriate that they concentrate their energies on these decisions and preparations for parenthood rather than on extracurricular activities. Once the child is born, the student parent may appeal eligibility for extracurricular activities.
- 2) The student parents must participate faithfully in an approved program of Christian counseling.
- 3) Student parents will be allowed to attend graduation.

#### **4.27 – Married Students**

Married students may not attend school at BHCA. Students who marry are classified by law as adults and no longer answer to their parents or guardians. BHCA, as an institution, prefers to deal only with students who are still responsible to parents or guardians.

#### **4.28 – Church Attendance**

Believing that our role at Black Hills Christian Academy is to assist the home and the Church in the task of training young people, we feel that is of the utmost importance for all our students, with their families, to be in regular attendance at their Church. We do not feel we are working in harmony or in a partnership with the home if the family is not active in church (Hebrews 10:25)

#### **4.29 – Chapel**

Chapel is held regularly. The administrator or designated individual is responsible for conducting the chapel service. 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 assemblies. Talking while coming and going or during the program is discouraged.

## **Academic Policies and Procedures**

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## **ACADEMIC POLICIES**

### **5.00 Series**

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#### **5.01 - Statement of 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 doctrinal statement, and our commitment to being 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 student encompasses the spiritual, intellectual, physical, social, and emotional areas of their life. As students recognize God's Truth and are assured of their calling and election, they will also 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 educate the complete individual resulting in godly character in action as students become disciples to their community, work force, and world.

As Christian educators, we desire to be faithful in our generation to communicate 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 that 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.

#### **5.02 – BHCA Objectives**

Our core value (CARE) is the method we use to obtain our objectives. The following objectives of 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. (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 identity of self-based on 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)

**5.03 – Statement of Belief**

Educational

At BHCA we are 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 - 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 open and unashamed love and service to Jesus Christ
  - enhance children’s spiritual development in an intentional and nurturing manner
  - function as disciplers, 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

#### 5.04 – **Cumulative Records**

Cumulative records shall be kept on each student. They shall be available in the main offices for faculty members. The record of the individual pupil will include academic achievement, health information and test results. Parents may request to review their child’s records. Subjective information (such as discipline) information shall be removed from the cumulative file each year. Records of discipline are on RenWeb for each student.

#### 5.05 – **Semester Examinations**

All students 9-12 are required to take a comprehensive semester exam or produce a final project in each course at the end of the semester or end of the 2<sup>nd</sup> semester for year-long courses. Students who have achieved an 83% or above average in a class at the end of the semester and have 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”.

#### 5.06– **High School Promotion and Graduation Criteria**

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

Graduation requirements apply to students enrolled full time at Black Hills Christian Academy, enrolled in Dual Credit program at BHSU (or another approved program), or both. Students in Middle School may receive credit toward graduation for high school work completed in those years (e.g. Algebra1, Logic, Geography, and Foreign Language) 22 units

of high school credit are required for graduation. The minimum quantitative requirements shall be:

Science: 3  
Foreign Language/ Senior Project: 2  
Math: 3  
Social Studies: 3  
Personal Finance or Economics: 0.5  
Language Arts: 4  
Bible: 4  
Rhetoric: 0.5  
Fine Arts: 1  
Physical education: 0.5  
Other Electives: 0.5

#### **5.07 – Acceptance of Course Work for High School Credit**

BHCA will accept credit for high school class work as long as proper documentation such as a syllabus, lesson plans, examples of work, grading, and curriculum can be provided.

#### **5.08 – K-12<sup>th</sup> Grade Promotion Policy**

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

#### **5.09 – Criteria for High School Diploma**

A diploma will be granted by Black Hills Christian Academy to anyone successfully completing the BHCA curriculum and having filled all responsibilities will be signed by the President of the School Board and the school Administrator. The diploma will also bear the date of graduation.

#### **5.10 – Tutorial Help**

Students will have the opportunity to meet with a teacher for further explanation of material during tutorial time. 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. Sometimes an outside tutoring source is needed. The teacher or Supervisor may be able to give names and references of qualified tutors. Any outside tutor may confer with the teacher to coordinate objectives and methods.

### 5.11 – 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 fewer school days, there will be times that homework is assigned to stay on the curriculum schedule. Many times, students are given class time to finish assignments or to finish during study hall or MS/HS tutorial after their lunch period. Teachers will try their best but are not limited to assigning less homework on Wednesday nights. 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 (projects).
- 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.

#### 5.11-1 – Amount of Homework

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, then the parent is encouraged to conference with their child's teacher(s).

#### 5.11-2 – Absentee Make-up Work

If a student and parent know of an up-coming absence, it is their responsibility to bring a note or email their child's teacher and to the BHCA office of the dates and purpose. The student must give the teacher no less than a previous day's notice to receive the make-up assignments. Parents may also log into their ParentWeb and look at their child's teacher's lesson plans. These assignments 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.

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 their child's teacher's lesson plans. The student will receive two days for every one day missed before a late grade is given. Tests and quizzes missed during an absence must be made up within the 1 to 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.

#### 5.11-3 - **Late Assignments**

If a student turns in a late assignment he/she will take a 5-point deduction on the grade for each day the assignment is late. The teacher will write on the paper the amount of points deducted and the total days the assignment is late.

#### 5.11-4- **Cheating**

Cheating is a serious offense and is a Level II discipline. 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/Supervisor will be notified, and the student will confer with the Administrator/Supervisor.
  - The teacher will call the parents.
  - 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.
2. A second offense will:
  - 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 that day's classwork and homework.
  - A conference with the parent, student, teacher, and Administrator/Supervisor will be held.
3. A third offense will result in the permanent expulsion of the student from BHCA.

#### 5.12 - **Grading System**

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

I = Introduce

M = Mastered

N = Needs Improvement

S = Satisfactory

W = Working On

1<sup>st</sup>-12<sup>th</sup> 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 1<sup>st</sup> – 5<sup>th</sup> grade students based on effort, attitude, participation, behavior and character. E – Excellence, S – Satisfactory, N – Needs Improvement

Character Assessments will be given for 6<sup>th</sup> – 12<sup>th</sup> 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 – 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 1<sup>st</sup> & 2<sup>nd</sup> grades: letter grading scale is based on effort, attitude, participation, behavior, and possible quizzes. E for Excellence, S for Satisfactory, N for Needs Improvement

Encore for 3<sup>rd</sup>-12<sup>th</sup> grades: above numerical grading scale is used based on effort, attitude, participation, behavior, projects, quizzes, and possible tests.

**5.12-1 - Honor Roll for 1<sup>st</sup> – 12<sup>th</sup> Grades**

The 1<sup>st</sup> – 5<sup>th</sup> 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%)
  - 1<sup>st</sup> – 2<sup>nd</sup> grades 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%)
  - 1<sup>st</sup> – 2<sup>nd</sup> grade encore criteria must be an E, S+, or S

The 6<sup>th</sup> – 12<sup>th</sup> grade Honor Roll is reflected on the quarterly report card.

- To receive the Gold or Silver Patriot 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 Patriot will be exempt from final exams/or projects.

<u>Gold Patriot Honor Roll</u>	(GPA 3.51 – 4.0)
<u>Silver Patriot Honor Roll</u>	(GPA 3.2 – 3.5)

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

### 5.13 - Progress Reports

Mid-way through a nine-weeks grading period, teachers in 1<sup>st</sup>-12<sup>th</sup> grades will send out Progress Reports to all parents by email. Parents must contact the teacher if they prefer a written Progress Report or a detailed Progress Report. Progress Reports may be emailed as needed to keep the parent and student aware of grades earned. Parents may also log-in to the ParentsWeb to view their child's grades at any time.

### 5.14 - Achievement Tests

All 1<sup>st</sup>-10<sup>th</sup> grade students will be given the TerraNova 3 the first full week of April. Students are expected to attend school that week with no doctor appointments or family trips taken. Results will be discussed with the parents at the May Parent/Teacher Conference if the school receives the reports on time.

### 5.15 – Criteria for Adoption of Curriculum

The scope and sequence of each subject area is considered along with the following criteria before a textbook may be adopted.

1. The curriculum reflects and develops the goals of the school.
2. The curriculum facilitates the mastery of essential learning and inquiry skills.
3. The curriculum facilitates the learning of the important skills, concepts, and knowledge of the subject.
4. The curriculum foster the spiritual growth of the students with a Biblical worldview.
5. The curriculum enhances the ability of the students to think critically and reason logically.
6. The curriculum contributes to the development of personal and interpersonal skills.
7. The curriculum is relevant to our diverse world.
8. The curriculum addresses and meets the standards in the school's scope and sequence.
9. The curriculum effectively integrates God's Word into the subject matter.

### 5.15-1 – Curriculum Assessment Schedule

BHCA uses the schoolwide evaluation and adoption process. It involves the group (elementary and/or middle school teaching faculty). The administration and curriculum/education school board committee research, evaluates, considers staff input, and makes comparison of the scope and sequence before changing all curriculum. The policy is to have the elementary and/or the middle school curriculum to be the same for that group to keep the scope and sequence from having gaps and for continuity of instruction from grade to grade and from subject to subject. It produces a big-picture

perspective how one grade/subject influences another in the instructional process. It can involve informed parents and outside consultants.

The following process will be followed for the evaluation and the textbook selection.

The teachers and administrator will meet during the previous year's May Teacher In-Service and also at the August Teacher In-service to discuss the subject(s) current textbook for that year's specified subject(s) evaluation year. The teachers will be given the STAR Rubric to review and discuss the assigned subject(s) so they can review the textbook during the school year.

If applicable, the teachers will be given the assigned –

- a. subject(s) common core objectives
- b. TerraNova objectives
- c. possible other benchmarks and standards.

The subject(s)' textbook and rubric will be discussed periodically during the weekly staff meetings as well as the –

- a. TerraNova scores
- b. DIBELS assessments
- c. CAIU assessments
- d. school's academic goals
- e. school's mission statement
- f. subject's stated philosophy.

The textbook committee made up of the administrator, educational board committee and a select 2-3 teacher leaders will gather samples/copies of various textbooks for review.

This committee will then approve of the continuation based on the rubric, assessments, academic goals, and the school's mission/subject philosophy of the continuation or the change in textbooks for the next school year.

New textbooks being used for the first time will be discussed and reviewed at the end of each quarter with the teaching staff of that subject. These will be held quarterly at the end of the weekly staff meeting.

Textbooks will be formally reviewed every 5 years to decide on either continuation or discontinuation of use. This will depend heavily on whether the book(s) have fulfilled the academic goals of the school, as well as whether the books are outdated.

Year One	Science & Bible – 2017-2018
Year Two	History & Spelling – 2018-2019
Year Three	English/Creative Writing– 2018-2019
Year Four	Math – 2019-2020
Year Five	Reading/Phonics/Literature – 2021-2022

## **Job Descriptions**

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## **JOB DESCRIPTIONS**

### **6.00 Series**

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#### **6.00 – Christian Administrator**

##### **1. Spiritual and Academic Leader**

The Administrator will be a spiritual leader, as well as education leader of the school. He/She will set the tone in these areas for every person associated with the school. His/Her primary responsibility is ensuring the school is academically sound and properly accredited.

The Administrator will be a positive person who can encourage and stimulate teachers, staff, students, and parents. He/She will be the ultimate responsibility for the level of discipline which exists in the school and will lead in that standard of discipline.

##### **2. Board Development**

The Administrator will assist the board in development of committees and committee work, maintaining the policy manual with up-to-date revisions, etc., new board member orientation, encouraging and assisting the board in its own in-servicing and education of the board, and preparation of board agendas.

##### **3. Fiscal Management**

This will include authorizing purchase orders, preparing and monitoring annual budgets, supervising past due collection, reviewing bills prior to payment, and ensuring fiscal stability of the school.

##### **4. Staff Development**

The Administrator will provide leadership in accomplishing the spiritual mission of Black Hills Christian Academy, setting the tone of quality education, establishing clear lines of authority and staff job descriptions, arranging for staff in-services and retreats, resolving problems within the staff, overseeing and participating in the staff prayer times, ensuring staff certification where applicable, and staff recruiting, supervisory training and evaluations.

##### **5. Curriculum Development**

The Administrator will oversee not only educational and class curriculum, but other co-curricular activities including sports programs, school mission projects, competitions, school service projects, etc. The Administrator will ensure that the staff implements curriculum leading to academic excellence and superior education for all students at BHCA.

##### **6. Facility Management**

Whether the BHCA facilities are rented or owned, the Administrator will seek to understand the daily operations of the facilities, ensuring that it is properly being cared for, renovated, or maintained to meet the needs of the staff and students and carry on the mission of the school.

## 7. Development

The Administrator will oversee all development activities of the school, which includes community relations, marketing, recruitment, and financial development.

### 6.00-1 – **Administrator Duties and Responsibilities:**

1. Administer Black Hills Christian Academy in accordance with the philosophy, policies, and procedures adopted by the Board of BHCA.
2. Facilitate the work of the Board and administration by the submission of requested documents, suggested policies, etc. for the daily operation of BHCA.
3. Provide leadership in the accomplishment of the spiritual mission of BHCA.
4. Direct the daily operation of the school through supervision of staff, coordination of activities and setting the tone for a quality educational program.
5. Manage personnel affairs including securing staff, developing contracts, answering questions related to salaries and benefits, recommending continuance, dismissal or discipline of staff.
6. Approve and sign for authorized purchase orders.
7. Prepare and monitor annual budgets.
8. Supervise all past due collections.
9. Establish clear lines of authority, assign personnel, develop job descriptions.
10. Oversee bi-monthly school newsletter.
11. Oversee any updates of the Parent/Student Handbook.
12. Oversee any updates of the Staff Handbook.
13. Oversee any updates/changes to the Policies Manual.
14. Establish and implement procedures for the admission of students. Make the final in-school decision on admission or non-admission of students.
15. Help provide long range planning. Develop yearly calendars and maintain the Schedule of all school events.
16. Oversee the public relations programs of the school including development of brochures, media releases, etc.
17. Provide staff development, in-services, retreats, etc.
18. Oversee activities of all school functions, programs, etc.
19. Provide leadership in obtaining and maintaining accreditation.
20. Lead in the improvement of instruction, selection of curriculum, administration of discipline procedures as appropriate.
21. Consult with parents as requested for problem resolution and provide leadership in parent education and parent activities.
22. Resolve problems in coordination with staff.
23. Carry out all mandates of the school board.
24. Meet with Executive and Finance Committees before monthly board meetings.
25. Create monthly agendas and finance reports to send on to committees and board members.
26. Oversee and participate in the a.m. staff prayer time.
27. Review all bills prior to passing them to the bookkeeper.
28. Attend all board meetings and keep record of agenda, minutes & finance reports.

29. Perform all other duties assigned by the Board which assures the successful operation of BHCA.

**6.00-2 – Middle/High School Supervisor Duties and Responsibilities:**

1. Supervise Black Hills Christian Academy grades 6<sup>th</sup> – 12<sup>th</sup> in accordance with the philosophy, policies, and procedures adopted by the Board of BHCA.
2. Facilitate the work of the Board and administration by the submission of requested documents, suggested policies, etc. for the daily operation of BHCA 6<sup>th</sup> – 12<sup>th</sup> grades.
3. Provide leadership in the accomplishment of the spiritual mission of BHCA.
4. Direct the daily operation of the 6<sup>th</sup> – 12<sup>th</sup> grades through supervision of staff, coordination of activities and setting the tone for a quality educational program.
5. Work with Administrator on personnel affairs including securing staff, developing contracts, answering questions related to salaries and benefits, recommending continuance, dismissal, or discipline of staff.
6. Monitor annual budgets.
7. Help with bi-monthly school newsletter.
11. Help with updates of the Parent/Student Handbook.
12. Help with updates of the Staff Handbook.
13. Help with updates/changes of the Policies Manual.
14. Establish and implement procedures for the admission of 6<sup>th</sup> – 12<sup>th</sup> grade students. Work with the Administrator on the final in-school decision on admission or non-admission of students.
15. Help provide long range planning. Develop yearly calendars and maintain schedule of all school events.
16. Help with the public relations programs of the school including development of brochures, media releases, etc.
17. Provide staff development, in-services, retreats, etc., for 6<sup>th</sup> – 12<sup>th</sup> grade staff.
18. Help with all activities of 6<sup>th</sup> – 12<sup>th</sup> grade school functions, programs, etc.
19. Provide leadership in obtaining and maintaining accreditation.
20. Help in the improvement of instruction, selection of curriculum, administration of discipline procedures as appropriate.
21. Consult with 6<sup>th</sup> – 12<sup>th</sup> grade parents as requested for problem resolution and provide leadership in parent education and parent activities. If third person is needed to resolve an issue the Supervisor will set a time to include the Administrator.
22. Resolve problems in coordination with staff.
23. Carry out all mandates of the school board.
24. Oversee and participate in the a.m. staff prayer time.
25. Attend all board meetings.
26. Perform all other duties assigned by the Board and/or Administrator which assures the successful operation of BHCA.

## 6.01 – Christian Teacher Job Description

### 6.01-1 – General Description

Goal: The teacher shall prayerfully help students learn skills and subject matter that will contribute to their development as mature, able, and responsible Christians so they are equipped to impact the world for Christ.

Overview: The teacher shall be a born-again, college graduate certified or certifiable, who feels called of God to the teaching profession. The Board may add other qualifications as deemed appropriate.

Contracted by: The BHCA School Board upon recommendation of the administrator/supervisor for one year.

Responsible to: Administrator/Supervisor

Supervises: Student teachers, aides, volunteers in his/her classroom, and students.

Evaluation: Teacher performance will be evaluated in accordance with provisions of the Board's policy on a formal yearly evaluation on each faculty member, walk-throughs throughout the year, and on job description.

### 6.01-2 – Required Personal Qualities

The teacher shall...

1. Have Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living and is the absolute Truth.
3. Be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct.  
Luke 6:40
4. Be a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with BHCA's Statement of Faith.
5. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Agree with the school's Statement of Faith (1.05) and Christian Philosophy of Education (Staff Handbook).
7. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go." Proverbs 22:6

### 6.01-3 – Additional Personal Qualities

The teacher shall...

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of the fruits of the Spirit evidenced by enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-

- control, perseverance, and punctuality.
3. Follow the BHCA Staff Core Values (S.E.R.V.E. in Staff Handbook pg. 3) and the Commitment to My Fellow Faculty and Staff (Staff Handbook pg. 3)
  4. Meet everyday stress with emotional stability, objectivity, and optimism.
  5. Maintain a personal appearance that is a Christian Role Model of cleanliness, modesty, good taste, and in agreement with BHCA's dress code. (Staff Handbook pg. 10)
  6. Use acceptable English in written and oral communication. Speak with clear articulation.
  7. Respectfully submit and be loyal to constituted authority.
  8. Shall notify the administration of any policy he/she is unable to support.
  9. Refuse to use or circulate confidential information inappropriately.

#### 6.01-4 – Job Description – Essential Functions

The teacher shall...

1. Reflect the purpose of the school in every class, in every activity, with every student.
2. Motivate students to grow in their faith in Jesus Christ as their Savior and Lord.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the Board, Administration and Supervisor in implementing all policies, procedures, and directives governing the operation of the school.
5. Teach classes as assigned by the administrator/supervisor.
6. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
7. Keep proper discipline in the classroom and on the school premises for a good learning environment.
8. Maintain a clean, attractive, well-ordered classroom.
9. Plan broadly through the use of a year, quarterly and monthly plans.
10. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to his/her best work.
11. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
12. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
13. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
14. Use homework effectively for drill, review, enrichment or project work.
15. Assess the learning of students on a regular basis and provide progress reports as required for 1<sup>st</sup> – 12<sup>th</sup> grades.
16. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.

17. Represent the school in a favorable and professional manner to the school's constituency and the general public.
18. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
19. Seek the counsel of the administrator, supervisor, colleagues, and parents while maintaining a teachable attitude.
20. Attend and participate in scheduled prayer time, in-services, retreats, committees, seminars, and school functions.
21. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher when needed.
22. Document daily attendance, behavior, medical, extra parent/teacher conferences in RenWeb.
23. Areas that are not mentioned above but are required by the school board, administrator, and/or supervisor.

#### 6.01-5 – **Physical Requirements to Fulfill the Essential Functions**

##### 1. Site

- A teacher must be able to move the children in a cohesive unit to and from an area to the assigned location in the event of a fire or a code black go.

##### 2. Building

- Students in each individual classroom are required to move about in the building from the classroom to the lunchroom, the library, the gym area, and/or the encore classroom. Teachers must be able to accompany students in the hallways or in other places in the buildings as they move from one location to another location.

##### 3. Classroom & Duties

- Teachers in the school must have sufficient vision to allow for active supervision and interaction with students.

##### 4. Teaching

- Teachers must have knowledge and the capabilities be able to write on the boards, demonstrate manipulative materials, laptops and projectors, and effectively handle classroom materials to allow for active supervision and interaction with students.

##### 5. Communicate Information

- Teachers are required to prepare report cards, progress reports, fill in records, and on numerous occasions, communicate with parents in writing.

##### 6. Supervision

- Indoor (classroom, hallways, lunchroom, gym area) – Teachers must be able to actively supervise students within the buildings.
- Outdoor – Teachers must periodically supervise students during recess duties and at the closing of the day as students are dismissed to leave school.

##### 7. Emergencies

- A teacher must be able to quickly summon help when an emergency arises either in the building or outside of the building.

- Teachers must be able to render minimal first aid to students who may be injured while in their supervision.

8. Attendance

- Teachers are required to be present for prayer times as stated on his/her contract if they teach first period, school days for PS-5<sup>th</sup> @ 7:40 am and 6<sup>th-12<sup>th</sup></sup> @ 7:55 am to 30 minutes after students have been dismissed, faculty meetings and other special functions after school, and occasionally for meetings or other functions in the evenings.

**6.01-6 – Job Description – Supplemental Functions**

The teacher shall...

1. Supervise extra-curricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations and managerial functions in the school.
4. Support the broader program of the school by attending extra-curricular activities when possible.
5. Perform any other reasonable duties which may be assigned by the administration/supervisor.
6. Do supervisory duty before school, lunch, recesses, and after school as assigned.
7. Complete paperwork including the following:
  - Curriculum Mapping
  - Syllabus (6<sup>th</sup> – 12<sup>th</sup> grades)
  - Progress Reports (1<sup>st</sup> – 12<sup>th</sup> grades)
  - Quarterly Report Cards (1<sup>st</sup> – 12<sup>th</sup>)
  - Bi-Yearly Progress Reports/Report Card (Preschool – Kindergarten)
  - New Student Evaluations (Kinder – 12<sup>th</sup> grades)
  - DIBELS and CAIU Assessments
  - Pre-Kinder & Kinder Readiness Assessments
  - Inventories of books
  - Other paperwork as assigned or requested
8. Be responsible for daily and end-of-year cleaning of classroom area.
9. Assist in overall cleanliness of facilities.
10. Promptly report repair needs to the administration.
11. Maintain proper classroom discipline, taking care of minor problems personally and referring major problems to the administrator/supervisor.
12. Be available to parents or students who wish to have a conference before or after school.
13. Complete the Christian Philosophy of Education webinars within the first year of teaching and apply for the ACSI temporary certification. Within 2<sup>nd</sup>-3<sup>rd</sup> year complete requirements for the standard or life ACSI certification.
14. Carry out any other specific duties as assigned by the administrator.

## 6.02 - Office Manager/Secretary/Office Aide

Tasks among office staff to be determined at in-service and weekly staff meetings

1. Answer all incoming phone calls and answer the caller's questions, take a message, or route them to the proper person.
2. Listen and record messages from answering machine.
3. Keep master calendar, website, and RenWeb Announcements up-to-date.
4. Notify custodians and/or staff of outside use of facilities.
4. Type correspondence, Pulse of the Patriot, and other paperwork as requested.
5. Send out enrollment packets and student transcripts and student cumulative folders as requested.
6. Receive people in the office, answering questions, and directing inquires to appropriate people.
7. Meet the needs of injured or ill students. Document care and medicine given in RenWeb and email to parents. Call paramedics or parents in cases where it is necessary. Fill out the appropriate insurance forms when necessary.
8. Have parents document Medication Form and keep form and medicine in zip-lock Bag in a locked file/cabinet.
9. Dispense medication using time and directions from the Medication Form signed by parents. Document in RenWeb and email parents.
10. Keep on file Accident Report from staff until parent's signature has been completed.
11. Process enrollment applications of incoming students from time of inquiry, wait list and acceptance of enrollment. Send letters of acceptance, notify teachers of new student evaluations.
12. Update enrollment applications, school calendars, school supply lists and keep in display for easy access.
13. File information necessary for the school and other material requested by the Administrator/Supervisor.
14. Develop, copy and distribute to teachers fliers/reports/forms/newsletters/lunch menus for specific activities of the school.
15. Keep lunch menu on website and RenWeb and enable lunch menu for pre-orders.
16. Maintain inventory of office supplies and supervise use of school supplies. Fill out Purchase Orders for needed materials, submit to Administrator for signature, and order supplies needed.
17. Ensure maintenance of equipment. Call for service when needed.
18. Prepare mailings for Administration and office.
19. Other areas and tasks asked by Administration.

## 6.03 – Bookkeeper

1. Post all receipts in accounts receivable. Prepare deposits for all receipts. Record necessary receipts.
2. Coordinate and monitor the accounts receivable regarding all incoming cash.
  - Tuition and fees
  - Special projects/fundraisers
  - Donations/gifts to the school
3. Make all payments, including:

- Rent and/or mortgage payments
  - Bills
  - Payroll
  - Approved Reimbursements
4. Reconcile the bank statements each month.
  5. Payroll: Handle all wages (salaried and hourly), taxes, insurance, IRA's, etc. and enter this data to issue monthly paychecks.
  6. Notify Administration when staff family account becomes 60 days past due to deduct from paycheck.
  7. Notify Administration when monthly family accounts become past due and assess late fee.
  8. Create check and mail bills after assigned board member has signed checks.
  9. Keep a personal file on each employee for payroll purposes.
  10. Work with insurance companies for workmen's compensation and liability, and student/staff school insurance.
  11. Submit federal, state, and unemployment tax reports quarterly and yearly.
  12. Work with CPA with audit and end of year reports.