

Black Hills Christian Academy (BHCA) 2018-2019 Parent/Student Handbook

BHCA Mission Statement

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

BHCA Vision Statement

Every student equipped to impact the world for Christ.

BHCA Purpose

We C.A.R.E.!

BHCA Core Values

C.A.R.E.

Christ Centered

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

Academic Excellence

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

Relationship Focused

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

- Leviticus 19:18 – “Do not seek revenge or bear a grudge against one of your people but love your neighbor as yourself. I am the Lord.”

Excellence Driven

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

BHCA’s 3-5 Year Vision

- I. To receive ACSI accreditation for Kindergarten – 12th grades allowing for curriculum advancement and staff development. (Association of Christian School International)
- II. Full enrollment for preschool – 12th grades.
- III. Continue to develop and support family-style atmosphere and values at BHCA.
- IV. Develop a Building Committee for future one campus.

BHCA’s 5-10 Year Vision

- I. Pay off building debt.
- II. Improve BHCA’s facilities.
- III. Establish capital campaign and expand grant funding.
- IV. New building for preschool – 12th grades

BHCA’s Value = Benefits

Cost

- Daily prayer and monthly chapel
- Family atmosphere
- Security & safety highest priority
- Teach Christian principles in a Christian environment
- Christian teachers using Christian curriculum
- Encore classes (Spanish, Art, Music, Drama, P.E. and Computer Lab)
- Tuition assistance available
- Small student to teacher ratio giving individualized attention
- Dual enrollment in middle school and high school
- Dual credit for juniors and seniors with an accredited college/university
- 4-day school week
- Preschool – High School service projects
- Welcome parent visitation and participation
- Administer nationally recognized McGraw-Hill’s TerraNova standardized tests for 1st – 10th grades.

BHCA History

BHCA was founded as Belle Fourche Christian School, (BFCS), in the fall of 1992 with two teachers serving 12 students. Meeting in local churches for four years enabled BHCA to eventually purchase a facility in August 1996, just outside of Belle Fourche. The doors were opened to students in

preschool through eighth grade with continued growth in enrollment and academic achievements. BFCS changed its name in 2002 to Black Hills Christian Academy. In 2008 the school moved to Spearfish leasing from Calvary Temple Assembly of God Church. In 2011 the school moved to its current location in Spearfish to have its own building and to allow continued growth. In the fall of 2017, BHCA and SCCS (Spearfish Classical Christian School) decided to partner together under the name of BHCA as one body of Christ to impact the community and Northern Hills. We will continue the vision of cultivating character and the academic potential of every student to impact the world for Christ for students in preschool – 12th grades.

BHCA is a member of Association of Christian School International (ACSI) and has applied for its accreditation for grades kindergarten – 8th grades.

Statement of Christian Philosophy

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

Our responsibility to the 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 partner in providing an education that is both Christian and challenging, equipping students to know, love, and practice that which is true, virtuous, and beautiful, and which challenges them to strive for excellence as they live for the glory of God and the good of all people.

As Christian educators, we desire to be faithful in 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.

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

BHCA's Statement of Faith

1. BHCA believes that the Bible is God's indisputable message to man, that it is inspired by God himself and, therefore, is without error. II Peter 1:20-21, II Tim. 3:15-17
2. BHCA believes there is one God who continuously and endlessly evidences Himself in three persons: God the Father, God the Son (Jesus), and God the Holy Spirit. 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, I 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.

BHCA Objectives

Our core value (C.A.R.E.) 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: this is the vision of our school. (Philippians 2:1-9)

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

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

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

Personal relationship with Christ
Personal responsibility, integrity, self-discipline, and godly character which is based on submission to God
Virtuous attitudes, desires, and acceptance of God-given power to do His will
Compassion for others
Understand and discover that God gives each individual specific talents and spiritual gifts to be used for His purposes
Ability to understand and explain faith in Christ
Possess healthy 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)

Educational Statement of Beliefs

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 disciples, depending on the Holy Spirit and the Bible for guidance

8: effective schools are committed to innovation and continuous improvement

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

BHCA School Policy Statement

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

Rev. 8/1/2018

BHCA 2018-2019 Faculty and Staff

BHCA Preschool – Elementary Office BHCA Middle School/High School Office

admin@blackhillschristianacademy.com
admin2@blackhillschristianacademy.com

Admin/Principal	Jullie Totino	jtotino@blackhillschristianacademy.com
Supervisor of MS/HS	Brittany Damberg	bdamberg@blackhillschristianacademy.com
Office Mgr/Bookkeeper	Jody Merchen	jmerchen@blackhillschristianacademy.com
PS/Elem. Office Aide	Molly Mailloux	mmailloux@blackhillschristianacademy.com
MS/HS Office Manager	Christina Nauta	cnauta@blackhillschristianacademy.com
Preschool Teacher	Brenda Karp	bkarp@blackhillschristianacademy.com
Preschool Aide	Lisa Blanchett	
Pre-Kinder Teacher	Dixie Varns	dvarns@blackhillschristianacademy.com
Pre-Kinder Teacher	Corin Humbracht	chumbracht@blackhillschristianacademy.com
Pre-Kinder Teacher	Michelle Stockert	mstockert@blackhillschristianacademy.com
Pre-Kinder Aide	Beth Kozel	
Pre-Kinder Aide	Amanda Williams	
Kindergarten Teacher	Linda Drury	ldrury@blackhillschristianacademy.com
Teacher's aide	Jamie Groneberg	
1 st Grade Teacher	Michele Hazledine	mshazledine@blackhillschristianacademy.com
2 nd Grade Teacher	Brittany Robinson	brobinson@blackhillschristianacademy.com
3 rd Grade Teacher	Hannah Garza	hgarza@blackhillschristianacademy.com
4 th /5 th Grade Team	Kristi Hall	khall@blackhillschristianacademy.com
	Alisha Fahey	afahey@blackhillschristianacademy.com
	Ronalda Mowell	rmowell@blackhillschristianacademy.com
<u>Middle School/High School</u>		
6 th Grade Homeroom	Linda Johnson (Science, English/Spelling, Literature)	ljohnson@blackhillschristianacademy.com
7 th /8 th Gr Homeroom	Brittany Damberg (Bible, Math)	bdamberg@blackhillschristianacademy.com
High School Homeroom	Carly Bayne (History, Bible, Computer Lab)	cbayne@blackhillschristianacademy.com
	Gregg Dennison (Math)	gdennison@blackhillschristianacademy.com
	Janice Jones (Bible, English, Literature)	jjones@blackhillschristianacademy.com
<u>Encore Teachers</u>		
Music Teacher	Kayla Erickson	kerickson@blackhillschristianacademy.com
Spanish Teacher		_____@blackhillschristianacademy.com
Art Teacher	Laura Odenbach	lodenbach@blackhillschristianacademy.com
P.E. Teacher	Shanai Durfey	sdurfey@blackhillschristianacademy.com
S.T.A.R.R.	Laura Odenbach	lodenbach@blackhillschristianacademy.com
Lunch Aide	Kayla Erickson	kerickson@blackhillschristianacademy.com
Extended Care Super.		605-722-1276
Extended Care	Karen Massey	605-722-1276
Extended Care	Kelsey Sundberg	605-722-1276

BHCA 2018-2019 School Board

President	Levi Humbracht	Business-Construction/Parent
Treasurers	Jeff Amann	Business-Dentist/Parent
	Justin Nauta	Business/Parent
Vice-Chairman	Becky Zuniga	Ministry-Children’s Church Director/Parent
Secretary	Danielle Ranek	Nurse/Parent
Member	Carrie Fremont	Educator/Parent
Member	Erik Van Horn	Business Owner/Parent
Member	Daluss Siewert	Educator/Parent
Member	Dale Reid	Business/Grandparent

School Governance

A Board of Directors govern black Hills Christian Academy. The Board is responsible for maintaining and clarifying the school vision/mission, making policies, approving the budget and curricula, and is the final authority. The Administrator and Supervisor works with the Board to implement policy and manage the daily operation of the school.

Section 1 – Enrollment/Tuition/Fees Policy and Requirements

A. Admission Policy

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

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

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

B. Student Application Process

1. The Student Application form may be downloaded from the school website or picked up at the BHCA office. Also included is a copy of our Information Sheet, Statement of Faith, Trip Authorization, Medical Authorization, Parent Support Pledge, Sick Policy, Dress Code, and Parent Financial Agreement.
2. The Application Form, Statement of Faith and Enrollment Fee will be handed in to the school before further processing of the application. A copy of the applicant's Birth Certificate and Immunization Records are due 2 weeks before the first day of school.
3. The next step is an informal tour/interview with the BHCA administrator.
4. When the interview is completed, the Application Review Committee will prayerfully consider how to proceed with the application process. The applicant and his/her parent(s) will be notified of the committee's decision in writing.
5. New students will be given an evaluation before school starts and will be subject to a two-week diagnostic and probationary period.
6. All parents of accepted applicants will be required to participate in a Parent Orientation.
7. All parents & students must be in agreement with the Statement of Faith and all school policies and procedures as stated in the Parent/Student Handbook.
8. Any applicant denied admission will receive a refund of his/her enrollment fee.

C. Tuition and Fee Policy

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

General Financial Policies

- a. Tuition Invoices will be sent out through e-mail from the BHCA office by the 4th of each month or picked up at the BHCA office if requested.
- b. Tuition Payment Options (see Tuition Information Sheet for prices)
 1. Payment Plan 12 – 12 months (June 1st – May 1st)
 2. Payment Plan 10 – 10 months (June 1st, August 1st – April 1st)
 3. Paid in Full Payment – Due by June 15th to receive 3% discount
- c. Re-Enrollment Fee (nonrefundable)
 1. Returning Pre-K - 12th grade students only - \$30 before April 1st, \$50 after April 1st
 2. Re-enrolling students must be current in their past family statement to be enrolled in the next school year.
- d. Enrollment Fee (nonrefundable unless denied enrollment)
 1. New Preschool - 12th grade students only - \$50 due at registration
- e. Book Fees (see Tuition Information Sheet for prices)
 1. 100% of Discounted Book Fees are due May 15th (nonrefundable)
 2. Book Fee after May 15th (nonrefundable) extra fees for shipping is charged
- f. Student Accident Insurance Coverage (Mandatory for all BHCA students)

Preschool, Pre-K and Kindergarten:	\$5.00
Grades 1 st – 12 th	\$10.00
- g. Pastor's Discount will be 20% for tuition only. Ordained pastor must be currently employed full-time by an evangelical church to qualify.

D. Tuition Assistance

Tuition Assistance may be applied for by all new and current BHCA parents through FACTS. The application may be found on the school's website. There is an application fee of \$30. This fee does not go to the school and is nonrefundable. This process takes several weeks. A committee will then make the decision in May based on available funds and financial need(s). All names and amounts will be kept confidential. You will be contacted by the School Administrator if tuition assistance is granted or declined. If assistance is granted, the family will need to sign a Financial Assistance Agreement and a Parent Contract to keep on file.

E. Denial of Admission

Admission will be denied by the administrator/school board 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 defiant 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. Any applicant denied admission will receive a refund of his/her enrollment fee.

F. Delinquent Accounts

Tuition will be invoiced the first school day of the month. A \$15.00 late fee will be assessed for accounts not paid by the 15th of each month. A payment plan with the Administrator will be set up after 45 days. If an account reaches 60 days past due without a written agreement with the

school, the student(s) are subject to dismissal until the account is current. A \$25 fee will be assessed on any check returned by the bank.

Re-enrolling students must be current in their past family statement to be enrolled in the next school year. School records will be held for students who have a past due family statement. Report cards may be picked up in the BHCA office upon completion of payment. School records will be mailed to the school district after receiving the Transcript Request and the family statement has a \$0 balance.

G. Parent Volunteer Hours

Each parent of a kindergarten – 8th grade BHCA student is asked to donate a minimum of two hours per month per child in voluntary service to the school or pay an additional \$16 per month per child. This fee will be placed on the Family Statement and will be credited only when the parent logs the time for that month on their ParentsWeb. Directions on logging-in are in the front office. The month will be closed on the first school day of the following month. Suggestions for voluntary service may be found in the BHCA office or check with your child’s teacher. Extra hours obtained during the school year do not roll over to the next year except for the month of May.

H. Withdrawal

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

I. Transfer of Students

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

J. Change in a Class

If BHCA changes the class schedule, BHCA will purchase any additional needed curriculum through August 1st. After August 1st it is the parent’s responsibility to purchase any additional books and shipping.

If a parent/student changes his/her class schedule, the parent will purchase any additional books and shipping if BHCA has already purchased books for that student in the original class.

Section 2 – Attendance Policies

A. Attendance

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

B. School Hours & Days

Preschool	8:00 am – 3:00 pm	2 Days (Tues. & Thurs.)
	8:00 am – 3:00 pm	2 Days (Mon. & Wed.)
	8:00 am – 3:00 pm	4 Days (Mon.-Thurs.)
Pre-Kindergarten	8:00 am – 3:00 pm	3 Days (Tues., Wed. & Thurs.)
		4 Days (Mon. - Thurs.)
Kindergarten – 5 th Grades	8:00 am – 3:15 pm	4 Days (Mon.-Thurs.) + 2 Fridays
6 th – 12 th Grades	8:15 am to 3:20 pm	4 Days (Mon. – Thurs.) + 6 Fridays

1. Morning Drop-off

PS – 5th grade students may arrive 15 minutes before class starts (7:45 am).

- Preschool and Pre-Kindergarten parents are to park and bring their child(ren) into the school using the west or south doors. The children will go directly to their classrooms.
- Kindergarten - 5th graders may be dropped off at the southeast entrance (by the gym garage door) with a teacher on duty. If preferred, parents may park and bring their child(ren) into the building. Students are to stay in the gym area for Opening Pledges and Prayer.
- If an earlier drop off is needed between 7:30-7:45 am, see Section 2 - G. for PS – 5th grade Extended Care.

6th – 12th grade students may arrive between 7:55 – 8:10 before class starts.

- Students may be dropped off under the portico on the west side of the building.
- Students may park on the east or west side of the building.
- Students will stay in the multipurpose room until 8:10 for opening pledges and prayers. Class starts at 8:15 pm.

2. Afternoon Pick-up

Preschool – 5th Grades

- Preschool and Pre-Kindergarten will be picked up in their classroom between 3:00-3:15 pm. Parents are to park and come into the building using the south office door.
- Kindergarten – 5th graders will be picked up at the same gym door (southeast corner) between 3:15-3:30 p.m. If parents prefer, they may park and come to the gym area to pick up their child(ren).
- Parents are to display their Pick-up Tag or Carpool Tag on the dash of their car or on the driver's window for safety purposes in the Pick-up Line. Only those who display the

Pick-up Tag will be allowed to pick-up. Those without the tag will be asked to go to the BHCA office. If there is not a previous call about a change in pick-up or name is not on the Authorized Pick-up List, the parent will be called for permission of pick-up. All BHCA staff has permission to ask to see identification/driver's license for confirmation.

1. All families in a carpool must complete and turn in their forms to the office before carpool tags are issued.
2. Extra Pick-up Tags may be requested in the BHCA front office.
 - After the 15-minute grace period, the child will be sent to Extended Care (Section G.).

6th – 12th Grades

- MS/HS students must be picked up by 3:45 pm. There is no Extended Care offered at the MS/HS campus.
- BHCA will not be responsible for students after 3:45 pm.

C. Early Parent Pick-up

If it is necessary to pick up a child prior to dismissal time, a parent or someone from the Authorized Pick-up List must come to the BHCA office to sign the student out and indicate the purpose for early dismissal on the Early Dismissal Sign-out Sheet. For Preschool – 5th grade please call the BHCA office @ 722-1276, and for 6th – 12th grade please call the office @ 717-4019. We also ask that you notify the teacher(s) by email or by note in advance if possible. **Do not call or text the classroom teacher.**

D. Absences

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. **Do not call or text the classroom teacher.** The teacher or administrator may ask for a signed note from home stating the reason for his/her absence. A student missing more than one hour but less than 3 hours of class work, will be marked a half day absent.

Parents will be notified in writing when their child is absent for ten days during the school year. If a student is absent for fifteen days during the school year, BHCA reserves the right to retain the student at the same grade level. The final authority as to this decision will be determined by the administrator/supervisor, teacher and school board.

E. Truancy

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

1. First Act of Truancy: Parents will be notified as soon as possible. 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.

F. Tardies/Late Arrival

If your child is arriving at school after 8:15 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.

School begins promptly at 8:00 am for preschool-5th grade students.

School begins promptly at 8:15 am for 6th – 12th grade students.

Students in 1st - 12th grades, who arrive after the start time, will be marked tardy. If a student receives five tardies in a 9 weeks quarter, the student and parents will be notified in writing. Repeated tardiness is not acceptable.

6th – 12th grade students arriving after 8:15 am are considered tardy unless they are Dual Credit or Dual Enrollment and have spoken directly with MS/HS Supervisor. Opening Prayer and Pledges begins at 8:10 am. Students in grades 6-12 who accumulate 5 tardies will lose 10 minutes of lunch recess. High School students who are tardy to class will lose "Open Lunch" privileges for that day. High School students who do not have "Open Lunch" permission will follow the consequences for students in grades 6-8 for each tardy. As students get older, being on time becomes more important.

G. Authorized Child Pick-up

The following may pick up a student at BHCA without checking them out through the front office:

- Only persons whose names are on the student's Child Pick-up List may be allowed to pick-up the student during school hours, at pick-up time or at Extended Care. Parents determine the list on their ParentsWeb. directions are in the front office.
- Driver of the student's car pool that are approved and written on the Carpool Form.
- Special arrangements can be made to allow others to pick-up your child by (1) sending a note to your teacher or (2) calling the BHCA office no later than 30 minutes before dismissal time. **Do not call or text the classroom teacher.**

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

H. Extended Care for Preschool – 5th Grades

1. BHCA offers Extended Care from 7:30 am – 7:45 am before school, and starting at 3:15 pm (PS & Pre-K) and 3:30 pm (K – 5th gr.) until 5:30 pm for after school. This may be daily (Mon.-Thurs.) or on a need only basis (Please call the BHCA office first).

2. The rate for Extended Care is \$3.00 per hour and will be charged on your monthly Family Statement. Pick-up after 5:30 pm will result in a late fee of 5-15 min. - \$5.00 extra fee; 15-30 min. - \$10 fee; 30-45 min. - \$15 fee (no exceptions).
3. An Extended Care Information Sheet must be completed before your child may attend. This form may be found in the BHCA office. Extended Care is only for BHCA students from Preschool through 8th grade.

Section 3 - Student Discipline Policies

A. BHCA Discipline Guidelines

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

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

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

B. Christian Principles taught at BHCA

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

C. BHCA Rules from Love & Logic

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

D. BHCA Staff Core Beliefs of Discipline Procedures

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else with a logical connection between misbehavior and resulting consequences.
3. Students will be given opportunities to make decisions and live with the consequences, whether they are good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack or blame on school or staff.

6. Students are encouraged to request a “due process hearing” whenever consequences appear to be unfair. The student may talk to the teacher if something appears to be unfair, by whispering, “I’m not sure that’s fair,” and the student and teacher will talk further about the situation.
7. Misbehavior & consequence will be documented on the student’s RenWeb behavior page. A copy of this documentation can be emailed to the parents, to the administrator, and to the staff.

E. Discipline Procedures

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

- not coming to class prepared to learn
- classroom disturbances
- failure to complete daily assignments or to follow directions
- tardiness (Section 2-E)
- other behaviors that make a problem or 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 is 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

- notification to parent by email or conference with parents by phone or in person initiated by school teacher/staff
- verbal reprimand
- recovery time
- withdrawal of privileges
- other disciplinary action deemed appropriate by school 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 & parent's response. Classroom teacher may also be asked to document and notify parents. Email will be sent of documentation.

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

A. 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.

B. 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 can not be all-inclusive. Therefore, the teaching staff and/or the school administrator will deal with any misbehaviors and consequences not included in this handbook.

F. Behavior Probation

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

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

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

G. Home Suspension Policies

The school will make every effort to contact the parent and personally discuss your child's infraction and home suspension the day it is issued. Also, a suspension notice 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.

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

H. Expulsion for Dismissal

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

I. Banned Items

Students are not to bring the following to school.

- **I-Pod
- **Game Gear
- *Inappropriate magazines or books
- *Drugs/Medication
- *Alcohol
- *Tobacco
- *Matches or Lighters
- *MPS players
- *Weapons of any type – real or play

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

J. Cell Phone Policy

BHCA seeks to provide an environment free of distractions for student safety, liability, and protection of personal property. Cell Phones are not to be used during school hours for any reason. Outgoing and incoming phone calls are to pass through the BHCA office. Cell phones are to be left in the student's back pack in their locker and NOT be turned on during school hours. Cell phone cameras are also banned during school hours.

6th – 12th grade students may check messages during lunch time only if permission has been granted by a staff member.

If a cell phone is found to be on during school hours, it will be immediately confiscated and taken to the BHCA office. Confiscated phones may only be retrieved by a parent. Repeated violations will result in further disciplinary action.

K. Smart Watches & Similar Devices

Teachers reserve the right to ask a student to remove his/her smart watch if it becomes a distraction. The watch will be kept in the school office and may only be retrieved by a parent. Repeated violations will result in further disciplinary action.

L. Grievance Procedure

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

- A. Parents are to talk to teachers about student problems before they talk to the administrator. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved to the school administrator which can include the teacher at the three-person level at the decision of the administrator.
- B. If a parent has a complaint against a teacher, the parent should go directly to the teacher, not the administrator, or a board member, or another parent. Only then if the parent does not feel the situation is resolved, he/she should go to the BHCA administrator. If the parent has a complaint against the administrator, the parent should go directly to the administrator. Only then if the parent does not feel the situation is resolved, he/she should go to the BHCA school board president.
- C. As stated in I Corinthians 6:1-8 Christians are to handle their disputes or disagreements within the body of Christ and not go to a secular court of law.

Section 4 – Academic Policies

A. BHCA Curriculum

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

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

B. Dual Enrollment Option for Middle/High School Students

Dual-Enrollment is a program in which students can take public school courses in addition to being enrolled at BHCA. By taking a minimum of 2 public school courses, students are allowed to participate in certain public school sanctioned extra-curricular activities.

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

C. Dual Credit Option for Juniors and Seniors

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

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

D. Part-Time Students

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

E. Report Cards

Report cards are issued every nine weeks for 1st-12th grades. Numerical grades are given which are based upon tests, quizzes, daily classroom work, projects, and homework. Parents will receive a digital copy that is emailed to you as well as a paper copy sent home with the student. Parent/Teacher Conferences are scheduled for 1st-12th grades after the 1st nine weeks and in May to review the TerraNova 3 standardized testing scores. Parents may contact their child's teacher at any time to schedule a needed conference.

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

Report cards will be held for students who have an unpaid Family Statements as specified in Section 1-E. Report cards may be picked up in the BHCA office upon completion of payment.

F. Grading System

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

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

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

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

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

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

E – Excellent – Indicates a commendable serious effort to achieve

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

N – Needs Improvement – minimal effort.

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

Encore Grades

- Encore for 1st & 2nd 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 3rd-12th grades: above numerical grading scale is used based on effort, attitude, participation, behavior, projects, quizzes, and possible tests.

G. Honor Roll for 1st – 12th Grades

The 1st – 5th grade Honor Roll is reflected on the quarterly report card.

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

The 6th – 12th 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.

Gold Patriot Honor Roll (GPA 3.51 – 4.0)

Silver Patriot Honor Roll (GPA 3.2 – 3.5)

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

H. Final H.S. Projects/Exams

Assessments are a regular part of academic measurement. Besides those exams which are given as part of daily instruction, BHCA requires 9 – 12 grade students to take a comprehensive semester exam or produce a final project in each course at the end of the semester or end of the 2nd semester for year-long courses. Students who have achieved 83% or above average in a class at the end of the semester and achieved Gold/Silver Patriot 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".

I. Progress Reports

Mid-way through a nine-weeks grading period, teachers in 1st-12th grades will send out Progress Reports to all parents by email. 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.

J. Achievement Tests

All 1st-10th 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.

K. Homework Policy

Homework is any activity or assignment directed by the teacher to be performed outside the classroom that may include practicing skills learned in class, reading, studying, projects, or completion of assignments. Because of 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-dept 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.

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).

L. 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.

M. Late Assignments

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

N. Tutorial for 6th – 12th Grade Students

Students in grades 6 – 12 have the opportunity to meet with a teacher for further explanation of material. The purpose of tutorial is for teachers to answer specific questions, not re-teach the lesson.

Tutorial time will be held Mondays, Wednesdays, and Thursdays from 12:24 to 12:44 pm.

Students on academic probation will be required to attend tutorial after lunch until the probation period ends. See Section 4-L (Academic Probation) for more information.

O. 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.

P. Academic Probation and Dismissal

Academic probation is intended to give notice to the parent and student so that a mutual effort on the part of both school and home may be made to correct the academic deficiency. Students in 1st-12th having a grade average below 69% in any subject at the end of the 1st quarter or 2 to 3 combined

quarters, will be placed on academic probation for the next quarter. A written letter will be mailed and 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. For example, if the reason for failure is the direct result of excessive zeros on assignments, the student will be expected to correct the problem and turn in all assignments. If the student is failing because of lack of foundation in a subject, parents might need to provide extra tutoring. If the student does not meet the terms of the probation, he/she may be dismissed from BHCA.

Q. Open Lunch for Freshman through Seniors

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

There are no exceptions to these conditions. If at any time during the current quarter any teacher informs the Supervisor that a student is holding below a C average, student's privilege of open lunch will be immediately revoked. Parents will be notified by email.

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

R. Promotion and Retention

Students advance to the next grade level at the end of the school year after satisfactorily completing the course of student requirements in the present grade. A student who receives an average failing grade in any one academic subject at the end of the school year will necessitate consultation with parents, teachers, and administrator. Consultation regarding promotion and retention will be determined based on absenteeism, attitude, abilities, performance, and potential. Recommendation might include mandatory tutoring or retention.

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

Policy regarding students need to repeat a course or courses (returning or transferring):

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

Section 5 – RenWeb, Parent Portal & Parent Alert

A. RenWeb & Parent Portal (ParentsWeb)

RenWeb School Management Date Base is used for all classrooms to keep attendance, daily grades, progress reports, report cards, lesson plans, documentation, notification of discipline issues, assigned homework, missing assignments, school calendar, school announcements, notification of medication, pre-order for lunches, staff and school directory, and teacher email addresses. This is a private and secure parents' portal that will allow parents to see academic information specific to their children, while protecting their children's information from others. Because this is web-based you may get on your parent portal at any computer. New families will be given an introduction packet to log-in, set your own password, and set up your parent preferences at the Parent Orientation at the beginning of the year.

B. Parent Alert

Parent Alert is the phone and text communication between the school, staff, teachers, and parents. This system will be used for school lock-downs, school closings, school delays, and for important school messages. All parents are to set up their own preferences of receiving phone calls using their cell phone and/or home phone and/or text messaging. Instructions are in the BHCA office.

C. Pay Now

Parents may make online bill payments to their Accounting Family Statement through ParentsWeb. You may pay by eCheck (an additional \$0.85 will be added to your payment) or by debit or credit card. RenWeb only accepts Master Card, Discovery or American Express (an additional 3.75% will be added to your transaction). Please note that VISA is not an option. Parents have the option to drop off their payment to the BHCA office, mail their payment or use the Pay Now system.

Section 6 – General School Policies

A. School Calendar

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

B. Computer Usage/Repair or Replacement Policy

BHCA believes the use of computer technology and accessing data on the Internet are useful skills for lifelong learning and help to promote educational excellence. With access to computers also comes material not available in BHCA curriculum. The use of the internet is a privilege, not a right, and inappropriate use at the discretion of the teacher and/or administrator will result in a cancellation of those privileges. Any violation of computer policy will be reported to the student's teacher, the student's parents/guardian, and the administrator.

Students are not to use chat rooms such as Facebook, email etc. and may be required to sign a Student Technology Agreement form agreeing to the terms before given the privilege to use the computers.

BHCA reserves the right to read, print, delete, store, or use any transmission on the school system at its discretion. BHCA grants permission to use this system for educational purposes only. Users hereby waive any right of privacy regarding information/messages sent or received by them on this system. The administration, faculty, and staff of BHCA may deny, revoke, or suspend specific user access.

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

C. Chapel Policy

Chapel is held the first Thursday of each month unless otherwise noted on the school calendar. Some chapels will be combined, and others will be split between preschool – 5th grades and 6th - 12th grades. If the date must be changed due to a scheduling conflict, parents and students will be notified as soon as possible. Parents are welcome to attend. A spirit of reverence should be present in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be observed at all chapel services.

D. Lunch Program

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

Mondays – Jimmy John's - \$3.00 for 4" Sandwich: Choice of Turkey, Ham/Cheese, Turkey &

Veggies, or Ham/Cheese & Veggies (veggies: tomato and lettuce) and kettle chips OR \$4.00 for 8" Sandwich: Choice of Turkey, Ham/Cheese, Turkey & Veggies, or Ham/Cheese & Veggies (veggies: tomato and lettuce) and kettle chips.

Parents must pre-order the week before (Thurs by 12:00 pm) on ParentsWeb. When you order Jimmy John's for your child you will be charged for the meal even if your child is absent from school. The lunch will be kept in the refrigerator for the next day.

Tuesdays – A'viand's Catering - \$3.60 – The menu changes monthly and is listed on ParentsWeb, the school website and sent home with the oldest child. Parents must pre-order the week before (Thurs. by 12:00 pm) on ParentsWeb.

Wednesdays – A'viand's Catering (same as Tuesday)

Thursdays – Pizza Ranch- \$1.75 (1 piece of pepperoni or cheese pizza & 1 breadstick). Additional slices cost \$1.25. Parents must pre-order the week before (Thurs. by 12:00 pm) on ParentsWeb.

Preschool – 5th grade students also have the choice of white milk on Mondays-Wednesdays and chocolate or white milk on Thursdays for the cost of \$.50. The cost will appear on the monthly Family Statement.

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

E. Lockers

Students in 2nd – 12th grades will be assigned a locker. The school is not responsible for loss or damage to any items in student's lockers. Students may not place stickers on the inside or outside of the lockers. Students may put a combination lock on their locker after he/she has given the combination code to his/her homeroom teacher. Because the lockers are school property, the school administrator/supervisor and homeroom teacher do have the right to inspect lockers at his/her discretion.

F. Sick Policy

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

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

No student with a temperature of 100 degrees or above will be allowed to remain in school. Parents will be called to pick up the student at school. A doctor's excuse must be submitted to the front office if a student has been absent for longer than five (5) days in succession.

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

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

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

G. 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. If the weather is cold, please have young ladies wear tights under their dresses. In cold weather, appropriate winter wear is required, including coat, hat, mittens or gloves, snow pants, and boots. **Please label all winter gear.**

The following dress code is for BHCA students 1st- 12th grades.

- Jeans, t-shirts, and sweatshirts are welcome. Please see that they are not ripped.
- No hats or caps are to be worn in the classroom or buildings.
- Earrings will only be accepted on female ears.
- Shoes with laces must be laced and tied at all times.
- Hair needs to be clean, well groomed, and a natural hair color.
- Students, especially those entering adolescence, need to shower regularly.
- During a school sponsored event that warrants swim wear, female students should wear a one-piece suit, but if that is not possible, a T-shirt may be worn to cover a two-piece suit. Male students will need to wear "boxer-type" swim suits.
- Offensive or inappropriate slogans on clothing are not acceptable.
- Shirt sleeves must be a width of at least 4 fingers, therefore no spaghetti straps.
- Shorts for boys and girls, and girls' skirts and dresses should be arm length or longer.

- Waistbands are to be no lower than the top of the hipbone.
- No pajama bottoms will be allowed unless a special event is declared.
- Girl's spandex leggings must be worn with a longer shirt/dress to cover the hips.

We trust that parents and student will appreciate this comfortable, modest appearance code. Please see that your student complies with these standards as violations cause loss of valuable class time. Students in violation may be sent home to change or a parent may be called to bring in a change of clothing.

H. Field Trips

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

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

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

I. Birthdays & Parties

A birthday is special and to help celebrate, parents may bring in cupcakes, etc. Please contact or e-mail your child's teacher so he/she can be prepared. No invitations to parties outside of the classroom may be given out in class unless ALL students are invited, or in elementary/middle school all boys or all girls.

J. Emergency School Closing and Snow Days

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

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

If there is a Snow Make-Up Day, the school will notify the students/parents one week prior to the Friday make-up day

K. Fire, Weather & Safety Drills

Throughout the year there will be announced and unannounced fire drills. When the fire alarm

sounds, all persons in the building will file out quietly in orderly fashion to the assigned area. All doors are to be shut with lights turned off. Each room has a Fire Emergency sign posted for exiting. An all clear signal will be given to return to the classroom.

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

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

L. Lost and Found

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

M. School Visitors

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

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

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

O. Playground Rules

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

P. Recess Policy

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

Q. BHCA Office /BHCA Teacher to Parent Communication

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

- All office letters/notes will be printed on blue paper for easy recognition.
- Pulse of the Patriot Newsletter – given to the oldest sibling on Tuesdays every other week.
- Website – contains past newsletters, upcoming events, and school calendar.
www.blackhillschristianacademy.com
- E-mails will be sent out randomly for notifications.
- Weekly Announcements will be posted on a dry/erase board in the PS-5th grade front office area.
- Teacher/Classroom reminders/notes can be posted outside of the classroom(s).
- Teacher E-mails are listed on the website and on pg. 8 of this handbook.
- All parents have access to ParentWeb using RenWeb, which is set up with a log-in and parent's password. Announcements/calendar events are also posted here.

R. Outside Flyers/Information from Parents and Churches

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

S. Holidays

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

T. Child Abuse Reporting

The state of South Dakota requires BHCA to report allegations of suspected child abuse to the Department of Social Services (DSS) when there is 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.

U. Notice of Nondiscriminatory Policy as to Students

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

V. Parents' and Students' Expectations

All parents are expected to read, and all students are to read or be told the contents of this handbook. This is what the administrator/supervisor, faculty, staff, and school board will follow as its' policies and procedures.

For the complete set of policies, parents/students are to review the 18-19 BHCA Policy Manual found on the school's website (www.blackhillschristianacademy.com) or review the manual in the main offices, or parents may request a printed manual at any time.

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