




# Rapid City Christian School

## Student and Parent Handbook

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**Excerpt from:  
The Rapid City Christian School Policy  
and Procedures Manual**

The primary reason for establishing a private Christian school is to fulfill this directive from Scripture: "Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children."  
*Deuteronomy 6:5-7a NIV*



### Mission Statement

Our mission is to equip children of Christian families with a sound liberal arts education framed within a biblical understanding of God and His creation and to help nurture them in an active commitment to the Lord Jesus Christ.



### Core Values

Truth, Excellence & Virtue



### Vision Statement

Students at Rapid City Christian School will be grounded in God's Word and challenged to achieve academic excellence. They will be equipped with knowledge, a Biblical worldview, and critical thinking and reasoning skills in order to influence their culture for Christ. Their influence will be evident through a lifestyle of worship, service, stewardship, and leadership.

## Expected Student Outcomes *(Approved 8/1/2022)*

### Sound Liberal Arts Education:



**Impact Statement:** As a result of a student's time at RCCS they will be academically proficient in all areas (reading, writing, listening, speaking, science, math, social studies, languages, Bible, technology, and the arts) to the glory to God.

### *Students will...*

- ✓ examine historical narrative of our world and God's sovereign plan for His people
- ✓ think creatively and critically and apply their learning to solve real world problems and make wise decisions
- ✓ utilize technology responsibly and effectively

**Sound Liberal Arts Education: (continued)**

- ✓ access and use various types of information resources appropriately
- ✓ appreciate culture, literature, and the arts and understand how they influence people’s beliefs and values
- ✓ demonstrate preparedness for standardized academic testing
- ✓ communicate effectively in both verbal and written forms
- ✓ pursue ongoing learning as it relates to the rest of their lives (Desire a lifelong pursuit of wisdom and knowledge)
- ✓ value intellectual inquiry and engage in the marketplace of ideas (open, honest exchange of ideas)
- ✓ to grow in their understanding of Biblical Stewardship of Time, Talent and Treasure



**Impact Statement:** As a result of a student’s time at RCCS they will understand and articulate a biblical worldview and operate from that perspective in the world.

**Students will...**

- ✓ submit to the Bible, God’s word, as the final authority and is our standard for truth
- ✓ know the Bible through careful observation, interpretation, and application
- ✓ develop, articulate, and defend a biblical worldview
- ✓ understand the gospel, Jesus’ life, death, and resurrection as it relates to salvation, and how to present that to others
- ✓ understand our identity as male and female created in the image of God
- ✓ value each person as created in the image of God from conception to natural death
- ✓ demonstrate application and relevance of a biblical worldview to daily decision making and cultural interaction
- ✓ defend one’s faith effectively with those who hold other worldviews
- ✓ articulate the biblical mandate for service and missions, including responsibility to people in need

**Commitment to the Lord Jesus Christ:**



**Impact Statement:** As a result of a student’s time at RCCS, they will grow in their love for God and in response to that develop their role as a servant leader, prepared and motivated for lifelong service.

**Students will...**

- ✓ commit to a personal relationship with Christ
- ✓ understand and practice spiritual disciplines such as devotions, personal Bible study, and prayer
- ✓ demonstrate active involvement in a local church
- ✓ live according to biblical standards in family and personal relationships
- ✓ participate in service and mission opportunities
- ✓ respond personally to the Great Commission both locally and globally
- ✓ develop leadership skills framed within the biblical model of a servant leader
- ✓ identify and utilize spiritual giftings and work within the body of Christ to further the kingdom of God
- ✓ demonstrate the “Fruit of the Spirit” as defined in Galatians 5:22-23

**Statement of Policy**

Rapid City Christian admits students of any race, color, natural born gender, 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, natural born gender, national and ethnic origin in administration of its educational policies, tuition assistance programs, and other school-administered programs.

# General Information

## School Office Hours

**School Day Hours:** 7:30 – 3:45

**Summer Office Hours:** Monday through Thursday 9-4

## Organization and Administration

Rapid City Christian School is a nonprofit organization operated by a Board of Trustees comprised of parents and interested people from among the evangelical churches in the city. The Board sets standards and guidelines for the functioning of the school. Funding to operate the school comes from tuition, gifts, and fund-raising projects.

## Board of Trustees

The Board of Trustees is composed of parents or interested individuals from the community, elected to serve overlapping terms of three years each. Board members are approved by current parents and staff. Primarily, the Board has the responsibility to establish policies by which Rapid City Christian School is operated. To carry out these policies, the Board employs Administrator, Principal, teachers, and other personnel.

## Board Members

- Vivian Greni, Chair
- Corwyn Wipf, Vice Chair
- Lisa Albers-Koppman, Secretary
- Doug Maher, Treasurer
- John Samuelson
- Chris Swarhout
- Tim Kallio
- Jon Suomala

# Personnel 2023-2024

## Administration and Staff

Julie Hewitt.....	Senior Administrator
John Nelson.....	Lead Administrator
Christie Alston .....	Principal
Brad Zachow.....	Guidance Counselor
Kyle Courtney.....	Activities Director
Adam Courtney.....	Assistant Activities Director
Dawn Wombold .....	Admissions Director
Jenn Utecht.....	Curriculum & Instruction Direct
Liz Breed.....	Learning Center Director
Kurt Klaussen.....	Facilities Manager
Kris Ellingson .....	Technology Coordinator
Nikki Terry.....	Finance Manager
Tori Polly .....	Administrative Assistant
Annabelle Herman .....	Administrative Assistant
Mark Rossignol.....	Custodian
Nate Kindred.....	Custodian
Steve Phelps.....	Custodian

# Personnel 2023-2024 (continued)

## Faculty

Neal Adrian .....	College Biology
Becky Adrian .....	HS Math
Megan Andrews .....	MS Science
Gail Behrns .....	HS English
Caroline Christopherson .....	MS Bible
Jordan Combs .....	MS/HS Personal Finance & Entrepreneurship
William Duncan .....	HS Social Sciences & Bible
Suzie Egge .....	MS Social Studies & HS Health
Karen Gilson .....	MS Social Studies
Kristi Grinnell .....	HS Science & MS STEM
Sarah Harrelson .....	HS Math / College Math
Kevin Hess .....	MS/HS Bible
Nick Kindred .....	MS/HS Math and MS Social Studies
Sue Larson .....	HS English
Jessica Millhouse .....	HS Social Studies

Brittany Poto .....	MS/HS Choir and Strings
Matt Poto .....	MS/HS Band and Drumline
Jacque Ricke .....	MS English
Nick Rombough .....	School Chaplain / HS Bible
Angie Schafer .....	MS/HS Math and Librarian
Tami Schafer .....	MS English
Ken Shaffer .....	HS Bible
Richard Stecher .....	HS Science
Craig Steinberg .....	HS Social Studies
Tonya Torve .....	Learning Center
Kris Ugland .....	MS/HS Art and Yearbook
Aron Utecht .....	College History
Krystal Weber .....	HS Science
Kelly Weischedel .....	HS & College English
Carol Wendt .....	MS Math

# Personnel 2023-2024 (continued)

## Coaching Staff

Teresa Postma ..... Head Girls’ Tennis  
 Kathy Anderson ..... Asst Girls’ Tennis  
 Mike Wagner ..... Asst Girls’ and Boys’ Tennis  
 Jeanne Wagner ..... MS Girls’ and Boys’ Tennis  
 Amy Scanlon ..... Asst MS Girls’ Tennis  
 Sterling Greni ..... Head Boys’ Tennis  
 Cameron Wallace ..... Asst Boys’ Soccer  
 Anna Courtney ..... Asst Girls’ Soccer  
 Dana Dow ..... Cheerleading Coach  
 Lauren Weasel ..... Cheerleading Coach  
 Adam Courtney ..... Head Baseball/ Asst Boys Basketball  
 Kyle Courtney ..... Activities Director/  
 Head Boys Basketball  
 Dean Gurr ..... Middle School Football  
 Chris Boorman ..... Middle School Football  
 Jess Pekarski ..... Middle School Football  
 Doug Schlabach ..... Asst HS Football/  
 Asst HS boys’ basketball  
 Matt McIntosh ..... Asst HS Football  
 Aaron Marshall ..... Asst HS Football  
 Freddy Maseman ..... Asst HS Football

Philip Thomas ..... Asst HS Football  
 Rod DiBona ..... Asst Boys’ Basketball  
 Lew Hoyt ..... Asst Boys’ Basketball  
 Nate Kindred ..... Asst Boys’ Basketball  
 Nick Kindred ..... Asst Baseball / MS Basketball  
 Angie Schafer ..... Head Cross Country/Asst Track  
 Jenelle Schafer ..... Asst Track  
 Jerry Schafer ..... Head Track/Asst Cross Country  
 Jon Eggebraaten ..... Asst Track  
 Krystal Weber ..... Head HS Volleyball  
 Dennis Jorgensen ..... Asst HS Volleyball  
 Lacie Compton ..... Asst HS Volleyball  
 Dan Desilets ..... Boys’ and Girls’ Golf  
 Mark Abrams ..... Middle School Boys’ Basketball  
 John Samuelson ..... Middle School Boys’ Basketball  
 Jordan Combs ..... Middle School Boys’ Basketball  
 Paul Kieffer ..... Interim Head HS Girls’ Basketball  
 Brandon Yellow Robe ..... Asst Girls’ HS Girls’ Basketball  
 Joel Tucker ..... Asst HS Girls’ Basketball  
 Jason Thomson ..... MS girls’ basketball /  
 Asst HS Girls Basketball

# Foundations

## Statement of Faith

Rapid City Christian School was founded and functions upon the fundamental principles of the Word of God, and it espouses the historic Christian view of life as presented in the Bible. The following statements of faith and practices are held by every Rapid City Christian School Board member and employee.

- ✚ **We believe** the Bible is the only infallible, inspired, authoritative, inerrant Word of God (2 Timothy 3:15-16).
- ✚ **We believe** there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- ✚ **We believe** the creation of the heavens, the earth, and man was by a direct act of God in six days (Genesis 1:1; 1:26).
- ✚ **We believe** in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His power to forgive sin, in His vicarious atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (John 10:33; Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15, 7:26; John 2:11; 1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9; John 11:25; 1 Corinthians 15:4; Mark 16:19; Acts 1:11; Revelation 19:11).
- ✚ **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith we are saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:9-10; Titus 3:5).
- ✚ **We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, distinct from the ways of the world (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18; Romans 12:1-2; Galatians 5:22-23).
- ✚ **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (John 5:28-29; John 12:31; Revelation 20:10; John 8:44; II Corinthians 4: 4).
- ✚ **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

## Position Statements

Rapid City Christian School expects its members to ***maintain a lifestyle based on biblical standards*** of moral conduct. Moral misconduct includes, but is not limited to, promiscuity, homosexual behavior and/or sexual orientation, bisexuality, polygamy, transgender identity, or any other violation of the unique roles of male and female. (Exodus 20:14; Leviticus 18:7-23; 20:10-21; Deuteronomy 5:18; Matthew 5:27-28; 15:19; Romans 1:21-27; 1 Corinthians 6:9-20).

At Rapid City Christian School we believe that ***God wonderfully and immutably creates each person as male or female***. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

Rapid City Christian School believes that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture. (Gen 2:18-25) and that ***God intends sexual intimacy to occur only between a man and a woman who are married to each other*** and that God has commanded that no intimate sexual activity is engaged in outside of marriage between a man and a woman. (Genesis 1:27-28; 2:21-24, Matthew 19:4-9; Mark 10:5-9; Ephesians 5:22-33).

We believe that ***all human life is sacred and created by God in His image***. 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. We are therefore called to defend, protect, and value all human life. (Psalm 139).

# Foundations (continued)

## Philosophy

The Christian School is an extension of the educational ministries of the Christian home and the church. Its goal, therefore, is the development of the student in the image of God. This goal determines the content, the means, and the responsibility of instruction.

### A Content

Christian educational philosophy rests upon the recognition that truth is of God. No concept can be true that conflicts with the Scriptures. (John 17:17; Proverbs 119:60) The Christian School teaches students to learn of God so that they may imitate Him. The imitation of God's nature, that comes from a heart and mind committed to God, produces holiness of character. The fruit of the Spirit is the expression of the holiness of God in the believer's character. (Ephesians 5:1; 1 Peter 1:16; Philippians 2:13; 1 Corinthians 3:6-7; Galatians 5:22-23)

### B Means

The Christian school believes that the manner of its teaching must follow biblical example and principles.

Methods are chosen for their power and efficiency in accomplishing designated goals and in the Christian school they are chosen also for their reflection of the example of God. The Christian educator finds biblical warrant for the use of a wide diversity of educational methods.

The Christian school must pay careful attention to the character and conduct of its teachers, who are held to a higher standard of accountability. The imitation of God by the student depends largely upon the imitation of God by the teacher. Knowledge of the student, mastery of the subject matter and the methodology of its presentation are necessary for effective teaching. The teacher is the key to learning in the classroom. (James 3:1; 1 Corinthians 11:1)

The Christian School Administrator exercises leadership over both the teacher and the student. The chief responsibility of the administrator is to provide the most favorable environment possible for the communication of Christ to the student.

The imitation of God's works by the Christian student necessitates a curriculum that prepares students for service. Academic subjects are studied not as ends in themselves but as means of improving the student as a servant of God.

### C Responsibility

In the Scriptures God has commanded two institutions to educate: the home and the church. As an extension of these institutions, the Christian school has a biblical mandate to educate.

The Bible clearly states that instruction and training is to begin in the home. (Deuteronomy 6:7; Proverbs 22:6)

The New Testament states that the responsibilities of the church include edification as well as evangelism. The scriptural representation of the church as a body implies a teaching function and recognizes the gift of teaching by the New Testament. (Matthew 28:19-20; Acts 2:42; 11 Timothy 2:2; Romans 12:4-7; 1 Corinthians 12:28)

The student is a unique individual created for a specific purpose in God's plan. It is the student's responsibility to bring a teachable heart and mind. He should demonstrate a desire to know God and a willingness to follow His precepts. (Matthew 5:6; Proverbs 2:3-5; Isaiah 48:17-18)

Because the Christian school is an extension of the home and church it exists to equip children of Christian families with a sound liberal arts education framed within a biblical understanding of God and His creation, and to help nurture them in an active commitment to the Lord Jesus Christ.



# Admissions Policies

It shall be the policy and practice of Rapid City Christian School, in the admission of its students, not to discriminate on the basis of the applicant's race, color, natural born gender, nationality, or ethnic origin.

**Students who wish to enroll at Rapid City Christian School must provide the following:**

- Two applications (family and student)
- Two references (pastoral and academic)
- The applicant's written testimony and demonstration of a personal faith in Jesus Christ
- A copy of the most recent report card
- Entrance exam
- Interview (family and student) with the Administrator

Rapid City Christian School has a strong desire that young people have an opportunity to receive a Christian education, however, **there may be situations where the school is not able to successfully accommodate students who:**

- Have serious emotional or behavioral problems.
- Have acute physical challenges.
- Oppose the content and/or method of teaching in accordance with biblical principles and fundamental truths as taught by RCCS.
- Students who have unpaid bills from a previously attended school will not be allowed to enroll at RCCS.

## Parent Service Hours

Though parent service hours are no longer "required", Rapid City Christian counts on parents to help fulfill the mission and vision of the school through participation and service. The school will make service opportunities and needs known throughout the school year.

## General Financial Information

Tuition can be paid in full or in ten (10) or eleven (11) monthly payments. No student will be allowed to start school whose registration fee and first month's tuition is not paid.

Payment is due on the first of the month and delinquent on the eleventh of the month at which time a \$20 late fee will be imposed. If unforeseen financial circumstances develop, please contact the business office. We will be willing to work out a plan of payment to accommodate your situation.

## Withdrawal Procedure

If a parent intends to withdraw a child from school, a two-week notice must be given to an Administrator. On the last day of attendance, the student must return all school issued materials. Fees, fines and any other financial obligations must be paid.

A student who withdraws from Rapid City Christian School during the school year will be charged tuition as follows: the annual tuition divided by 175 and multiplied by the number of days the student has been enrolled. If the student has paid more than the amount due, a refund will be given.

Any student who withdraws without giving a two-week notice will be charged an additional \$50.00. This fee will also apply to any student who is asked to leave because of disciplinary reasons. The \$50.00 charge will not apply to students who are asked to leave because of failure to pay tuition.

# Academic Standards & Procedures

## Accreditation

Rapid City Christian School is accredited by the Association of Christian Schools International (ACSI), Cognia -North Central Association Commission on Accreditation and School Improvement (NCA CASI), and South Dakota Department of Education (SDDOE).

## Grading System

The academic year is divided into two semesters of approximately eighteen weeks, with grades being given in each subject at the end of each nine-week quarter. The grading scale is as follows:

- A (93%-100%) ..... Excellent work
- B (84%-92%) ..... Commendable work
- C (75%-83%) ..... Satisfactory work
- D (70%-74%) ..... Passing work
- F (0%-69%) ..... Failing work
- I ..... Incomplete work\*

*\*Incomplete grades are given only when a student has been absent prior to the end of a quarter.*

Quarter grades are an evaluation of the student’s progress for an entire nine-week period. These grades are recorded on the student’s report card after the end of each quarter. Although these grades are not part of the permanent academic record, they do reflect progress for a significant part of the permanent semester grade.

Semester grades, which include quarter and final exams, are an evaluation of the student’s work for an entire semester. High school course grades are recorded on the transcript and become part of the permanent record. It is on the basis of semester grades that a student earns credits.

Grade Point Average (GPA) is a system used to compute a grade average for a quarter, a semester, or for the student’s total coursework for four years. Advanced Placement and college level courses are awarded GPA on a 5.0 scale while the remainder of high school courses is awarded GPA on a 4.0 scale. GPA is used to compute honor roll, probation, class rank, eligibility, etc.

## Promotion Policy

Sixth, seventh or eighth grade students may not be promoted to the next grade if he or she has failed two or more academic subjects (Bible, Math, English, Social Studies, Science). The failed classes (except one) must be made up during the summer for the student to be promoted.

High school students who fail a required course will need to make up the necessary credits by attending summer school, completing an independent study, or repeating the course.

## Credit for Summer School or Independent Study

Students must secure approval from the Administration before enrolling in summer school or independent study courses. Rapid City Christian School will recognize full credit for each completed summer school course or independent study if the grade earned is a “C” or better. Summer school or independent study courses may be taken to make up credits failed, to alleviate scheduling conflicts, or to earn additional elective credits. They may not be taken as a means of accelerating through basic, required courses.

## Graduation Requirements

Rapid City Christian School is primarily a college preparatory school. However, a course of general education may be taken by students whose goals do not include a four-year college education. Twenty-four units of credit above the eighth grade, with the exception of Algebra 1, including 1 credit of Bible for every year attending Rapid City Christian School, as a minimum, shall be required for graduation. Seniors are required to take a minimum of five credits, four of which must be taken at Rapid City Christian School. A candidate for graduation must have been in attendance at Rapid City Christian School their entire senior year.

### The minimum course requirements shall be:

- |                              |  |
|------------------------------|--|
| Bible ..... 4 units          | Fine Arts ..... 1 unit                 |
| English ..... 4 units        | Physical Education/ Health ... 1 unit  |
| Social Studies ..... 3 units | Personal Finance* ..... ½ unit         |
| Science ..... 3 units        | Economics ..... ½ unit                 |
| Mathematics ..... 3 units    | Electives ..... 3 units                |
| World Language ..... 1 unit  | Minimum units of credit ..... 24 units |

*\*may be included in students 8th grade year*

# Academic Standards & Procedures (continued)

## Physical Education Credit

A maximum of one unit (two semesters) of Physical Education credit may be used to fulfill minimum graduation requirements.

## Office Aide/Teacher Aide

Students who serve as office aids and teacher aids may count a maximum of two units of credit toward minimum graduation requirements. A maximum of one credit from each of the categories above will be accepted.

## Eligibility to Participate in Commencement Exercises

In order to participate in commencement exercises a student must have completed a minimum of 23 credits.

## Dropping and Adding Courses

The following procedures are to be followed in regard to a student withdrawing from a course:

- During the first two weeks of a semester, a student who withdraws from a course (having provided a note of approval from a parent) will not receive a grade on their record to reflect the work of those first two weeks.
- Students may drop/add courses only for the first two weeks of a semester with parent and administrator approval.
- A new course may not be added after the second week of the semester unless the student is a new enrollee in the school.

## Dual Credit

1. All dual credit courses must be approved by a Rapid City Christian School administrator. Students must have a cumulative GPA of 3.0 or higher to register for dual credit courses. Students with less than a 3.0 GPA may request special permission from an administrator. Courses offered online or off campus must be approved in writing prior to registration. Courses not pre-approved by a school administrator are not eligible for payment by the school or count for high school credit.

2. Dual credit courses require a grade of C or higher to receive college credit. Rapid City Christian School requires grades of C or higher for continued payment on dual credit classes.
3. It is the responsibility of the students to complete the university enrollment and registration by the university's deadlines.
4. Rapid City Christian School will pay for one class taken in the summer after a students' junior year, upon approval of the administrator. The student must be enrolled full time at Rapid City Christian School for the upcoming school year.
5. Students who enroll in a university course for which Rapid City Christian School is paying and then decide to withdraw are responsible to reimburse the school for fees/loss incurred due to the student's withdrawal from the course.

## Final Projects/Exams

Assessments are a regular part of academic measurement. Besides those exams which are given as part of daily instruction, RCCS requires 9-12 grade students and middle school students taking Algebra 1 to take a comprehensive semester exam or produce a final project in each course at the end of the semester. Seniors who have at least a 93% average in a class at the end of the second semester or at the end of a semester course taken first semester, will be exempt from taking a final in that class.

### Final exams/projects will be weighted as follows:

	<u>Semester</u>	<u>Final Exam</u>
Grade 8	85%	15%
Grade 9-10	85%	15%
Grade 11-12	80%	20%

## Standardized Testing

### The following tests are administered at Rapid City Christian School:

IOWA	.....	Grades 6-11
PSAT/NMSQT	Preliminary Scholastic Aptitude Test/.....	Grades 10-11 National Merit Scholarship Qualifying Test
ASVAB	Armed Services Vocational Aptitude Test.....	Grades 11

# Academic Standards & Procedures (continued)

## Study Halls

Students must come prepared to study and bring with them all necessary materials such as books, notebooks, pencils, paper, and assignments. Students should bring more work than they think they can finish. Study hall is not a place to waste time or distract others who are working. Seniors who maintain at least a “C” average in every class may study in designated areas rather than attend study hall.

## Homework

Homework is an important part of RCCS and is assigned to reinforce instruction that has taken place in the classroom and to help students develop proper study habits. The following guidelines have been developed to communicate basic principles regarding homework. Please keep in mind that every student works at a different pace and that these are guiding principles, not concrete policies. RCCS will attempt to refrain from assigning homework on Wednesday nights or schedule tests on Thursdays. This is an attempt to respect mid-week church or youth group services.

- ⇒ *Regarding homework, 6th – 12th grade students should expect to have homework most nights.*
- ⇒ *Long-term, large assignments should include specific grading criteria, deadlines, and should be assigned appropriately in advance.*
- ⇒ *It should be noted that students on a 504 Plan, and IEP, or ISP may be allowed extended time to complete assignments.*

## Late Work

Assignments not turned in at the time it is due will be considered late and will be deducted by 25%. If the assignment is still missing after 2 school days, the assignment will be given a 0.

## Make-up Work

In the event of an unplanned excused absence (i.e., illness, family emergency) it is the responsibility of the student to request the missed work on the day they return and turn in any missed work within 2 school days for every day that was missed, not to exceed 5 total school days.

In the event of a planned excused absence for a school activity, it is the responsibility of the student to complete the schoolwork and turn it in prior to the activity or at a time determined by the teacher.

In the event of a planned excused absence for a non-school related activity (i.e., family trips, college visits), students need to collect schoolwork prior to being gone, all work given prior to leaving will be due the day you return. School work not received prior to leaving will be due at a time determined by the teacher.

All assignments turned in, after allotted time period, will be subject to the late work policy, up to and including being given a score of zero. Tests will be made up at the discretion of the teacher depending on when the test was announced and administered.

## Alternative Work Requests

Teachers may, at their discretion, allow a student to repeat an assignment, do an assignment in a different format, or otherwise individualize a previous assignment in order to replace a low grade.

## Incomplete Grades

An “Incomplete” is given only when a member of the faculty concludes that there are justifiable reasons for the work being late. Such a grade changes to F if the work is not completed.

## Counseling and Guidance

Counseling is available for the purpose of helping students mature in the decision-making process and to learn to accept the responsibilities that accompany decisions that are made. Students in need of academic, spiritual, college/career, and/or personal counseling can make an appointment through the office personnel to see the Principal, Guidance Director, or any member of the faculty with whom he or she feels most comfortable.

# Academic Standards & Procedures (continued)

## Academic Probation

Academic Probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so that a mutual effort on the part of both school and family may be made to correct the academic deficiency. It is hoped that the deficiency will be improved to a satisfactory or passing level.

Students having a cumulative term GPA below 1.7 at the end of any given semester will be placed on academic probation for the following semester. During this semester of probation, the student must maintain a cumulative term GPA of 1.7 or greater to be released from this probationary status at the end of the probation semester. ***Failure to maintain a cumulative term GPA of 1.7 or greater during this probation semester may result in the student's removal from Rapid City Christian School.*** Students on academic probation may not participate in any extracurricular activities. Parents of students placed on academic probation will be notified in writing when this designation occurs.

Additionally, a student on academic probation will present a progress report to all his/her teachers on the last day of each week during the subsequent probation semester. The student will show this report to his/her parents for a signature and then return said report to the school office on the first school day of the following week. It is the responsibility of the administrator to monitor students on academic probation.

If a student is removed from Rapid City Christian School due to unsatisfactory grades during the probation semester:

- Reinstatement of 6th-11th grade students can only be achieved by attaining a cumulative term GPA of 2.0 or greater during the following semester from an accredited school.
- Reinstatement of 12th grade students can only be achieved by petitioning the Administration and School Board of Rapid City Christian School.

## Activity Eligibility

On the day of an extracurricular activity (any activity that is not a graded extension of the class curriculum) a student must attend at least one half-day of school to participate. This consists of attending school for the last four (4) periods of the day before the extracurricular activity.

In order to be eligible for participation in an extracurricular activity, a student must maintain at least a 70% average in each class for which s/he is enrolled. Eligibility will be determined each Monday after the first three weeks of each semester. If a student has a grade below 70% in any subject, s/he will be considered ineligible the following Tuesday through Monday. S/He will be allowed to practice but will not be allowed to participate in competition or travel with the team to "away" events. If the grade is raised to a 70% or above, the student will return to full privileges the week following determination. Incomplete grades will not affect eligibility until it becomes past due at which time incomplete assignments will receive a "0".

If a student fails any class at the end of the 1st or 2nd semester, s/he will be ineligible for the first two weeks of the next semester.

**For High School students:** At the end of the school year, you will be ineligible the first two weeks of the first semester of the next school year, unless the class is retaken during summer school.

# Athletics

## Athletics Mission Statement

To provide a sport(s) environment that promotes spiritual, academic and athletic excellence. We are dedicated to “Pursuing Victory with Honor,” adhering to the rules of competition and modeling outstanding sportsmanship.



### Goals:

1. That each Athlete will experience the love of God.
2. That each Athlete will learn how to function in a team environment.
3. That each Athlete will learn how to deal with competition in a positive manner.
4. That each athlete will display the Six Pillars of Character (trustworthiness, respect, responsibility, fairness, caring and citizenship) on and off the playing field.
5. That each athlete will draw closer to God due to the association with coaches and teammates.
6. 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.

## “Playing Time” Philosophy

To accomplish some of the goals outlined above, we cannot and will not provide equal playing time to each player on the team from 8th grade on up. Each athlete has different levels of skills and experience based on background and God-given talents. Those who have more advanced skills/abilities must be challenged as well as those with less advanced skills and abilities. To provide equal playing time would compromise our program and the goals we have established. At the 6th and 7th grade levels, we will try to give as much playing time to each athlete as possible.

Even though you see nothing stated as a goal about winning, we will in every instance, attempt to field a team that has the best chance of winning a game/match. Players will understand that if they are in the game, they are there because they are contributing to the team’s success. This understanding protects the individual athlete from any potential guilt for a loss and reduces the fear factor while playing.

This philosophy is what distinguishes us from a recreational or intramural type program. It is this type of competition situation that provides a very special and unique learning environment that has benefits beyond the recreation type program.

# Parent-Teacher Communication

Rapid City Christian School views home and school communication as an essential ingredient of successful Christian school education. This communication may be initiated by the school or home.

## Online Reports

Rapid City Christian School uses the online grade book system FACTS to enable parents and students to check student grades and assignments at any time for each class. If you are unable to access a report, please call the school office. Parents may request additional reports when there is a special concern and teachers may initiate further reports at their discretion.

## Report Cards

Report cards are available through FACTS. It is recommended that parents discuss the progress and needs of their students with the student’s teacher(s).

## Parent-Teacher Conferences

Each semester a day is specifically set aside for parent-teacher conferences. Beyond these scheduled meetings, additional conferences may occur at any time during the school year at the request of either the parent or teacher. Dates for the scheduled conferences will be on the school calendar.

## Discord

If a student or parent is offended by the words or actions of a teacher, the offended party should go first to the teacher. If, after discussing the issue and praying for mutual understanding there is no reconciliation, then they should agree to go together to an Administrator for resolution of the problem. If this fails, the problem may be taken to the Board.



# Awards

## Honor Roll Recognition

The names of students earning Outstanding and High Honors may be published in the local newspaper.

### Honor roll recognition is awarded as follows:

Outstanding Honors	96%-100%
High Honors	90%-95%
Faculty List	84%-89%

## Graduation Honors

GPA will be based on grades earned in all subjects to be determined at the end of 1st semester of a student's senior year. One's class rank is based on the cumulative average of each semester's numerical average.

### Graduation honors will be determined by the grading scale and will be designated as follows:

Summa Cum Laude	97%-100%
Magna Cum Laude	93%-96%
Cum Laude	90%-92%

## The American Legion Award

This award is given to an eighth-grade boy and girl and a twelfth-grade boy and girl in "recognition of the possession of courage, honor, leadership, patriotism, scholarship, and service which are necessary to the preservation and protection of the fundamental institutions of our government and the advancement of society."

## Athletic Awards

All athletic awards are determined by the coaches under the direction of the Activities Director. The presentation of these awards occurs at special award nights at the end of each season.

## The Comet Award

The Comet Award is given each year to the senior who best exemplifies the fulfillment of our school's mission. This recipient is chosen by the faculty for (1) faithfully pursuing a sound liberal arts education, (2) framing that education within a biblical understanding of God and his creation, and (3) demonstrating a growing, active commitment to Christ. The faculty believes that the words truth, excellence, and virtue engraved on our school seal are ideals best embodied in this graduate.

## Valedictorian and Salutatorian

The two graduating seniors who rank first and second in their class will be designated as valedictorian and salutatorian, provided they have a numerical average of at least 90%. The selection will be based on the cumulative numerical average through the fall semester of the senior year. If necessary, the Administrator may use third quarter senior grades to break a tie. To receive either designation, a student must attend RCCS at least four semesters, including both semesters of the senior year.

# Attendance

## The Purpose of an Attendance Policy

The purpose of an attendance policy is twofold. First, it teaches attitudes and habits of promptness and self-discipline that will enable students to succeed in the world of work, and second, it makes students aware that information and instruction given in class is of such importance that the student will suffer a loss if he or she is not in class. Parents should encourage prompt and regular attendance. With this in mind, please schedule doctor and dentist appointments and family vacations so that attendance at school is affected as little as possible.

## Early Dismissal

1. Students who need to leave early for an appointment need to bring a note from a parent or have a parent call or email by 8:00AM.
2. Names of students who have made proper arrangements to dismiss early will be listed on absentee notice.
3. The student must sign out in the office before leaving campus.
4. Students who become ill during the school day must report to the office. The office will assist the student in contacting the parents to make arrangements for dismissal.

## Absences

Parents are requested to contact the school office if a student is going to be absent or tardy. Parents will be contacted by school personnel whenever it appears that a student is absent without a parent's knowledge or approval.

## Excused absences

An excused absence is subject to the Seat Time policy.

### An absence will be excused if it is for one of the following reasons:

- |   |  |
|---|--|
| 1. Personal illness                                   | 5. Pre-approved family trips, outside-of-school competitions/performances, college visitations |
| 2. Personal appointments (medical, court, counseling) |  |
| 3. Bereavement  | 6. School-sponsored group activities (games, performances, field trips, etc.)                  |
| 4. Inclement weather                                  |  |

Although students have the right to stay home from school for reasons other than stated above, the principal may request an explanation for the cause of any absence in writing at his/her discretion and may determine whether or not a particular cause is acceptable.

In the case of approved lengthy absences, students and teachers will make special arrangements for make-up work.

## Unexcused Absences

All other absences, with or without parental permission, are considered unexcused and a detention will be issued. Work missed as a result of an unexcused absence may be made up at the discretion of the teacher.

An unexcused absence is subject to the Seat Time policy

## Seat Time

Students who miss more than ten (10) classes per semester will be assigned seat time work.

- Seat time applies to both middle and high school students.
- Beginning with the ten absence, 30 minutes of work will be assigned for each additional absence.
- Seat time applies to both excused and unexcused absences.
- If seat time is not completed, the semester grade will be lowered by one letter grade.

## Pre-Approved Absences

Certain personal reasons which have prior approval of the Administration may also be excused (i.e. family emergencies, vacations, etc.)

Procedure:

1. The parents should contact the office as soon as is possible to discuss anticipated absences. The Administration will determine whether it is excused or unexcused.
2. The student is responsible for securing assignments that will be missed. Each teacher will assign due date for assignments missed.



# Attendance (continued)

## Off Campus Permission

Rapid City Christian School will be a closed campus (students may not leave during the day) with the exception of seniors attending classes off campus or students with medical appointments.

## Tardiness

When the bell rings to signal the beginning of a class period, students are expected to be in their seats, ready to proceed with the business of that class. Being ready includes possession of the necessary materials for the class.

### **Tardiness will be recorded unless the student:**

1. has car trouble.
2. is delayed by inclement weather.
3. is detained by an Administrator or member of the faculty (the student must bring an explanatory note from the Administrator or faculty member.)

### ***Unexcused tardiness may result in an after-school detention.***

Any time a student misses over 15 minutes in a given period, he or she will be considered absent.

# Student Life

Given an atmosphere of free inquiry on a school campus, it is not surprising that the legitimacy of certain standards has traditionally been discussed, debated, and argued. It is less surprising that such debate is more intense in these days when the orientation of our society is toward freedom and self-determination. Nonetheless, the demands of community life require some mutual understandings, and neither the difficulty of the task nor the imperfection of the result should deter us from attempting to establish reasonable, viable expectation.

A Christian approach to life and conduct seeks both to promote freedom while eschewing anarchy and to promote responsibility without legalism. Historically, it has always been difficult to embrace at the same time both the need for rules and the role of individual freedom under the guidance of the Holy Spirit. Nonetheless, this, we believe, is the biblical model, and so it is the course we have chosen.

The following guidelines are with the understanding that students are Christians by virtue of the grace of God and their personal commitment to Jesus Christ, are living to bring honor and glory to the Lord, that the Bible is the Word of God and hence fully authoritative in matters of faith and conduct, and that the student has a commitment to maturity both in insight and behavior.

In light of the above assumptions based upon biblical principles of Christian conduct, the specific expectations, which follow, are established for students, faculty, and staff of Rapid City Christian School. It will be noted that these behavioral standards distinguish between practices governed by Scripture and practices governed by consent of the community for its common good. The latter, which are established to enhance the quality of community living, are not to be confused with specific God-given directives, which are required of all Christians.

## Practices Governed by Scripture

1. Those acts which are expressly forbidden in Scripture, including fornication, homosexuality, adultery, drunkenness, theft, profanity, and dishonesty, will not be practiced by members of Rapid City Christian School, either on or off campus. (1 Corinthians 6:9, 1 Timothy 1:10, Galatians 5:19-21)
2. “Sins of the spirit” and “sins of the tongue,” such as covetousness, jealousy, pride, lust, envy, immodesty, impatience, backbiting, and slander, will be avoided by members of the RCCS community. (Galatians 5:14-15 25-26; James 3)

# Student Life (continued)

## Practices Governed by Consent of the Community

In addition to behavioral obligations set forth in Scripture, members of this community choose to impose upon themselves the following rules for behavior out of the conviction that they serve both the long-range interest of this institution and the immediate good of its individual members. Violations, therefore, must be regarded as breaches of integrity with this community to which each member has voluntarily chosen to associate.

1. Members of the Rapid City Christian School community will not use tobacco and/or vaping products on campus, on adjacent properties, while attending school-related events, or at any time while they are students at RC Christian. This standard is in keeping with the findings of medical authorities concerning the danger to one's health in the use of tobacco and/or vaping products. Further, it recognizes that Christians are responsible to be stewards of their bodies and considerate of the rights of others.
2. Members of the Rapid City Christian School community will neither possess nor use alcoholic beverages on campus, on adjacent properties, while attending school-related events, or at any time while they are students at RCCS. While it is recognized that abstinence is not biblically mandated, members of this community must abstain as a personal practice. This position reflects the school's concern with the physical, social, and personal effects of alcohol use. At no time will illegal use or abuse of alcohol be tolerated by members of the Rapid City Christian School community.
3. Members of the Rapid City Christian School community are not to use or be in possession of, drugs or other drug paraphernalia.
4. **Members of the Rapid City Christian School community will:**
  - ⇒ **NOT** engage in inappropriate physical contact, including public displays of affection.
  - ⇒ **NOT** threaten or be abusive to others

With warranted suspicion Rapid City Christian School may search student's personal items, including phone, backpack, purses, locker, pockets, and personal vehicle to determine evidence. A parent will be contacted prior and may be present if requested.

# Discipline

Discipline for the Rapid City Christian School community is to promote personal godliness and self-control. Guidelines have been established to encourage a healthy relationship with God, respect for authority, and to strengthen personal character. Adhering to rules does not make one a Christian, but willing observance of these rules is a reflection of one's inward submission to God.

## Cheating

Cheating is a serious offense. It involves taking information from another source and presenting it as your own. Thus it involves both the components of stealing and lying. Examples of cheating are: copying homework, handing in another person's work, plagiarism in research papers and compositions, the use of Artificial Intelligence, and unauthorized assistance on tests or quizzes.

\*A writer who fails to give appropriate acknowledgement when repeating another's wording or particularly apt term, paraphrasing another's argument, or presenting another's line of thinking is guilty of plagiarism.

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

1

### On the first offense:

1. The student will receive a zero on the assignment or test.
2. The Principal will be notified and the student will confer with the Principal
3. The Teacher or Principal will call the parents.
4. If the student holds any sort of leadership position in a club, class, or athletic team, the student will lose the position for the remainder of the current semester and the next. Cheating is a violation of honor, and leadership is a matter of honor. Cheating and leadership do not go together.

2

### On the second offense:

1. The student will receive a zero on the assignment or test.
2. The Principal will be notified and the student will confer with the Principal
3. The Teacher or Principal will call the parents.
4. If the student holds any sort of leadership position in a club, class, or athletic team, the student will lose the position for the remainder of the current semester and the next. Cheating is a violation of honor, and leadership is a matter of honor. Cheating and leadership do not go together.
5. Up to a five day suspension.

3

***A third offense in the student's career at Rapid City Christian School may result in the permanent expulsion of the student from Rapid City Christian School.***

# Discipline (continued)

## Classroom Infractions

It is the responsibility of both the parents and the students that they are familiar with the school rules. Infractions occur due to forgetfulness, anger, a lack of concern, mischievousness, and sometimes rebellion. The Bible teaches us to live peaceably with each other in submission to the authorities around us (I Timothy 2:2; Romans 13:1). Among other things, our role as adults is to teach children to be respectful, caring, and submissive members of society. For this reason, infractions must be challenged and corrected. We work with parents in performing this parental responsibility.

Teachers are primarily responsible for what goes on in the classroom. Disruptions, disrespect, and a failure to complete assignments can all result in a written referral.

On occasion, a teacher deems it necessary to remove a student from the classroom. When a student is referred to an Administrator, he or she may receive additional punishment beyond any punishment already meted out by the teacher. The Administrator may also feel it necessary to contact the parent regarding the situation.

## Disciplinary Probation

*Students can be placed on probation for the following reasons:*

1. Suspension from school
2. Excessive unexcused absences and/or tardiness
3. An attitude antagonistic to the basic goals of RCCS

Probation may be imposed for a nine-week period during which a student is ineligible for extracurricular activities and will relinquish all positions of leadership, trust, or responsibility. During the probation, the student will be encouraged to correct the problem. At the end of the probation period, if the student has shown a significant improvement in attitude and behavior, he or she will be restored to full student status.

If the problem has not been resolved, the Administrator may extend the probation or recommend expulsion from the school. Students who are placed on probation for two or more probationary periods in any one school year may not be accepted into RCCS the following year.

## Detention

Detentions for tardiness are served after school on the day of the tardy unless an alternate date is agreed to by administration. Detention notices are sent to the office for recording, and parents are notified soon thereafter. Students who receive excessive detentions may be placed on disciplinary probation. While on disciplinary probation, a student is ineligible for any extracurricular activities and must relinquish all positions of leadership, trust, or responsibility.

## Suspension

Students may be suspended following any offense if the offense is of a degree that merits suspension. Some reasons for suspension are destruction of school property, fighting, use of inappropriate language, or direct defiance of authority. During the suspension period, students will receive a zero "0" on all daily work due and a 20% deduction on all tests, quizzes and projects.

Multiple suspensions may result in expulsion.

## Expulsion

Students may be expelled following any offense if the offense is of a degree that merits expulsion. Students who are expelled may not return to Rapid City Christian School until a year has passed and the student has shown a changed attitude. An option of withdrawal may be recommended by the Administrator in lieu of expulsion.

It is the responsibility of the School Board to make the final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit a recommendation of expulsion by the Administrator, ***the following procedure will be followed:***

1. The Administrator will communicate with the student and parent(s) to summarize the reason(s) for a recommendation of expulsion.
2. The Administrator will notify the President of the Board of his or her recommendation. A date and time will be established for the Board to hear the recommendation.
3. The Board will then meet with the Administration, involved teachers, parent(s), and student for a hearing.
4. The teachers, parent(s), and student will then be excused, at which time the Board will make a final decision regarding the expulsion.

# Discipline (continued)

## Dangerous Weapons Policy

Students are prohibited from bringing to school premises any weapons, bombs, or firearms. If a student has intentionally brought or threatens to bring a weapon, bomb, or firearm onto school premises, or threatens to injure any person with the same, the student shall be immediately suspended. Immediate referral shall be made to the Rapid City Police Department, and the parents or guardians shall be notified. The student and his/her parents will meet with the Board to determine whether the student will be expelled or reinstated.

## Harassment/Bullying

Rapid City Christian School is committed to maintaining a culture in which all individuals treat each other with dignity and respect. The policy of Rapid City Christian School is to provide an environment that is free from all forms of intimidation, exploitation, hazing and harassment, including sexual and electronic harassment – whether based on gender, race, color, national or ethnic origin, age, or disability. The school includes bullying in its definition of harassment. The school does not tolerate the harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

## Definitions

- 1. Verbal Harassment.** Derogatory or stereotypical classifications concerning an individual based on gender, race, color, disability, ethnic or national origin, or age. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such violations.
- 2. Physical Harassment.** The use of pushing, shoving or other unwanted physical contact as an intentional act to impede normal movement in an effort to intimidate.
- 3. Visual Harassment.** The use of obscene gestures or display of signs, pictures, cartoons, written statements or other material that denigrates, intimidates, bullies or otherwise discriminates against any individual.
- 4. Sexual Harassment.** “Sexual Harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the educational setting.

**5. Electronic Harassment.** Harassment may occur through a number of mediums or means, including electronic communications. The student Harassment/Bullying policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not limited to, Internet, email, cell phones (including picture phone or text and voice messaging) or other communication devices, and communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronics.

**6. Bullying.** Bullying is a repeated pattern of willful and deliberate activity on the part of one or more persons intended to cause harm or instill fear. Bullying is conduct of a physical, verbal or written nature that interferes with a student’s educational opportunities, benefits, performance, or with a student’s physical or psychological wellbeing.

## Application

The student Harassment/Bullying policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that the students of the school will conduct themselves in a Christ-like manner as a Christian role model. Conduct violating these Biblical standards – whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not – is subject to appropriate action by the school. The school expects prompt reporting of all incidents of harassment to the school administrator, irrespective of the identity of the alleged harasser. The school will investigate and take appropriate action to prevent and correct any violation of this policy with reasonable promptness and in such a manner as to prevent retaliation and preserve confidentiality to the greatest extent possible. Students or parents may report harassment anonymously, though formal disciplinary action will not be based solely on anonymous reports.



**School staff is required to respond to all complaints of harassment/bullying** and to immediately intervene if they witness harassment/bullying. This policy applies to students everywhere on campus, while traveling to school-sponsored activities, or off campus during a school event. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

## Discipline (continued)

### Steps to disciplinary actions:

1. Immediate intervention by school staff if they see a bullying incident occur.
2. Each complaint of bullying will be promptly investigated.
3. Depending upon the facts the following may/will occur.
  - Student(s) who are involved will be called into the office of an administrator.
  - Understanding that each situation will be different, student(s) may/will receive one or a combination of the following: a warning, detention, in-school suspension, out-of-school suspension, or expulsion.
  - Students who bully will be required to apologize to a student(s).
  - Depending upon the facts, parents may/will be contacted.
  - Depending upon the facts, parents may/will be called into the office of an administrator for the purpose of handling the situation with their child in an appropriate way at home to assure the school that their child will cease bullying.

### Use of Restraint or Seclusion

Though SDCL 13-32-20 allows for the use of physical force for supervisory control of students, when necessary, Rapid City Christian staff will only use physical restraint when necessary to protect a student's safety, or the safety of other students.

If restraint must be used to ensure student safety, every effort will be made by Rapid City Christian staff to avoid prone restraint. Students will not be forcefully kept in a face down position on the floor or any other surfaces unless the use is necessary and reasonable in manner.

If restraint is required, parents or guardians of the student will be called by the school administration within the hour. Parents may be required to come to the school for a conference or to pick up the child, depending on the severity of the situation.

Students will not be locked alone in a room unless they pose a clear and present danger to other students. Every effort will be made to interact with students in a calm, safe manner.

### Withdrawal

Students who do not have a cooperative spirit or continuously display 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.

## Student Moral Conduct

### Purpose

The potential for serious moral misconduct of students is as real in a Christian school as it is anywhere else. This is especially true now, in an era whose dominant, influential culture is one of moral relativism, permissiveness, and narcissism. The Christian school, however, is not the primary entity responsible for corrective discipline; that responsibility lies with parents and leaders in each church body.

The basis for Rapid City Christian School disciplinary actions must therefore be the school's desire to reinforce standards of conduct widely accepted within the Christian community and to maintain standards consistent with the school's educational aims.

### Action

In offenses involving gambling, the use of alcohol, tobacco and/or vaping, and controlled substances or marijuana:

1

#### 1st Offense

1. The student will be suspended for up to five days (either in-school isolation or out of school, at the Administrator's discretion).
2. A conference involving the student, parents/guardians and the Administrator will be held relative to re-admittance or expulsion of the student. The Administrator has the option of expelling the student on the first offense.
3. The student will attend counseling with Christian Life Ministries, the School Counselor, designated pastors, or a Christian Counselor approved by the Administrator.
4. The student will perform a minimum of ten hours of community service at a location (Cornerstone Rescue Mission, Boys Club, nursing homes, etc..) approved by the Administrator.
5. The student will lose all leadership positions for the remainder of the year.
6. After confirmation of the first violation, the student shall lose eligibility for a minimum of six weeks of interscholastic events or season in which the student is a participant. If the loss of eligibility is not completed before the end of the school year, it will carry over from one school year to the next. The student will be allowed to participate in practice at the coach's discretion.
7. Extracurricular activity suspension is superseded by SDCL 13-32-9 as pertaining to controlled substance violation. SDCL 13-32-9 states "Any person adjudicated, convicted or the subject of suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana is ineligible to participate in any extracurricular activity for one year. Upon subsequent infraction that person is ineligible to participate in any extracurricular activity."

***Parents/guardians will be responsible for the fulfillment of the counseling and community service requirements. If the requirements are not met as requested, the student will be asked to withdraw from the school or be expelled.***

## Student Moral Conduct (continued)

If the student who violated this policy confesses before the school begins investigating, the procedure will be as follows:

1. The student will be *suspended* for up to five days (either in-school isolation or out of school, at the Administrator's discretion).
2. A *conference* will be held with the students, parents/guardians, and Administrator to determine if the student will be readmitted to class or be expelled.
3. The student will attend drug/alcohol *counseling* with Christian Life Ministries, the School Counselor, designated pastors, or a Christian Counselor approved by the Administrator. The length of time for counseling will be determined by the Counselor, and a report will be submitted by the Counselor to the Administrator.
4. The student will perform a minimum of ten hours of *community service* with a signed report from the person in authority at the chosen location, to be completed within a nine-week period. The Administrator must approve all projects.
5. Suspension from *extracurricular activities* will be reduced to a minimum of three weeks.

2

### 2nd Offense

In the event of a second confirmed violation within a twelve-month period, which starts at the time the first offense was handled by the Administrator, the student may be expelled. During this period the student will be on out-of-school suspension. The intent of the Board is to expel on the second offense.

## Sexual Immorality

In confirmed cases of fornication or sexual immorality, the Board of Directors will expel the parties involved. The duration of the expulsion shall not be less than one full semester as determined by the Board. No student will be readmitted until genuine repentance is evident.

*Jesus abhorred sin but loved sinners (John 8:11). We must do the same. This policy governs both male and female students:*

1. A girl who becomes pregnant while still a student at Rapid City Christian School will not be permitted to attend classes or participate in extracurricular activities.
2. Every attempt will be made to encourage the girl to give birth to the child.
3. A program of alternative education will be suggested by the Administrator to assist the student to complete her high school education and receive a diploma.
4. If the father is also a Rapid City Christian School student, the same restrictions and opportunities for alternative education will be applicable to him.
5. Counseling will be offered to both individuals and to their families.



# School Operations

## Student Dress

Christian young people should dress in a way consistent with Biblical principles of decency. Decency in dress implies that others are not embarrassed, distracted, or tempted. We are instructed in 1 Timothy 2:9 and 1 Peter 3:3 to refrain from extremes which call attention to ourselves. Clothing should be neat, clean, and appropriate for the classroom atmosphere.

### Examples of unacceptable school attire for any student include:

- Clothing with slogans or pictures that are inconsistent with the philosophy of RCCS. This would include, but not be limited to: clothing with alcoholic beverage ads, suggestive slogans, or promoting movies, products, or music groups that promote a philosophy contrary to Scripture.
- Ragged shirts or undershirts
- Pajamas or lounge pants
- Mesh, sheer, or cutoff shirts
- Exposed mid-riff
- Sleeveless shirts and tank tops
- Sweatpants, warm-up suits, or athletic pants
- Pants, shorts, and skirts should be free of holes and free of frays above the acceptable length for shorts (beyond the wearer's fingertips).
- Overly baggy or overly tight-fitting extremes in any type of clothing.
- Blankets being worn around the school

### Dress Code Expectations

- Shorts:
  - Must not be gym shorts or athletic shorts
  - The outer shorts must be no shorter than beyond the wearer's fingertips. This includes shorts worn for extracurricular practices and events.
- Skirts and Dresses:
  - Without leggings they must be no shorter than four (4) inches above the knee
  - With leggings they must be at least fingertip length
- Pants and shorts must be worn on or above the waist.
- Shoes or sandals must be worn at all times.
- Hats and sunglasses are not permitted in classrooms or chapel.
- Boys may not wear an earring at school or school events.
- Jewelry worn in pierced body parts will not be allowed except for girls' ears.
- Rapid City Christian School does not endorse tattoos; we require that any bodily marking which is inconsistent with the philosophy of Rapid City Christian be kept covered while on school grounds.

### Hair:

- Must be kept out of the eyes
- Dyed hair must be a natural-looking color.
- Length of hair for boys must be above the shoulders
  - If boys have facial hair, it must be trimmed and neat.

## Activities/Dress Down Guidelines

Normal dress code rules for students attending school events or events at which our school is participating shall apply. Athletic attire may be worn if it meets the classroom attire guidelines (i.e. No leggings, or tunics must be of fingertip length when wearing leggings; tunics may not consist of oversized sweatshirts. No sleeveless shirts and shorts must be of fingertip length.)

## Chapel Dress

Every day on which chapel is held, students are encouraged but not required to dress more formally than normal.

## Formal Occasions

Modesty is not situational. Dresses or gowns worn on formal occasions must display modesty and decency. Dresses should not reveal cleavage nor be shorter than four inches above the knee. These guidelines also apply to guests who attend formal RCCS functions.

## Consequences

Students may not be allowed to attend class or activities until properly dressed. Either the parents will be asked to bring in a change of clothes or the student will be sent home to change clothes. It will be an unexcused absence for whatever class time is missed.

## Computer Use

Computer use should be for the educational benefit of all students. Students are not allowed to use chat-rooms or access immoral sites. Students must have written permission from a teacher to use the Internet and email (classroom assignments only). Students are to avoid all activities that may cause network problems.

## Building and Grounds

All students are expected to use the school facility with proper consideration and respect. Abuse of the building, its equipment, or its fixtures will require repair or replacement at the student's expense.

## Food in Classroom

Students are not to have food in the classroom, except for special occasions or permission, on rare occasions, from the teacher.

# School Operations (continued)

## Chapel

Students are required to attend chapel. The Bible teaches us to let the Word of Christ dwell in you richly, with all wisdom teaching and admonishing one another with psalms and hymns and spiritual songs, singing with thankfulness in your hearts to God (Colossians 3:16). Students are encouraged to bring Bibles and notebooks to chapel each week. No studying or doing homework will be allowed during chapel. There is to be no unnecessary talking, distracting of others or disturbances of any kind.

## Lockers

Students are assigned a locker. Students are to keep all items (i.e. bags, books, etc.) in their locker during the school day. The hallway and classrooms are to be kept clean at all times. Large bags are allowed on top of lockers. Band instruments are to be placed in the band room or by direction of the band teacher.

Items left elsewhere will be turned in to the Lost and Found. The school is not responsible for loss or damage to any items in the student's locker. Students may not place stickers on the inside or outside of the lockers. In order to encourage neatness, periodic locker checks will be made.

## Library

The mission of the RCCS library is to facilitate learning by providing students and staff availability to information and ideas and the skills with which to access them. While the library maintains every effort to uphold the ideas and goals established in the RCCS mission statement, it respects the rights of parents to make the final decision as to the appropriateness of library materials in regard to their student.

Students are expected to follow the school's library checkout procedure and are responsible for the materials they check out. Fines may be charged for materials returned after their due date. Students will be billed the replacement cost for materials they have lost or damaged. All library materials must be returned to the school approximately two weeks before the last day of the school year. Students will be given ample notification of this year-end return date for them to be able to plan their last quarter reading time.

## Medication

No medications, including OTC pain relievers, will be dispensed from the office. Students may bring their own OTC pain relievers for personal use only. Prescribed medication must be in the original container with the pharmacy label. It is the student's responsibility to dispense his or her medication.

## School Closing

In case of emergency or unfavorable weather conditions, school closing does not necessarily follow that of the Rapid City public schools. Announcements will be made over the following television stations: **KEVN TV KELO TV KOTA TV KSLT**

Further, families will receive a mass text through our Remind system, either on the app or through SMS. In the event the school must close during the regular school day, we will make announcements over the local media, including the Rapid City Journal website, RC Christian website, Facebook, and FACTS.

## Cell Phone or Smart Device

At RCCS we want to encourage students to grow in their relationship with God as well as their interpersonal relationships with each other and members of RCCS staff. We believe the best environment to foster this excellence in learning is one that allows the student to focus his or her attention free from unwarranted and unbiblical distractions and influences. As such, we find the individual use of cell phones at school to be detrimental to the learning environment. While cell phones can be useful tools, we know that cell phone usage can and has introduced unbiblical and profane societal influences to the user. We also know that unchecked, these influences can be shared with others. Even unsuspecting students who have no interest in these influences can be subjugated to these messages by the seemingly innocent sharing of this cell phone information. It is for this reason that RCCS has implemented the following cell phone guidelines.

- Any cell phone or "Smart" device (phones, watches, etc.) brought by a student to school, must be turned OFF and left in the student's locker or backpack, from 8:00AM – 3:15PM on school days.
- High school students may check messages during the last five minutes of their lunch period.
- Students may check messages at other times only with permission granted by a staff member.
- Senior phone privileges to be determined by administration.
- Electronic devices may be allowed by a teacher to use for educational purposes, specific for the class.
- Any staff member may take a phone or electronic "smart" device from a student if they observe the device outside of the locker or backpack.
- School staff (coaches, teachers, advisors) may direct student cell phone usage at school events, both on and off campus and before/after school hours as they deem appropriate.
- Any personal listening devices including, but not limited to, ear buds, air pods, headphones, are not to be used for personal listening. These devices may only be used in the event that a teacher is using them for a classroom educational activity.



# School Operations (continued)

## Vehicles

Once a student arrives at school, he may not leave in their car until the end of the school day unless they have a scheduled appointment or has permission from the Administration to do so. Cars are off limits to students during the school day unless permission is granted by a staff member.

Any reported case of unsafe driving will be investigated. In the event unsafe driving is confirmed, the student will lose the privilege of being able to drive on or near the school campus.

## The Family Education Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) is applicable to any school. This law provides for limited accessibility to the student's records by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the student's records, for the necessity of obtaining a written permission from the "eligible student" – one who is 18 years of age or older, or from the person who has legal responsibility for the student prior to revealing the contents of the student's records to the other parties, and for the right of "eligible students" and/or those legally responsible for the student to be notified of their rights under the law.

*In order to comply with the law, the Rapid City Christian School employs the following policies:*

1. To secure the student's and the family's right of privacy within the school, only the Administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
2. Outside of the school community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to the student records. Any parent or adult student desiring to inspect their records shall address the request to the Administrator in writing. Such a request must be honored within fifteen days. When actual inspection of a child's file is made, this will be recorded on a log sheet kept at the front of each child's cumulative folders. On this log sheet the following information is to be recorded: date of visit, name of person examining records, name of student's record folder that was examined, initials of personnel handling conference.
3. With the exception of "directory" typed information – name, address, and phone number – the school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the school's record release form.

## The Family Education Rights and Privacy Act of 1974 (continued)

4. According to the law the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order. Parents and guardians can withhold certain information that could potentially be shared through the Family Educational Rights and Privacy Act (FERPA).

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, DC 20202-4605**

## Asbestos Policy and Procedures

RCCS shall maintain compliance with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) and the Asbestos School Hazard Abatement Reauthorization Act (ASHARA).

RCCS is an asbestos free building, which has been verified in writing by building contractors.

## Asbestos Management Plan Notification

The Rapid City Christian School AHERA Management Plan is available for public inspection upon request at the RCCS office, 23757 Arena Drive, Rapid City, South Dakota 57702. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763—October 30, 1987. All interested parents, teachers, employees, or other persons are invited to review the plan if they so desire.

Anyone interested in reviewing this plan should contact RCCS office at (605) 341-3377.



