

RAPID CITY CHRISTIAN SCHOOL

PARENT/STUDENT 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.

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: Tuesday, Wednesday 9-3 & Thursday 9-1

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 members of the PTF. 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 an Administrator, teachers, and other personnel.

Board Members

Kevin Eggebraaten, Chairman

Vivian Greni

Christi Hendrickson

Francis Jahner

John Pierce

Mark Roisum

Bill Schmagel

Chris Swarthout

Corwyn Wipf

Personnel 2020-2021

Administration and Staff

Julie Hewitt	<i>Principal</i> <i>Director of Connections/FacilityMgr</i>
Carolyn Krausch	<i>Academic Dean</i>
Kelly Edwards	<i>Administrative Assistant</i>
Teresa Dringman	<i>Administrative Assistant</i>
Mark Rossignol	<i>Custodian</i>
Steve & Paula Phelps	<i>Building Maintenance</i>
Kris Ellingson	<i>Technology Coordinator</i>

Faculty

Neal Adrian	<i>College Biology</i>
Rebecca Adrian	<i>Biology/Geometry</i>
Liz Breed	<i>Learning Center Director</i>
Ben Connot	<i>Learning Center/ Science</i>
Adam Courtney	<i>Paraprofessional</i>
Kyle Courtney	<i>Activities Director</i>
Jerry Dayton	<i>History/Geography</i>
William Duncan	<i>History/ Government</i>
David Hegstead	<i>Math / Geography</i>
Shari Herrington	<i>Spanish</i>
Sue Larson	<i>HS English</i>
Jason Lovelace	<i>English/French</i>
Tyler Mathieson	<i>Learning Center/IT</i>
Lisa Porch	<i>MS Science</i>
Jennifer Prah	<i>Social Studies</i>
Matt Price	<i>Bible</i>
Melissa Price	<i>American Sign Language</i>
Nick Rombough	<i>Bible</i>
Angie Schafer	<i>Physical Education</i>
Tami Schafer	<i>MS English</i>
Sarah Schultz	<i>Chemistry/Physics</i>
Richard Stecher	<i>Biology/Chemistry/Botany/A&P</i>
Tonya Torve	<i>Learning Center</i>
Ashley Trennepohl	<i>Science</i>
Kris Ugland	<i>Art / Yearbook</i>
Kelly Weischedel	<i>English</i>

Carol Wendt
Katie Wilken
Dawn Wombold

Math/Library
Math
Bible/Geography

Accreditation

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

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).

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; 1 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

Is and 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 RCCS must provide the following:

1. two applications (family and student)
2. two references (pastoral and academic)
3. the applicant's written testimony and demonstration of a personal faith in Jesus Christ
4. a copy of the most recent report card
5. entrance exam
6. 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:

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

Parent Service Hours

Parents are asked to provide 10 hours per family per year (5 hours per single parent family) helping in a variety of practical ways. There is a service log in the office for parents to document hours. At the end of the year, unfilled hours will be billed at \$15.00/hour.

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 AND PROCEDURES

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.

RC Christian uses a 5.0 point GPA scale. 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

No sixth, seventh or eighth grade student will 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 at Rapid City Christian School, as a minimum, shall be required for graduation. Seniors are required to take a minimum of five credits, of which four must be taken at RCCS. A candidate for graduation must have been in attendance at RCCS the entire senior year.

The minimum course requirements shall be:

Bible	4 units
English	4 units
Social Studies	3 units
Science	3 units
Mathematics	3 units
World Language	1 unit
Fine Arts	1 unit
Physical Education/ Health	1 unit
Personal Finance/Economics	½ unit
Electives	<u>3 ½ units</u>
Minimum units of credit	<i>24 units</i>

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.

Keyboard Skill Requirement

Every student at RCCS must demonstrate computer keyboard skill at a level of thirty-five words per minute to be determined in a computer class or by proficiency testing.

Dropping and Adding Courses

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

During the first three 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 his record to reflect the work of those first three weeks.

Students may drop and add courses for the first three weeks of a semester only.

A new course may not be added after the third week of the semester unless the student is a new enrollee in the school.

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 8th grade 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 will be exempt from taking a final in that class. Final exams/projects will be weighted as follows:

	Quarter	Quarter	Final Exam
Grade 8	45%	45%	10%
Grade 9-10	42.5%	42.5%	15%
Grade 11-12	40%	40%	20%

Standardized Testing

The following tests are administered at Rapid City Christian School:

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

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

The broad topic of homework includes regular daily assignments, studying for tests and quizzes, as well as long-term projects. Students are encouraged to budget their time and properly space their work. As much as possible, they should avoid procrastinating until the night before long-term assignments fall due. Teachers assign this kind of project realizing that several sittings are necessary to properly complete the work. This includes adequate time for reading assignments as well as necessary review of daily class notes. Students should consult with teachers individually to properly determine the approximate time needed to complete assignments. The faculty makes every attempt to reduce homework on Wednesday evenings so that students may attend church activities.

Late Work

Research papers, projects, or term papers assigned in advance must be turned in on the due date or the recorded grade will be lowered by a minimum one letter grade. If there are inescapable circumstances, the teacher may grant an exemption.

Daily assignments turned in late will be graded according to criteria established by the individual teacher for the particular course.

Make-up Work

It is the responsibility of the student to get assignments missed and turn them in within the allotted time. Students have two days for each day missed to make up homework. All assignments turned in after this time period may be given a zero. If a student misses a class because of a school activity, it is his responsibility to complete the work prior to the activity or at a time determined by the teacher. Tests will be made up at the option of the teacher depending on when the test was announced and administered.

Extra Work Requests

Extra work may, in some cases, be permitted for the purpose of improving grades. 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 within two weeks.

Counseling and Guidance

Counseling is available for the purpose of helping students mature in the decision making process and learn to accept the responsibilities that accompany the 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, Director of Guidance, or any member of the faculty with whom he or she feels most comfortable.

Academic Probation/Activity Eligibility Requirements

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 home may be made to correct the academic deficiency. Hopefully the deficiency will be improved to a satisfactory or passing level.

Students having a grade average below 75% at the end of a semester will be placed on academic probation for the next semester. Failure to attain a 75% for the probation period may result in removal from the school. The cumulative average must be at least 75% for the student to be released from probation status. Students on academic probation may not participate in any extracurricular activities (games or practices). It is the responsibility equally of the parents and teachers to communicate about the student's progress or lack thereof.

Once a student is put on academic probation he/she must pick up a progress report at the end of each week for the teachers to fill out and to be taken home by the student for parental signature. In addition, the student must fulfill the terms of the academic contract if one is filled out.

Reinstatement for 6th–11th graders after dismissal can be accomplished by attaining a 79% average during the next semester from an accredited school.

Reinstatement for 12th graders can be accomplished by petitioning the curriculum committee and completing the agreed upon criteria.

Activity Eligibility

On the day of an extracurricular activity (e.g. cheerleading, an athletic game, or practice etc.) 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 four weeks of each quarter. 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 "O".

If a student fails any class at the end first quarter, first semester, third quarter, or second semester, s/he will be ineligible for the first two weeks of the next quarter.

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-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

Honor roll recognition is awarded as follows:

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

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

Graduation Honors

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%

GPA will be based on grades earned in all subjects to be determined at the end of 3rd quarter of the senior year. One's class rank is based on the cumulative average of each semester's numerical average.

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 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.
5. Spectators will not be excused from regular classes to attend athletic events unless pre-approved by an Administrator.

Excused 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.

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

1. personal illness
2. personal appointments (medical, court, counseling)
3. bereavement
4. inclement weather
5. pre-approved family trips (maximum of five days per year), outside-of-school competitions/performances, college visitations
6. school-sponsored group activities (games, performances, field trips, etc.)

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. A student's quarter grade may be reduced three percentage points for each unexcused absence in a class. Work missed as a result of an unexcused absence may be made up at the discretion of the teacher.

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.

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

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.
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.

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 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 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 drugs illegally.
4. Members of the Rapid City Christian School community will:
 - not engage in inappropriate physical contact.

- not threaten or be abusive to others.

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 or tempted.** As Christians we ought to be moderate in all things and refrain from offending others or being stumbling blocks to them. **Clothing should be neat, clean, modest, and appropriate for a classroom atmosphere.** Examples of unacceptable school attire for any student include clothing with slogans or pictures that are inconsistent with the philosophy of RCCS. It would also include ragged shirts, undershirts, pajama lounge pants, mesh shirts, tank tops, exposed mid-riff, sweat pants, warm-up suits, torn or frayed jeans, sleeveless shirts, overly baggy or overly tight fitting extremes in any type of clothing. Shorts, but not gym shorts, may be worn. Guideline for length of shorts and skirts is no shorter than four inches above the knee. Shirts, dresses, and skirts worn with leggings 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. 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. Length of hair for boys must be above the shoulders and out of the eyes. Dyed hair must be a natural-looking color. If boys have facial hair, it must be trimmed and neat.

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.

STUDENT DEVELOPMENT

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, 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:

On the first offense:

1. The student will receive a zero on the assignment or test.
2. The Administrator will be notified and the student will confer with the Administrator.
3. The teacher 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 quarter and the next. Cheating is a violation of honor, and leadership is a matter of honor. Cheating and leadership do not go together.

On a second offense:

1. The student will automatically fail the nine weeks in the class wherein the offense occurred.
2. A conference with the parent, student, teacher, and Administrator will be held.

A third offense will result in the permanent expulsion of the student from Rapid City Christian School.

Classroom Infractions

It is our experience that students know 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, ~~minor~~ 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 up to 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 quarters in any one school year may not be accepted into RCCS the following year.

Detention

Detentions for tardies 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. The fourth detention in a quarter will result in a Saturday detention. 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. The cost of Saturday school is \$25.00.

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. Students will receive no credit for their work during the suspension period.

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.

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.

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 RCCS 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 controlled substances or marijuana:

1st Offense

1. The student will be suspended for no less than 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.

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 no less than 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.

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.

In cases of fornication, the Board of Trustees will expel the parties involved. The duration of the expulsion shall not be less than one full semester after the semester in which the expulsion was made, and no student will be readmitted until genuine repentance is evident. If pregnancy is involved, neither party will be considered for re-admission until the semester following the semester in which delivery occurs.

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 OPERATION

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.

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 aspirin, will be dispensed from the office. Students may bring their own aspirin and keep it in their locker 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 will generally follow that of the Rapid City public schools, and announcements will be made over the following television stations:

KEVN TV KELO TV KOTA TV KSLT

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.

Telephone

The telephones in the school office are used primarily for school business and are **NOT** for student use unless the student is ill or there is an emergency. Parents should call students only if it is a real necessity, in which case a message may be left at the school office for the student.

Cell Phones

Students may bring cell phones to school and leave them turned off in their lockers or backpacks unless allowed by a teacher to use them for educational purposes. Students may check messages during lunch time only unless permission has been granted by a staff member. Any staff member may take a phone from a student when used

inappropriately. The confiscated phone will be kept in the administrator's office from 8am to 3pm for the next five school days.

Vehicles

Once a student arrives at school, he may not leave in his car until the end of the school day unless he has 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.

Bullying Policy

Rapid City Christian School believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.

Rapid City Christian School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as excessive teasing (purposely hurting someone), name-calling; written assaults on paper, twitter, texting, email, facebook; inappropriate pictures or videos of students on facebook; social isolation or manipulation, or any other similar behavior.

Rapid City Christian School expects students, staff and/or parents to immediately report incidents of bullying to a school administrator. The school staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

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.
 - a. Student(s) who are involved will be called into the office of an administrator.
 - b. 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, behavior probation, and expulsion.
 - c. Students who bully may/will be required to apologize to a student(s) staff.
 - d. Depending upon the facts, parents may/will be contacted.
 - e. 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.

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.
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.