

2011 - 2012

**Parent-Student
Handbook**

Billings Christian Schools

Introduction Section

Letter from Principal

Dear Parents, Guardians and Students,

On behalf of the School Board, faculty, and staff, I want to personally welcome you to Rimview Christian School and Rimrock Christian High School. We are all looking forward to working together with you to provide the best possible educational experience for all students. It is our intent to provide a safe, orderly, and Christian learning environment in which students can learn and teachers can teach. We are committed to working with you in a spirit of cooperation between school and home to insure that students are brought up with the values and beliefs found in God's Word.

It is in this spirit of cooperation that we present to you this 2011-2012 Parent-Student Handbook.

We have attempted to make the handbook as comprehensible as possible. If we have not adequately covered a topic that you have questions about, please do not hesitate to call me, the teachers, or one of the School Board members.

There are some areas in which it seems we have chosen to either remain silent or our explanations may seem vague or very general. This does not mean we automatically condone these situations. It may be that obvious Biblical principles and common sense determine how these areas will be handled. Because of this, the administration reserves the right to make judgments based on the information available and the specific situation in question. The judgments will be based on Biblical principles and the professional judgments of the administration.

It may sometimes appear to an outside observer that similar situations were handled in different ways. However, no two situations are exactly alike. Each may have varying or extenuating circumstances that require a judgment call on the part of the administration. We covet your prayers for God's wisdom to help us be fair to all parties.

I want to thank you for your commitment to Christian education and especially to Rimview Christian School and Rimrock Christian High School. I understand the dedication and sacrifice it takes for families to send their students to our schools. I pray that we will never take for granted your confidence, support, and prayers.

His and your servant,

Paul Waggoner
Principal

Administrative and Support Staff Team

Principal

Paul Waggoner
2827 East Lyndale Lane
Billings, MT 59102 Home: 647-9069 Office: 656-9484
principal@billingschristianschool.org or trap_ice@juno.com

Support Staff

The following individuals may be reached by calling the school office at 656-9484:

Elizabeth Albertini	Secretary/Receptionist
Ruth Brenneke	Bookkeeper
Connie Bargar	Food Service

Contact Information

General Contact Information

Telephone Number (406) 656-9484
General Fax Number (406) 655-4880
Web site www.billingschristianschool.org
Mailing Address: 4519 Grand Ave.
Billings, MT 59106

Specific Contact Information

Accounts Payable and Receivable	Ruth Brenneke
Admissions	Paul Waggoner
Activity Director	Paul Waggoner
Elementary Lead Teacher	Elaine Svec
Guidance and Counseling	Paul Waggoner/Karen Garcia
Library	Judith Waggoner
Principal	Paul Waggoner
Student Records	Elizabeth Albertini
Bookkeeping	Ruth Brenneke

Who We Are

Vision Statement

Grounded in Biblical truth and academic excellence, we teach, train, and mentor individuals for a lifetime of learning, leadership, and service.

Mission Statement

Providing superior Christian education consistent with Biblical principles, we partner with families and their churches to equip students for a lifetime pursuit of excellence and integrity under the Lordship of Christ. Within a safe, loving, and enriching environment, students will discover their individual gifts and talents; develop intellectually, emotionally, spiritually, and physically; and impact the world through their leadership, integrity, and Biblical worldview.

Core Values

- **Word of God** is the standard from which we acknowledge absolute truth in developing all policies, programs, and services.
- **Achievement of excellence** is our goal.
- **Rooted in Christ**, we model a vibrant and dynamic personal relationship with Him.
- **Raising the bar** to a much higher level than what society requires or values, we support and partner with parents, guardians and their churches in training and instructing students for a lifetime of learning, leadership, and service.
- **Investing in the lives of others** is our hallmark.
- **Ordinary** is not in our vocabulary. Everyone is valued and uniquely created in the image of God.
- **Recognizing God's presence and power**, we strive for integrity, honesty, and transparency in our lives.
- **Spirit driven**, we are called to serve others, give selflessly, and exemplify good stewardship in order to honor God and benefit others.

Philosophy of Education

All wisdom, knowledge, and truth come from God. At Rimrock Christian High School and Rimview Christian School, we believe education is a process based on Biblical perspectives (Proverbs 1:7). Our role is to guide and mentor students during their education in discovering, learning, and knowing God's truth (John 8:32; 14:6; 17:12). Accordingly, our Philosophy of Education is as follows:

- To provide a learning and teaching environment based on a Biblical worldview. Our conviction is that quality academic instruction must be provided without compromising spiritual integrity. (Deuteronomy 6:7; 11:19; Psalms 25:4, 27:11; Luke 12:12; John 14:26).
- The administration, faculty, and support staff is committed to modeling God's standards consistent with the teachings of Scripture. It is through God's Word that all instruction is measured and examined. Therefore, ours is an integrated approach—academic studies with the truth of God's Word resulting in students well prepared for their future, equipped to live lives of integrity and capable of discerning truth and error. (II Timothy 2:15).
- We develop students—intellectually, physically, spiritually, and socially. The curriculum integrates spiritual and secular knowledge.

- School functions as an extension of the student’s home and as an arm of the local church. Based on Biblical values and moral conduct, we work with parents and guardians to develop godly character in students.
- We foster and nourish an environment in which all students are encouraged and motivated to develop to their full potential. Students are truly created in the “image of God,” each with individual personality traits, talents, and skills. We recognize the uniqueness of each student, and instruction is channeled accordingly, in a loving and enriching environment, building trust and acceptance among students, faculty, and staff.
- We believe in providing academic excellence in a traditional classroom, providing a quality curriculum and employing well-qualified faculty dedicated to their calling as a teacher and as outstanding Christian role models.

Expected Student Outcomes

As we pursue our mission, all programs, strategies and methodologies reflect Biblical principles, producing students with a Christian worldview who:

- are trained in academic fundamentals and skilled in reading, writing, mathematics, science, speaking, listening, and thinking;
- have a knowledge and an understanding of people, events, and moments in history (including church history) and other cultures, peoples and places;
- appreciate literature and the arts, and understand how these disciplines express and shape their beliefs and values;
- have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging Biblical hospitality for everyone;
- personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner;
- can use resources including technology to find, analyze, and evaluate information;
- are committed to lifelong learning;
- have the skills to question, solve problems, and make wise decisions;
- understand the worth of every human being as created in the image of God;
- can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews;
- understand and commit to a personal relationship with Jesus Christ;
- know, understand, and apply God’s Word in daily life;
- possess apologetic skills to defend their faith;
- are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love;
- treat their bodies as the temple of the Holy Spirit;
- are actively involved in a church community, serving God and others;
- understand, value, and engage in appropriate social (community) and civic (political) activities;

- embrace and practice justice, mercy, and peacemaking in family and society;
- value intellectual inquiry and are engaged in the marketplace of ideas (open, honest exchange of ideas);
- respect and relate appropriately and with integrity to the people with whom they work, play, and live;
- have an appreciation for the natural environment and practice responsible stewardship of God’s creation;
- are prepared to practice the principles of healthy, moral family living;
- are good stewards of their finances, time (including discretionary time) and all other resources; and
- understand that work has dignity as an expression of the nature of God.

Statement of Purpose

Rimrock Christian High School and Rimview Christian School operate under the umbrella of Billings Christian Schools, a nonprofit religious corporation under the laws of the State of Montana and specifically the Montana Nonprofit Corporation Act, Title 35, Chapter 2 of the Montana Code Annotated (the “School”). The Corporation is organized exclusively for charitable, religious, educational and scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 and its corresponding regulations as they now exist or as they may be amended.

The School is governed by a Board of Directors representing a broad cross section of evangelical churches in the greater Billings area. Each Director serves for the period of time specified in the School’s Bylaws.

In addition, these schools provide students and youth the opportunity to receive a high quality Christ-centered preschool-12th grade education.

Statement of Faith

The School is not affiliated with any specific denomination. Our statement of faith subscribes to the following declaration of the National Association of Evangelicals:

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

- 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.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

School History

Cornerstone Community Church created Billings Christian School in August, 1981 with 42 students. At that time, the church and school were located at 1116 Grand Ave. During its first year, traditional classes were held for kindergarten through the third grade. Because of requests for additional grades during the second year, an individualized program was approved to add fourth through tenth grades. By the third year, 118 students were enrolled in grades K-12 in traditional classes.

In 1987, the church and school relocated to their present site on nearly 11 acres of land. On October 26, 2006, the School was formed as a separate legal entity to continue operation of grades K-12 in traditional classes.

The School is operated in accordance with the Statement of Purpose (above).

School Sponsorship and Affiliations

The School is associated with the Association of Christian Schools International and is affiliated with the Montana Association of Christian Schools. The School is also associated with Big Sky Youth Education Foundation, a separate Montana nonprofit corporation.

Admissions

Policy and Procedures

The School is open to anyone interested in Christian education, from preschool through twelfth grade, that the School finds qualified for admission and enrollment, and who agrees (and whose parents or guardians agree) that he or she shall abide by the School's rules and regulations.

The School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the School. The School does not discriminate based on race, color, national and ethnic origin in admission policies, financial assistance programs, and athletic or other school-administered programs. The School reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with the administration of the School and to abide by its policies.

Attending the School is a privilege and not a right. Any student who does not, or whose parents or guardians do not, conform to the policies and procedures of the School may forfeit this privilege.

New Student Application and Enrollment Procedures

Application for enrollment is open to new students at any time during the school year until the administration closes a class. Enrollment is based on a combination of the student's entrance test results, his/her personal interview, the parental/guardian interview, and the student's past academic and behavioral performance. Enrollment may be full-time or part-time for students at the high school level. For example, students who are enrolled in a home school are welcome to enroll in a maximum of three classes per year at the high school level. Enrollment decisions will be made in a timely fashion so that students of families who are not selected may seek other educational opportunities.

It is not the primary goal of the administration to fill all seats available; but, it is the goal to select student candidates that best fit the academic, spiritual, and family goals and objectives of the administration. Enrollment is based on the final decision of the Board of Directors in an effort to balance the classroom and its make-up.

All forms to make application for admission and enrollment (Application for Admission is available for downloading from our web site at www.billingschristianschool.org. Forms are also available from the school office.

2011 -2012 New Student Application and Enrollment Process Checklist

1. Submit a completed application with a non-refundable fee of to the Principal's Office. Please refer to the Application for Admission Fee schedule to determine the applicable fee.
2. Prior to a scheduled interview with the Principal, the following documents must be provided with the Application:
 - Official Transcript (sent to the School by your student's previous school)
 - Current physical exam from your family physician and current immunization records
 - Custody documentation (if student does not reside with birth parents)
 - Any standardized testing results
3. At least one parent/guardian and the enrolling student must interview with the Principal.
4. Sign Statement of Cooperation

Please note that failure to disclose the requested information may result in non-acceptance or dismissal from the School.

Returning Student Re-registration Process

Those students who attended the School during the 2010 - 2011 school year are eligible for re-registration, if they are in good standing. The re-registration form must be completed and returned to the school office along with a non-refundable fee. The form is available for downloading from our web site at www.billingschristianschool.org, or from the school office.

2011-2012 Re-registration Checklist

1. Submit a completed re-registration form along with a non-refundable fee to the school office. Please refer to the *fee schedule* to determine the applicable fee.
2. Provide current immunization records.
3. Sign Statement of Cooperation
4. Are previous school year's tuition and/or fees current? Yes No If no, please contact the Principal.

Please note that failure to disclose the requested information may result in non-acceptance or dismissal from the School.

Withdrawal from School

We hire the best staff possible for a full academic year and staff the School according to the total enrollment and needs of the School. Your commitment to enroll each year dictates our hiring decisions. If a student withdraws after the school term begins and if all or any part of the student's tuition was paid in advance, the person paying the student's tuition may receive a refund of any tuition paid in advance calculated as follows:

1. One day in attendance in any one month constitutes a full month's attendance.
2. Annual tuition for the withdrawing student divided by 10 months equals the monthly tuition charge. The monthly tuition charge multiplied by the number of months the student attended school equals the total tuition due to the School. The refund amount is equal to the total amount paid to the School minus the total tuition and other charges due to the School.

Students transferring to other schools must notify the School as soon as possible before the transfer/moving date.

Financial Information

The School depends primarily on tuition and fees. Our employees' service is a labor of love at great financial sacrifice. Prompt tuition payments enable us to act responsibly towards them.

As with any organization, we must pay our bills to those who serve us and supply us with our needs. Prompt tuition payment enables us to act responsibly toward our vendors.

Additionally, we endeavor to provide a well-rounded educational experience to all students. This includes physical education classes, field trips, competitive sports programs, music training, etc. All these endeavors routinely incur expense. Prompt tuition payment makes these programs possible.

Tuition and Fees

Registration Fee: Before any student is permitted to enroll and attend classes, the applicable Registration Fee must be paid. The following is the Registration Fee schedule for the 2010-2011 school year:

- Kindergarten \$220.00
- 1st – 6th Grade \$240.00
- 7th – 12 Grade \$260.00

Tuition: Tuition may be paid in full prior to the beginning of the school term, or may be paid on a monthly basis through FACTS. The following is the tuition fee schedule for the 2010-2011 school year:

	Monthly Rate	Annual Rate
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For families who have more than one student, the School offers a discount of 10 percent off the full tuition for each additional student. The oldest student's tuition will not be discounted. The discounted tuition for each student, other than the oldest student, is:

	Monthly Rate	Annual Rate
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Monthly payment plans are official contracts and must be signed by the parent or guardian, approved by the administration, and on file prior to the first day of class.

Sports Fees: Students who wish to participate in any sport are encouraged to do so. In order to help cover the expense of sports, a \$75.00 fee per student, per sport, must be paid prior to the student's participation. Sports fees are not refundable.

Withdrawal from School Fee: The fee for withdrawing a student prior to the end of the school year is \$50.00 per student. This fee will be taken from any tuition refund. In addition, no academic records will be released until a student's financial responsibilities have been paid in full.

Official Transcript Fee: 12th grade students may request several official high school transcripts to be mailed directly to colleges or universities. Subject to the School's records policy (below), official transcripts will be sent directly to colleges and universities of the student's choosing for \$5.00 per transcript.

Field Trip Fee: On occasion, field trips are arranged in which students may participate and for which a fee is charged to cover expenses. Fees associated with these field trips are not refundable.

Any financial obligation owed to the School, including, without limitation, tuition and fees, that is not paid when due shall bear interest at a rate of 10% per annum until paid when due.

Financial Assistance

When it comes to paying the costs associated with a quality Christian K-12 education, every family situation is unique. Some families have the capacity to pay all tuition and fees while others must make financial sacrifices. We keep our tuition and fees as affordable as possible so that as many students as possible are able to attend the School.

Because of the generosity of individuals and various fundraising activities, financial assistance may be available to you. We encourage you to explore all financial assistance options.

Applying for Financial Assistance (FACTS)

Beginning with the 2008-2009 school year, the School partnered with FACTS, a tuition management service used widely by more than 5,000 private and faith-based schools nationwide. FACTS helps families meet their financial obligation in a simple, convenient way that is completely confidential and secure. A complete financial analysis is conducted for every family applying for financial assistance based on the unique situation of each family. Once the analysis is completed and all necessary documentation is provided to FACTS, a recommendation is then provided as to the amount of financial assistance that may be available to each family. Award decisions are not made by FACTS, but rather by the Financial Assistance Review Committee of the Board of Directors of the School. Funding for financial assistance is generously provided by the Big Sky Youth Education Foundation.

More information regarding FACTS may be obtained from the school office.

Scholarship for Families Engaged in Full-time Ministry

The Ken McCallum Scholarship is offered to any fulltime student who has at least one parent or guardian engaged in fulltime Christian ministry. Applications for this scholarship are available from the school office. A letter of confirmation by the board of the ministry, which is being served, must accompany the application. The Financial Assistance Review Committee will review all applications and make recommendations for awards to the Board of Directors who has final approval.

This scholarship is renewable each school year. However, re-application is needed to determine qualification.

Financial Assistance Review Committee

The Financial Assistance Review Committee is appointed on an annual basis by the Board of Directors. The Committee annually reviews all applications for financial assistance and scholarships, and makes recommendations to the Board of

Directors for final approval. In order to be considered, all applications and required documentation must be completed by the specified deadline

RenWeb

We are excited about the conversion to and implementation of RenWeb, a powerful web-based school management software program. Please be patient with us as we move forward with this initiative. The major advantage for you as parents and/or guardians is a communication tool between the School and home. The ParentsWeb section of RenWeb (password protected so that parents and/or guardians see only their student's information) will allow you to access the following information about your student 24 hours a day from any computer from any location that has access to the web:

- Attendance;
- Daily grades;
- Progress reports;
- Report Cards;
- Transcripts;
- Lesson Plans;
- Homework;
- Missing assignments;
- Discipline;
- Staff and school directory;
- Teacher E-mail addresses;
- Teacher websites; and
- Customized web surveys and tests.

This is a major transitional undertaking. However, once completed, we know that you will truly benefit.

- Enhanced communication with parents and guardians;
- Stronger parental involvement;
- Improved student participation; and
- Reduced surprises at report card time.

We will keep you up-to-date on implementation progress throughout the school year.

Attendance

School Hours

When classes are in session, the following are the hours for each school and for the school office.

Rimview Christian School hours are as follows Monday through Friday:

Preschool	8:30 a.m. to 11:30 a.m.
Kindergarten	8:30 a.m. to 12:00 p.m.
Grades 1 through 6	8:30 a.m. to 3:20 p.m.
Grades 7 through 8	8:30 a.m. to 3:30 p.m.

Rimrock Christian High School Monday through Friday, hours are as follows:
8:30 a.m. to 3:30 p.m.

School Office Hours are as Follows:

8:00 a.m. to 5 p.m. Monday through Friday

Please do not bring students prior to 8:10 a.m., unless special arrangements have been made or unless the student is scheduled to serve detention in the morning.

After school, teachers will wait with the students approximately fifteen minutes. After that time, they will send the students back into the building. Please be prompt. If there is a problem, please contact the office.

Tardies

Students who are tardy not only disturb the classroom but also hinder their own instruction time. Parents and guardians are requested to write a note to the teacher if they know the student will be tardy. In the junior high and high school, students may receive detention for consistent, unexcused tardies.

Attendance Requirements

General Information

The administration has a legal and ethical responsibility to require the faithful attendance of its enrolled students. Regular attendance is an important factor in a student's education and is imperative to good learning.

When a student is absent, please notify the school office by 8:30 a.m. on the day of the absence (unless the absence has been previously arranged). If the school office is not notified, someone from the school office will call the home.

We release students only to their parent, guardian or previously designated individual. This is for the protection of our students. Written notice must be sent to the school office to notify the School concerning the release of your student.

Attendance Requirements for Students Engaged in Extracurricular Activities

In order for a student to participate in any extracurricular activity, competition, or performance scheduled on a school day, the student must be in school by the beginning of the first class period and remain in school for the entire day on the day of the activity. For activities scheduled for over a weekend, the student must attend all Friday classes and remain in school the entire day.

Excused Absence The following are acceptable excused absences for the School:

- Personal illness (three days only; thereafter excused only with a doctor's note)
- Illness or death in the family
- Quarantine
- Doctor's appointment (parents and guardians are encouraged to make doctor appointments for their student after school hours.)
- Any other cause acceptable to the Principal

Upon returning to school, all students must bring a written note, signed by a parent or guardian, explaining the absence. For Rimrock Christian High School students, this note will determine if the student receives an excused absence on his or her record. The note is to be turned in to the school office.

Rimview Christian School students must turn these notes in to their teacher.

In order to receive credit, high school students may not miss more than 10 days (excused or unexcused) per semester. The Principal may exempt exceptional cases such as extended illness; however, in such cases, a doctor's note or other supporting evidence must be submitted to the school office.

Unexcused Absence Rimrock Christian High School students may not make up work in the case of an unexcused absence, and zeros will be given in each subject for any absence that does not follow the guidelines for excused absences.

Pre-Arranged Absence Pre-arranged absences during the school year are discouraged. However, if such an absence is unavoidable, the student must obtain permission from the Principal. A signed note from the parent or guardian explaining the absence is required at least two weeks prior to the days missed. Rimrock Christian High School students are responsible for obtaining any homework or taking any tests they may miss.

Absence Related to Physical Education Classes and Extracurricular Activities

Physical Education is a requirement for all students, grades K-10. Short-term illnesses are defined as up to two PE days. Students not dressing for PE without an excuse will receive a zero for that day. Long-term exemptions will be allowed only with a physician's written statement.

Sign In and Sign Out Procedure

- **Rimview Christian School** Before leaving school during the school day, a student's parent or guardian must sign him or her out at the school office. Parents and guardians must pick up their student at the classroom. Upon

returning to school during the school day, a student's parent or guardian must sign him or her in at the school office.

- **Rimrock Christian High School** Students leaving school during the course of the school day must be signed out by their parent or guardian or have a note, signed by the parent or guardian, stating the reason for leaving early. Students arriving late to school or returning from an appointment must sign in and receive a pass to class.

Illness During the School Day

If a student becomes ill during the school day, the student must first report such illness to such student's teacher. The teacher may grant the student permission to go to the school office where a parent or guardian (or other individual to be notified in case of emergency as noted on the student's record on file with the school office) will be notified. If the illness requires the student to leave school, the student will only be released to a parent, guardian or the person indicated on the student's emergency contact information.

Serious Injury or Illness

If serious injury or illness occurs during the school day, either the teacher or the administration will call emergency 911. This is done so as to not delay the necessary care that may be needed by the student. The School will then notify the student's parent, guardian or person indicated on the student's emergency contact information. The school will endeavor to provide first aid and, in some instances, first responder care where staff is certified to do so. This care will only be to the extent that the law allows.

When to Stay Home

At times, students and families are concerned about when a student should stay home from school due to illness or injury. Even though we do stress the importance of school attendance, please exercise caution. Only you as a parent or guardian can best decide, especially after you consult with your medical provider.

We do ask that you contact the school office, if you decide that your student does not feel well enough to attend school. Also, please provide the symptoms your student is experiencing to allow us to alert teachers to be alert for other students who may be experiencing similar symptoms.

Academics

Faculty

Christian educators experience a wonderful calling and ministry guiding young minds in the exploration of God's world. Our faculty teaches all subjects from a Christian context by placing the Bible at the center of the curriculum. They ask students to evaluate all that they see in the world through the eyes of God. School discipline, while firm, is done in love.

Your student and you will be blessed because of the quality and teaching skills of our faculty. Our teachers are well-qualified in their subject and model the greatest Teacher of all—Jesus Christ.

We stress continuing education of our faculty and employ a variety of methods for them to achieve this requirement, including in-service training. We do everything possible to assure the highest quality of Christian education for your student.

Curriculum

Curriculum goals are developed by the curriculum committee and Principal under the oversight of the Board of Directors. Curriculum is selected based on several factors including compatibility with our Philosophy of Education, Vision, Mission, Core Values and content, and presentation of learning material. The following objectives guide our curricular choices:

- A phonics-based reading program that is strong in teaching of vocabulary and comprehension skills which promote critical reading and thinking.
- Instruction in the basic arithmetic skills that form a basis for application to problem solving and reasoning ability and in the development of mathematical and logical thinking.
- A teaching perspective that evaluates and reviews literature from a technical, literary, and Biblical viewpoint.
- An approach to social studies that views historical facts and man's behavior in the light of Scripture and instills patriotic spirit.
- A focus on Biblical creationism that integrates observable phenomena, inductive reasoning, and Scripture in training students in the inductive method of inquiry.
- An approach to Bible study that balances the impression of Biblical knowledge with the expression of God's Word through the life of the student.
- An appreciation of fine arts as creativity given to humans by God, the Master Creator, and as a means of worshipping and expressing admiration for Him.
- Writing and communication skills to allow effective transmission of ideas and principles.
- A goal to challenge students to physical fitness, good sportsmanship, competitive proficiency, and a sound healthy lifestyle.
- The use of computers as a tool for learning.
- A broad range of extracurricular activities, as is prudent and financially possible, that reflect the same Biblical principles and standard of excellence as do the academic programs.
- Community service projects for students in the middle grades (7-8) and high school (grades 9-12).

Grades K-6 The primary focus in these grades is on the development of literacy and numeracy skills. In addition, the curriculum stresses fundamental skills and concept development in science and social studies. Elementary students enhance their education through participation in the arts, physical education, technology

and use of media resources. Core subjects are taught in traditional, self-contained classrooms.

Grades 7-8 The middle school program builds on the academic fundamentals of the elementary grades, ensuring a strong foundation for student achievement in high school and post-secondary education. Students must master a broad and thorough knowledge base in reading, writing, mathematics, science, history and geography. To further enhance their education, students may also participate in enhanced core curriculum programs including the arts, media skills, foreign language, computer, physical education, health, and consumer and family studies.

High School Grades 9-12 The high school curriculum is comprehensive and ensures students have the essential preparation for college or the world of work.

Textbooks and Workbooks

Textbooks and workbooks are issued to all students on the opening day of school. We do not charge for textbooks, and workbook fees are part of the Enrollment Fee paid when each student is enrolled.

Books will be collected from each student at the conclusion of the course. Students must not mark in textbooks. Books and workbooks will be considered lost after two weeks and must be replaced at the student's expense. In addition, students are required to pay damage fees if textbooks have been abused in any way beyond normal use.

Books are expensive, often costing \$40 to \$60 dollars each. Please take care of them. Carry papers in a notebook and not in the textbook. Textbooks must be covered as required by the teachers. Use each text on a daily basis. Read and reread assignments as often as time allows.

Some junior high and senior high elective courses may require additional fees or supplies. The K-6th grade supply list is sent out mid-summer. The teacher will request supplies for 7th-12th grades when school begins.

Additionally, each student must have a copy of the Bible for daily use in the classroom.

Materials and Supplies

Students must have sufficient supplies at all times. Borrowing of books, paper, pencils, pens, etc., is not permitted in class.

Classroom Guidelines

Classroom decorum is important to learning. The following guidelines are important to follow:

- Be in your chair before class begins.
- Raise your hand for permission to speak or permission to get out of your seat.

- Show respect for the teacher at all times.
- Come to class prepared: textbook, notebook, paper, pen or pencil, and assignment book.
- No candy, gum, food, or drinks are allowed in the classroom without permission.
- Proper spelling, punctuation, penmanship, and sentence structure are required.
- Work must be neat and complete in order to be accepted.
- Failure to turn homework in on time may result in a grade of zero.
- Work done poorly will be returned to the student to be redone and is subject to a lower grade.
- If absent, it is the student's responsibility to get notes from a classmate and turn in all assignments as specified by the teacher.
- The teacher will dismiss class. Please leave the classroom in an orderly manner.

Unprepared for Class

Students are expected to be on time and properly prepared for the day's lesson for each class. Lessons or papers that are past due will be dealt with by the teacher according to his or her standards within the class. When a student does not have required materials, whether they are in the student's locker, car, home or elsewhere the teacher will fill out an **Unprepared for Class Form** and deliver it to the Principal. The same discipline procedure that is used for tardies applies when a student is unprepared for class.

Semester Exams

One of the most beneficial exams students take is the semester exam. Preparing for these tests develops study skills, and serves as a review of materials learned. Students retain more of what they have learned when they have been required to review.

- Semester exams are given only in high school.
- Semester exam grades are given a value of up to 20 percent of the semester grade.
- Seniors, with no more than nine tardies or three unexcused absences per class, may be exempted from one final in the first semester and all finals the second semester in each class in which they have an average of 90 percent or better.
- Suspension eliminates eligibility for exemption of finals for seniors.
- Students transferring to Rimrock Christian High School during the school year are responsible for all prior information taught for the semester in which they enroll.

Standardized Testing

A variety of standardized tests are administered at the School. Testing is done mainly to assess the individual student's current level of knowledge. The following is a list of tests with information to help you understand their purpose:

Stanford Achievement Test The School participates in a testing program through the Association of Christian Schools International, using the Stanford Achievement Test. A week is set aside each spring for this testing. This test is taken by kindergarten through eleventh grade to determine progress and scholastic strengths and weaknesses. The results of these tests, as well as overall results of the School, are available to parents or guardians. In addition, a copy of the results becomes a part of the student's permanent record.

PSAT/NMSQT Taken in the fall, this test is given to sophomores and juniors. The test measures developed verbal and mathematical reasoning abilities, which are important for academic performance in college. The PSAT test is used to help students in taking the SAT during their junior and senior year and to select students for National Merit Scholarships.

GMRT The Gates-MacGinitie Reading Test is administered twice each year to those students in the elementary grades. It is used to determine the general level of reading achievement of individual students. Teachers use the results to assess student reading levels. Additionally, test results are used to report student progress to parents or guardians.

SAT/ACT These tests are college entrance exams. They are offered at the School, and application forms are available to each junior and senior. The SAT assesses math and English skills. The ACT includes math, English, history, and science reasoning.

SAT Preparation Juniors and seniors are offered the opportunity to prepare for the SAT through a computer program available in the computer lab. The program offers a practice test that identifies a student's six weakest areas and provides practice for improvement.

Homework

We believe that a student should have a balance between work and play. Therefore, in grades K-3, students should normally have sufficient time to finish their work in class.

Fourth grade is a transition year for students as more homework will be assigned. Parents and guardians are asked to be supportive during this transition year and to support their students to make this transition year as smooth as possible.

In grades four through twelve, homework may be assigned to teach students responsibility and independence in learning. Additionally, homework reinforces skills and concepts taught during the school day and gives parents and guardians an opportunity to become even more involved with the student's education. Homework is expected to be completed on time.

While parents and guardians may assist the student with homework, the student must do the work and must take responsibility for it. Parents and guardians should encourage the student to bring home papers and projects for them to see.

The amount of time a student needs to complete homework assignments varies from day-to-day as well as from student-to-student. Teachers do attempt to keep homework assignments reasonable.

Late Assignments

Students are expected to have all assignments turned in on time as assigned by the teacher.

The following policies will be enforced for unexcused daily work and late major assignments (i.e., projects, papers and other assignments):

Grades five and six: Grades will be lowered 10 percent for every day that the assignments are late. Students will receive no more than a half-credit for late major assignments that are one day late. After five school days, the resulting grade will be zero.

Grades seven through 12: Students will receive no more than a half-credit for an assignment being one class period late. More than one class period late will result in a grade of zero.

Make Up Work

General Absence Students who miss school unexpectedly and have an excused absence from class will be allowed to make up missed work.

- Rimview Christian School students are given two days for each day of excused absences to complete their assignments.
- Rimrock Christian High School students are given one day for each day of excused absences to complete their assignments.

NOTE: Special arrangements will be made for a student who has an excused extended absence.

Pre-approved Absences and Grades 6-12 Extracurricular Activities Failure to get assignments prior to the days missed for pre-approved absences, absences due to extracurricular activities (i.e. athletic events, academic competitions, field trips, etc.) will not extend the due date. It is the student's responsibility to pick-up the assignments prior to the absence. Quizzes and tests must be taken prior to the absence. All assignments are due the day the student returns to school.

Extra Credit Work

Extra credit work may not be used to make up points for missed assignments and homework, loss of points for unexcused absences or poor test performance. It is not fair to students who complete their assignments on time and study appropriately for tests the first time. Extra credit work is used sparingly by our teachers. Its purpose is to encourage students to stretch themselves beyond what is required in order to expand the student's experience with the subject matter.

Incomplete Grades

In certain cases, if a student's financial obligations (including the payment of tuition and fees) are not satisfied in full or as otherwise designated by the teacher and approved by the Principal, an Incomplete (I) will be given on a report card. In the case of an Incomplete designated by the teacher and approved by the principal, at that time a make up work schedule will be designed, giving the student set due dates to turn in all missing work. Failure to turn in work by the due date will result in a grade of zero for all assignments not received.

Progress Reports

We believe strongly in communication with parents or guardians and students with regard to their educational performance. Parents or guardians who have students enrolled in Rimview Christian School receive information on a weekly basis with regard to a student's achievements. If our teachers have concerns with the academic achievement of a student, a parent or guardian will be contacted so that these concerns can be fully discussed.

For those students in grades 7-12, **pink slips** are used as notification of student progress.

A **pink slip** is a note sent home to parents or guardians to notify them when a student's grade average has fallen to a "D" or lower in a class. Near the end of each week, teachers calculate the grades of those students who may be in trouble academically and fill out a pink slip, if necessary. Pink slips are recorded in the school office and sent home either Thursdays or Fridays. These slips are to be returned by the student to their teacher by Monday of the following week. When a student fails to return a pink slip signed by the parent or guardian, the teacher will call the student's home to verify if the parent or guardian has received the pink slip.

Parent/Teacher Conferences

Parents or guardians are encouraged to ask for conferences at any time they think it is necessary. The teachers and the Principal welcome such opportunities. Conference times for parents and guardians are scheduled in the fall for all students in grades K-6 and for those requested by teachers or parents or guardians of students in grades 7-12. In the spring, conferences will be scheduled for those that the teacher, parent or guardian's request.

Here are a few suggestions for a successful conference:

- Ahead of time, write down any questions you may have.
- Arrive on time. If you are late, this cuts into another parent or guardian's scheduled conference time.
- If you need to have a longer time, please schedule additional time with the school office or the teacher.

Dropping/Adding Classes

The following guidelines govern the dropping/adding of classes for secondary school students:

- Middle school students may not drop/add a class after September 1 of the fall semester or January 30 of the spring semester. Exceptions will be made only for transfer students or recommendations made by the faculty.
- High school students may not drop/add a class after September 1 of the fall semester or January 30 of the spring semester.
- All drops/adds must have written approval from the parents or guardians, the instructor, and the school Principal.

Report Cards

Report cards are sent home at the end of each quarter during the semester. Report cards are a means of communicating to parents and guardians and indicating the level of each student's achievement. **NOTE:** There is a charge of \$3.00 for lost report cards.

Final report cards are mailed at the end of each school year. Final report cards and other pertinent records will not be released until 10 working days after receipt of payment for final account balances.

Grading System

Grades K-2 A three-point letter grading system is used as follows:

E-excellent progress
S-satisfactory progress
N-needs to be strengthened

In addition, some subjects may be graded in relation to grade level, as follows:

1-above grade level
2-on grade level
3-below grade level

Grades 3-12 A letter grade system of A-F is used. An asterisk (*) after the letter grade is used for students who are determined to be gifted or challenged. Consideration of a student's effort, attitude, and assignment completion is given more weight in determining grades.

A = 90-100%	4.0 Excellent
B = 80-89%	3.0 Good
C = 70-79%	2.0 Average
D = 60-69%	1.0 Below Average
F = below 60%	0.0 Failure

Honor Roll

Honor roll certificates are issued to students in recognition of their academic achievement. These certificates are awarded as follows:

- Principal's Distinguished Honor Roll for students having a grade point average of 3.5 to 4.0.
- Principal's Honor Roll for students having a grade point average of 3.0 to 3.49

Academic Probation

Students receiving a failing grade at mid-quarter or on a report card will be placed on academic probation. It is intended to give notice to the parent or guardian and student so that a mutual effort on the part of both school and home may be made to correct the academic deficiency. Our goal is to improve the student's performance to a satisfactory passing level.

To participate in extracurricular activities students must achieve a 60 percent or higher grade at mid-quarter, and when report cards are issued.

Promotion of Students

The following guidelines are used in determining promotion from one grade level to the next:

First and Second Grades—A student must pass reading and math to be promoted.

Grades Three through Six—If a student fails two or more core subjects, the student will not be promoted. Core subjects include math, English, and reading.

Middle School Grades Seven and Eight—Students who fail two or more core classes (English, math, and science), or three or more total classes, will not advance to the next grade, unless the work is satisfactorily made up during summer months. The administration may permit exceptions because of the student's age.

High School—Students who fail three or more classes during a school year may not return to school. Students must repeat courses they have failed. However, this requires written permission from the school Principal.

When a high school student receives a failing grade (below 60 percent) for any one semester, the course must be repeated successfully for that semester in order to receive credit.

Rimrock Christian High School Graduation Requirements

Rimrock Christian High School graduation requirements are as follows:

Bible (½ unit per year of attendance)	2 cr.
Language Arts	4 cr.
U.S. History, Government and Economics, World History	3 cr.

Science	2 cr.
Mathematics	2 cr.
Physical Education (2 years, ½ credit each year)	1 cr.
Health	½ cr.
Fine Arts	1 cr.
Practical Arts (must include Keyboarding/Computers)	1 cr.
Electives	<u>3 ½ cr.</u>
Total	20 cr.

Suggested College Preparatory Requirements

Bible (½ unit per year of attendance)	2 cr.
Language Arts	4 cr.
U.S. History, World History, Principles of Democracy	3 cr.
Science	3-4 cr.
Mathematics	3-4 cr.
Physical Education (2 years, ½ credit each year)	1 cr.
Health	½ cr.
Foreign Language (2 years)	2 cr.
Computer courses	2-3 cr.
Electives	<u>2-3 cr.</u>
Total	21.5 - 25.5cr.

Diplomas will only be awarded to students who have successfully completed the foregoing course requirements and whose financial (including the payment of tuition and fees), disciplinary and any other obligations to the School have been satisfied in full. Students with extenuating circumstances may petition the Board of Directors.

Valedictorian and Salutatorian

Guidelines for determining the valedictorian and salutatorian of the Senior Class are as follows:

- Candidates must have attended Rimrock Christian High School for at least two full years during high school, including the entire senior year. An administrative committee may make exceptions to this policy.
- Candidates must not have been on any type of disciplinary probation while in attendance.
- If two students who are competing for the valedictorian position have equal scores, they will be considered co-valedictorians and there will be no salutatorian.

Library

Students from all grades, as well as parents and guardians, are welcome and encouraged to use and enjoy the library. Books and other resources are selected on the basis of supplementing and enhancing all academic subjects.

To assure a beneficial experience for everyone, please observe the following guidelines:

- Books and multi-media materials may be checked out for three weeks and renewed at the library for an additional extension of time.
- Borrowing limits are as follows: two items for second grade, four items for grades three and four, and six items for grades five through twelve, but no more than two multi-media items per patron.
- Borrowed materials returned late are charged at the rate of \$0.05 per day, except for unexpected school closing and vacation periods.
- A first notice is delivered to the student's first-period class one day after the due date has passed and the items have not been returned. At this point, the student must contact the library for settlement.
- If after one week the items have not been returned, a second notice is delivered to the student. The overdue items and accumulated fines are still due.
- The loss of a book or other library item must be reported as soon as possible to the librarian. Lost or severely damaged items are charged based on the cost of replacement, and an additional \$2.00 re-stocking charge.

Computer Lab

Computer literacy is essential. Our computer lab is designed to help students learn to search for knowledge and use computers and information responsibly.

The computer lab policy is strict to protect the welfare of our students. When used appropriately, computers are wonderful tools. Viruses, computer predators, and inappropriate use of technology demand policies and procedures to guide students in the proper use of technology.

Students may access computer equipment only with permission and only for educational purposes. Exercising this privilege requires that users accept the responsibility for all material viewed or produced. Students using the computer lab must sign a form acknowledging that they have read, have had the opportunity to ask questions regarding it, understand the computer lab policy, and agree to comply with the policy and any disciplinary action.

Student users are expected to comply with the following computer lab rules:

- Students are responsible for the proper use of their access privileges and shall not access another student's or a faculty member's account. They are expected to protect the privacy of other users and the integrity of the system by avoiding misuse of passwords and others files.
- Any disk brought in from outside the computer lab must be approved by a teacher and checked for viruses before being used.
- Students shall not damage or misuse the network, network cables, computer equipment or programs.
- Students shall not access, download, and/or create inappropriate, pornographic, or obscene material.
- Students shall not gain unauthorized access to any resources or entities.

- Computer equipment shall not be used for illegal activities or to produce official looking school documents.
- Game playing is not allowed.
- Computer hacking will not be tolerated and includes, but is not necessarily limited to the following:
 - a. Accessing unauthorized areas of the computer.
 - b. Accessing unauthorized areas of the network.
 - c. Accessing unauthorized areas of software packages.
 - d. Installing software in an individual account.
 - e. Installing software on the network or a hard drive.
 - f. Accessing other students' accounts.
 - g. Inoculating a system with a virus.
 - h. Copying programs or files without a teacher's permission.
 - i. Damaging system files of any type.
- Graphics and personal items shall not be printed without teacher permission.
- Food and drinks are not allowed at the computer stations.
- Workstations are to be cleared at the end of the period. This includes returning mice to holders and books to the appropriate location.
- Students are not to touch other students' keyboards or remove or mix up keys on any keyboard.
- Machine malfunctions must be reported immediately to the instructor.

Violations may result in a student losing his/her computer privileges and a failing grade in a class.

Academic Advising

As students progress through the upper school grades, they will face important decisions regarding their schedules, college plans, and career choices. Our Academic Advising Program helps students with the testing, application requirements and the various application processes and provides information about colleges and careers. In addition, a helpful timeline for college preparation is provided at the end of this section.

- Transcripts for juniors and seniors must be requested from the school office two days prior to their distribution.
- Students are advised concerning their current and future academic goals.

College preparatory counseling involves the organization of student's program of studies, prerequisites for most colleges, providing information about the college entrance testing program (PSAT, PLAN, SAT, ACT), and facilitating the college application process.

Counseling

Learning, growing and living for Christ can often confront us with daunting challenges. Sometimes, we all need help in our relationships with God, others and ourselves. Students are no exception. Qualified adults are on staff to offer assistance with issues that impede personal or academic growth and success.

Extracurricular Eligibility

Participation in all extracurricular activities is a privilege available to those students who meet academic and behavioral performance criteria.

Academic Determination—If a student is failing a subject at mid-quarter or at the end of the quarter, he or she may continue to practice but becomes ineligible to participate in competitions or performances during the subsequent school week, at a minimum. The student must improve his or her grades before being allowed to participate in extracurricular events.

Behavioral Criteria—Students receiving In School Suspension may continue to practice but will not be permitted to participate in extracurricular competitions or performances on the day of the suspension.

Any student receiving Out-of-School Suspension may continue to practice but becomes ineligible to participate in extracurricular competitions or performances during the subsequent 15 school days.

Students on disciplinary probation may continue to practice but are ineligible to participate or play for the duration of the probation.

Lifestyle Expectations

It is our expectation that students be obedient to God as demonstrated by their daily lifestyle. A high standard of conduct is required of each student—at school and off campus—for the purpose of maintaining order and building Christ-like character. To this end, when an offense is committed, repentance, reconciliation and restoration is the Biblical standard to be followed.

Academic Lifestyle Expectations

The educational experience is a joint venture among all of us—school, parents, or guardians and students. We expect students to:

1. Attend all classes daily and on time.
2. Be properly dressed.
3. Be prepared for each class with appropriate materials and assignments.
4. Turn in assignments on time.
5. Exhibit an attitude of respect toward all individuals and property.
6. Speak in such a way as to lift up others.
7. Bring only teacher-required materials and supplies and approved personal items to school.
8. Be obedient to all rules, policies, and procedures.
9. Be honest and trustworthy.
10. Cooperate with administration in the investigation of disciplinary cases, volunteering information related to serious offenses.
11. Take home all school-related communications.
12. Not cheat (including plagiarism) on schoolwork, special projects, or tests.
13. Do one's own assignments and not copy another student's work.

Safety Lifestyle Expectations

The safety of our students, faculty, staff and visitors is of utmost importance to us. To help assure a safe campus environment, the following regulations will be strictly enforced:

1. No one is permitted to bring guns of any kind on campus.
2. No one is allowed to bring any weapon on campus (real or toy), such as sling shots, knives, etc.
3. No explosive devices are allowed on campus.
4. No chemical devices of any kind will be permitted on campus.

Communication Lifestyle Expectations

Communication, whether by word or deed, must be God honoring. The following will not be allowed:

1. Use of inappropriate communication whether oral, written, graphic depiction, or through body language and gestures.
2. Harassment of any kind (name-calling, mocking, sexual, bullying, ridiculing, etc.) is prohibited.
3. Threatening to harm someone or to damage someone's property.
4. Use of manipulative words to control or force someone to comply with one's wishes.
5. Use of harsh, abusive, derogatory comments, or condemning language.
6. Arguing with those in authority or refusing to obey authority figures.
7. Any involvement with obscene and pornographic materials.
8. Discussion of inappropriate subjects.
9. Any sowing of discord, rebellion, division or sedition.

Relational Lifestyle Expectations

It is our goal to help create an environment where healthy relationships will be fostered, including lifelong friendships. We expect our students to not:

1. Form a gang or a clique.
2. Display affection in a physical form with another student (handholding, embracing, leaning on, walking arm-in-arm, or any other form of physical contact).

Moral and Spiritual Lifestyle Expectations

Because we are a God-honoring educational institution, it is essential that we demonstrate a moral and spiritual lifestyle. We expect our students to abstain from:

1. Fornication and pre-marital sex, whether or not pregnancy occurs.
2. Any behavior that would reflect on perverted sexuality.
3. Music that includes unacceptable content.
4. Involvement with occultism, New Age, Satanism, Wicca, or other cults.

Legal Lifestyle Expectations

It is a requirement of everyone to obey all laws of our nation, state, and community. We expect our students to not be guilty of:

1. Stealing or thievery of any kind.
2. Substance abuse including smoking, alcoholic drinking, and drugs.
3. Supplying others with smoking materials, alcohol, or drugs.
4. Gang-related participation and involvement of any kind.
5. Any criminal activity or involvement.

High School Privileges and Rules

Privileges Certain privileges are extended only to students of Rimrock Christian High School. These include the following:

- Gum is a limited privilege for junior/senior high students. They are expected to chew it and dispose of it properly.
- Campus picnic tables are a privilege first for junior/senior high activity at lunchtime. The elementary classes have first privilege during their recess times.
- The basketball court is a privilege first for junior/senior high activity at lunchtime. The elementary classes have first privilege during their recess times.

Rules Teachers are given the authority to enforce general school rules in and out of the classroom. This means they are authorized to direct students to cease a behavior or to begin a behavior.

- Lockers are to be treated with respect and care. Students may not open or enter a locker other than their own. Lockers are subject to search by teachers, administrators, and other appropriate individuals (such as law enforcement). Students may lock their locker, but a key or the combination number must be given to the school office.
- Breaks between classes are 5 minutes. Students are expected to be in their seat, ready to start class when the tardy bell rings.
- Certain areas of the high school building are off-limits. These include the following areas:
 1. The unfinished sanctuary, gym and west wing areas of the building.
 2. The Chapel except during chapel, student assemblies, or by special permission.
 3. Teachers' desks, cabinets, storage containers, and files.
 4. Inside the offices of the school or the church.
 5. Inside storage and janitor's areas unless permission is granted.
 6. Other students' desks and lockers.
 7. The kitchen except by special permission or Home Economics Class.
 8. High school students in elementary bathrooms or in the opposite sex bathroom.

9. The nursery, except with permission.
10. The photo lab dark room, except with permission.
11. The parking lot, except with permission.

Senior and High School Trip Guidelines

The Rimrock Christian High School traditionally schedules a trip that all seniors look forward to in honor of their educational experience. It is designed to be a time of enjoyment and celebration. As with all of our school sponsored trips, certain guidelines apply as follows:

- Chaperones are the authority. Students must have approval from the chaperones for any thing or any activity out of the normal.
- No students are permitted to drive school vehicles.
- Generally, students must stay together. Any exceptions must be approved by the chaperones.
- No one goes on his or her own or in small groups without an adult chaperone.
- No boy(s) in girls' rooms and vice-versa.
- Be careful what is watched or listened to on TV, videos, CD's or DVD's.
- Be respectful of all people at all times and in all locations.
- Dress appropriately. The Dress Code remains in effect on school trips.
- Be reasonable and flexible, be sensitive to the group's schedules, and be prompt

Dress Code and Grooming Expectations

It is not the intent of the administration to make grooming and dress codes an issue of constant concern. We also believe that parents or guardians are very capable of determining proper dress attire and grooming standards. Dress codes and grooming expectations become an issue when modesty and cleanliness are not exercised, and when dress and cleanliness are not consistent with our mission, vision, and core values statements.

We ask that each parent and guardian help ensure that students are dressed appropriately for a Christ-honoring institution of learning. Our guidelines are not designed to work a hardship on students or parents or guardians, or to deny the dictates of the individual conscience. We believe that the way we dress says something about our attitude and Christian character. Therefore, each student is expected to present a good personal appearance at all times. These guidelines are to be adhered to at school and at school activities.

In general, clothing must be appropriate for the age level of the student. Any clothing that is determined to be disruptive to the educational process or classroom activity, or which would be hazardous to the health and safety of any student, is not permitted.

The final decision concerning the dress code will be made at the discretion of the administration and, if deemed necessary, parents or guardians will be contacted to bring acceptable clothing to the student. Clothing may be provided from the

school office if parents or guardians are unavailable and the student is not able to obtain proper clothing.

NOTE: On Chapel Days, 7th – 12th grade students are not allowed to wear shorts, blue denim, or T-shirts. (Elementary students are to be dressed nicely.)

Student Conduct Expectations Off-Campus

Students involved in off-campus school-related activities are required to maintain a high standard of behavior and attitude and to maintain student discipline as if they were in school. Off-campus school-related activities include athletic events, school trips, field trips, extracurricular events, special events, and similar activities.

All campus rules remain in effect. In addition, the following applies to off-campus school-related activities.

1. Full compliance with the instructions of school staff and/or adults placed in a position of responsibility and authority.
2. Respect for other people and those in authority not affiliated with the School.
3. Respect for the property of others.
4. Students must not give an appearance of evil nor compromise Christian standards.

Discipline Policies and Procedures

Everyday life demands that we all follow rules, policies, and regulations. We may not agree with all of them, but none-the-less, we are required to abide by them. It is no different at the School.

Our discipline policies and procedures are designed to change and modify behavior and to help students learn what is acceptable and not acceptable. To guarantee a good social and educational climate, students must understand that acceptable standards of behavior will be expected at all times.

Disciplinary action is administered when any individual's actions interfere with the right of the teachers to teach and the students to learn.

Disciplinary Responses Discipline depends on school and home communication and collaboration to be an effective tool. The following disciplinary options constitute an array of responses available to teachers and administrators. Certain conduct violations, including but not limited to tardies, trancies, and cheating; carry academic consequences as well as the disciplinary consequences.

Any one or more of the following means of discipline may be applied per discipline event.

- Oral warning to students regarding their actions.
- Written report to be placed in student's file.
- Limitation of normal privileges, such as recesses.

- Limitations, indefinite suspension, or removal from extracurricular activities, a position, or leadership.
- Contact with parents or guardians in writing or by telephone.
- Parent/guardian-teacher-Principal conference with or without the student present.
- Detention in a monitored detention room.
- Meeting with the Discipline Committee.
- In-school suspension, working alone in a restricted, quiet area and completing all assigned schoolwork.
- Out-of-school suspension working away from school and completing all assigned schoolwork. Students, in more serious circumstances, will receive a zero in all classes that are missed during the out-of-school suspension.
- In-school counseling.
- Doing research on an assigned topic and making a report.
- Placement on a zero-tolerance status for any future recurrence of the cited behavior.
- Social probation where a student's overall attitude and behavior are placed on notice and review for future consideration of additional discipline.
- Reporting of illegal activity to law enforcement authorities.
- Expulsion from school.
- Students who maliciously damage or destroy school or another person's property will be required to replace or repair the destroyed or damaged property and may be dismissed from school.

Detention (grades 7 through 12) Detentions are assigned to students who disregard established school policies, or when other options do not appear to be correcting the problem. Normal detentions are for a 30-minute time period to be served all at one time. Detentions given by the principal will be served in the office; detentions assigned by teachers will be served in their classroom and under their supervision.

Detentions are served Mondays – Thursdays, from 3:30 p.m.-4:00 p.m. Students must be on time or they will be required to serve their detention on another day.

Athletes who are serving detentions after school will serve their time before attending practice. They will remain in proper school dress while serving their detention.

Students who fail to serve their detentions after a reasonable amount of time (within 3 school days with possible exceptions for illnesses and similar circumstances) will:

- For the first failure to serve detention, receive an additional detention to serve.
- For the second failure to serve detention serve one-half day of In-School Suspension for each detention not served.

Parents or guardians will be notified in writing or by telephone if a student receives a detention or suspension.

Student/Principal Conference Students may be referred directly to the Principal's office for serious offenses, or when teacher-directed disciplinary responses prove inadequate to handle the discipline problem. The Principal may administer an array of disciplinary measures ranging from conferencing to suspension. Teacher referrals to the Principal must specify the offense of which the student is accused and indicate corrective measures the teacher has already tried. The Principal may choose to involve the student's parent or guardian in the conference.

Teacher/Parent or Principal/Teacher/Parent Conference A conference may be requested by the school or by the parent or guardian and is again a reflection of the premise of home and school cooperation on which the educational program is built. The conference is designed to correct a serious discipline problem.

In-School Suspension (ISS) This may be assigned only by Principal. The student must report to a designated, supervised area and remain in this area, apart from regular classes and activities. The parent or guardian will be notified by the Principal as to the following provisions:

- The term of suspension will be no less than one school day.
- All daily work may be made up for a maximum allowable grade of 70 percent.
- Any major test assigned during the period of ISS will be administered during ISS with a maximum allowable grade of 100 percent.
- Students receiving ISS may practice but will not be permitted to participate in extracurricular competitions or performances on the day of the suspension.
- Suspension eliminates eligibility for exemption of finals for seniors.
- Disciplinary probation may be initiated.

Out-of-School Suspension (OSS) This may be assigned only by the Principal and the following specific provisions apply:

- Parents or guardians will be notified to take the student home the day of the occurrence. If the parents or guardians cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
- A parent or guardian of the suspended student must meet with school personnel after the suspension period.
- A student assigned to out-of-school suspension will receive an automatic "Unacceptable Conduct notation in their academic file for the current grading period and will be removed from any office or leadership position for the remainder of the school year.
- Students may earn a maximum allowable grade of 50 percent on daily work, quizzes, and tests and a maximum allowable grade of 70 percent on long-term projects.
- OSS eliminates eligibility for exemption from finals for seniors.
- OSS may initiate disciplinary probation and extracurricular ineligibility.
- Any student receiving OSS may continue to practice but becomes ineligible to participate in extracurricular competitions or performances during the subsequent 15 school days.

Grounds for Suspension Grounds for suspension may include but are not limited to:

- Lying;
- Stealing;
- Cheating;
- Insubordination;
- Disorderly conduct;
- Persistent violation of the rules and regulations;
- Repeated truancy;
- Infliction of physical harm to any student;
- Use of profane and abusive language;
- Damage to or destruction of school property;
- Commission of any act that is disruptive to the best interest of the school;
- and
- Other serious infractions deemed appropriate by the administration.

Disciplinary Probation A student placed on disciplinary probation is in imminent danger of losing the privilege to remain enrolled. Moreover, a student's behavior which is so unsatisfactory as to cause him or her to be placed on probation will forfeit any class office or official position held in any school-related organization. A student placed on probation will neither represent the school in any contest or public program nor be eligible to receive any honors. When a student is placed on probation, the Principal must notify the parents or guardians immediately.

The probationary status of a student will be reviewed at the end of the quarter by the administration. If sufficient correction of behavior is evident at that the time, the student may be removed from probationary status. If not, the administration will determine whether or not the student will continue to attend school.

Further disciplinary actions placing a student on probation for the second time within a year's time may eliminate an offer of reenrollment for the next school year or continued enrollment for the following semester.

Expulsion If extensive documented attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant our most drastic sanction, the Principal may recommend to the Board of Directors that a student be expelled. The Board of Directors will determine the action to be taken.

The following serious offenses, though not exhaustive, are potential grounds for expulsion:

- Defiance or direct confrontation with school faculty, staff, or administration.
- A second suspension.
- Three instances of cheating.
- Chronic violations of school rules not corrected by lesser measures.
- Activities outside the school which call for law enforcement intervention.

- Any off-campus misconduct seriously detrimental to the reputation and Christian witness.
- Assault of a teacher or other individual.
- Intentional destruction of school property.
- Possessing, delivering, using, or being under the influence of any of the following:
 1. alcoholic beverage, controlled substance or dangerous drug;
 2. abusing glue, paint, or other chemical substance; and
 3. mood-changing, mind-altering, or behavior-altering drugs.
- Possession of a lethal weapon on school premises.
- Other serious infractions deemed appropriate by the administration for expulsion.

Cheating Cheating is a serious offense. It involves taking and/or giving information from some source other than the student's own mind and presenting it as if it came from the student's own mind. Therefore, it involves stealing and lying. Students must realize the seriousness of cheating. Teachers are required to take precautions in terms of test security and the structure of the classroom testing environment in order to protect students from unnecessary temptation. If a student has cheated, the following actions will be taken:

- The student will receive a zero on the assignment/test.
- The Principal will be notified.
- The student will confer with the Principal.
- Parents or guardians will be notified.
- If the student holds any kind of leadership position in a class, club, or athletic team, the position may be forfeited.
- Cheating of any kind may result in being ineligible for all academic honors or awards in all subjects.
- A second offense in any class will cause the student to automatically fail the grading period in the class in which the offense occurred. A conference with parent or guardian, student, teacher, and administrator will be held.
- A third offense will result in expulsion.

Public Display of Affection Public displays of affection among students during school or school sponsored activities are forbidden. Public displays of affection are defined as physical contact between students including holding hands, embracing, leaning on, walking arm-in-arm, or any other form of physical contact.

Discipline Committee

In some cases, the Principal may determine it to be in the best interests of the school, student, and parents or guardians to take disciplinary cases to the Discipline Committee. The purpose of the Discipline Committee is to consider or review the more serious discipline matters of students and convene on a per need basis. The committee will recommend a course of discipline for the student under consideration for discipline. If the committee recommends the student be expelled from school, this recommendation must be presented to the Board of Directors for further consideration.

Appeal Procedure

If a student, parent/guardian, or staff member has questions or concerns regarding the behavior of another (including disciplinary action by teacher or administrator or the policy under which an action is taken), the individual must follow the Conflict Resolution Policy established by the Board of Directors, which are based on Scriptural principles. In summary, the following is the procedure to be followed:

- Go directly to the person involved and discuss the matter. Be straightforward and forgiving.
- If the matter is not resolved in discussion with the other, take the matter to the next higher authority (in most cases, the Principal).
- If the matter cannot be resolved at this level, a hearing before the Board of Directors may be requested. The decision of the Board of Directors is final.

Activity Opportunities

Student Activities

Field Trips As part of the educational experience, students are taken on field trips that supplement their regular class work. The family account may be charged for any fees associated with the trip, as noted on the permission form sent home to parents or guardians prior to each trip. Participation in school field trips is restricted to those students currently enrolled and to those students who are in the designated grade level.

Sports We offer an active program of team and individual sports for a variety of ages, when we have sufficient numbers to comprise a team, as follows:

Elementary and Middle School Boys

Grades five through eight	Basketball
Grades five through eight	Football
Grade eight	Soccer

Elementary and Middle School Girls

Grades five through eight	Basketball
Grades five through eight	Volleyball

High School

High School athletes compete against other schools in the Montana Association of Christian Schools and Class C high schools. The following sports are offered:

Boys

- Football

- Basketball
- Soccer
- Track

Girls

- Volleyball
- Basketball
- Track

Athletic Philosophy Our philosophy is that the athletic program will:

- Prepare students for service to their Lord.
- Focus on building godly character in a non-classroom setting.
- Pursue excellence in athletics with a Christ-like attitude.
- Prepare students to fill leadership positions in society from participation in athletics.
- Have a positive influence in the life of each student, family, employee, and the school as a whole.
- Prepare for and participate in all contests with a competitive spirit and an understanding that winning is not the most important objective.
- Athletics is a visible testimony to the community, and we approach all activities as opportunities to provide a witness worthy of our Lord.
- Emphasize concepts of commitment, sacrifice, humility, and teamwork. Individual achievement while recognized, is secondary to team achievement.
- Glorify God when achievements are derived from participation in athletics.
- Strive to provide opportunities for all students to develop their physical gifts to their maximum potential.
- Strive to build athletic programs of sufficient quality and variety to meet the desires of the families we serve.

Eligibility Requirements All students wishing to participate in the athletic program must have a current Sports Physical/Parent Permit Form filed with the school office before attending any practice and/or competing in an event. Athletic fees will be charged to the family account. All athletic fees are not refundable.

Social Activities A variety of social activities are scheduled throughout the year. Involvement by students is encouraged.

Fine Arts Students have opportunities in drama, music, and art beginning in the seventh grade.

Parent/Guardian Opportunities

We love our parents and guardians! In so many different ways, parents and guardians serve along side faculty and staff to assure a wonderful learning experience for our students. We thank you for your support and prayers.

We encourage you to volunteer at the school.

Elementary School Volunteers—Elementary school teachers welcome the assistance of parents and guardians. Volunteer opportunities include helping in the classroom, planning parties and field trips, volunteering in the lunch room, placing telephone calls, helping coordinate class events, and serving as a chaperone.

High School Volunteers—Our high school teachers welcome parent and guardian volunteers to assist in a variety of areas. The opportunities include field trips, lunch room volunteers, assistance with activities, and chaperones for various events.

Office Help—Office staff needs volunteers for a variety of major projects, including preparation of mailings, photocopying, and general office assistance. If you are willing to volunteer, please contact the school office.

Volunteer Involvement Guidelines—Please sign-in at the school office and pick up a name tag. When your volunteer work is completed, please sign out at the school office.

Fundraising—A variety of school fundraising events are scheduled throughout the school year involving students. Parents and guardians are welcome to help coordinate these efforts. All fundraising events must be coordinated with the Big Sky Youth Education Foundation, which is the organization designated to conduct major fundraising on behalf of the school.

Garage Sales—Each spring, to support the sports programs we sponsor a garage sale on campus. Donations come from anyone willing to consign to the school personal property worthy of resale. The school office issues a receipt or acknowledgement of the gift. However, assigning a value to the item must follow the rules of the Internal Revenue Service.

Monetary Contributions—Parents, guardians and others are very generous and often contribute monetarily. We greatly appreciate these gifts. We do ask that individuals who wish to contribute contact the Board of Directors of the Big Sky Youth Education Foundation. The Foundation's office is located in the Rimview Christian School building.

General Information

Closed Campus Policy

Parents/Guardians We encourage parents/guardians to visit the school and students' classrooms. When you plan to visit, teachers appreciate advance notice. Plan to stay long enough to observe a good representation of the class time. Please check with the school office before proceeding to students' classrooms or to other parts of the building. Per the Closed Campus Policy, you are required to sign in and sign out.

If you have any questions, or concerns, please, feel free to discuss them with the teacher and/or Principal.

Visitors Because we have a Closed Campus policy, strict visitor policies are enforced. Written permission, secured at least one day prior to the visit, must be granted by the School to each visitor. When the purpose of the visit is to contact an individual student, written permission is also required by the parent or guardian of the student. The following regulations apply:

- Upon arrival, all visitors who have permission to visit with students are required to report immediately to the school office and sign in.
- Upon departure, visitors must sign out at the school office.
- No visitors will be allowed to move about the campus (excluding parents/guardians) without being accompanied to their intended place on campus by an adult designated by the Principal.

Delivery of Messages and Student Items

- Students will not be called out of class or have class interrupted for phone calls or messages, except in an emergency.
- Please do not ask school personnel to deliver messages, lunches, books, packages, gifts or forgotten assignments to your student's classroom. These items are to be delivered to the school office, and someone from the school office will contact the individual student to pick up items.

Students Leaving Campus

All students are required to remain on campus during the normal school hours. This includes lunch periods. Any planned departure for appointments require a notice in writing signed by the parent/guardian/responsible adult and approved by the Principal prior to leaving campus. Upon approval, students in grades 1-10 not having a driver's license and a car that the student uses to travel to and from school, must have either parent/guardian/responsible adult accompany them. The student must sign out in the school office upon departing and must sign in upon returning if this occurs during the same school day.

Hall Passes

All students are to be in their assigned classroom and under supervision at all times during the school day. Students moving through the halls at any time during the school day without supervision of teachers are required to obtain a written permission pass from the teacher. Hall passes are held to a minimum, and any student in hallways without an authorized pass will be subject to disciplinary action.

Unauthorized Material

Students may not bring unauthorized material to campus. Students bringing unauthorized material to campus will be subject to disciplinary measures. This includes recreational material, such as non-required books, magazines and periodicals. Teachers will confiscate such items.

Pornographic items of any type will not be allowed on campus. This includes books, magazines, posters, pictures, printed internet material and drawings. Any such items deemed to be obscene, pornographic, or otherwise not in the best interests of students or not in keeping with the spirit of Christian education will be confiscated by teachers.

In addition, any music brought to campus which promotes rebellion, violence, sexual perversion, promiscuity, suicide, disrespect for authority, vulgarity, satanic activity and other unacceptable lifestyles will not be permitted. Students will not be permitted to listen to such music while on campus or during a school-sponsored event.

Campus Care

Students are held responsible for deliberate damage to school buildings and property. Accounts will be billed for the cost of repairs and/or replacement of damaged or destroyed property.

Lost and Found

The School maintains a Lost and Found area in the school office. Items considered valuable will be taken to the Lost and Found. Items not claimed by the end of each month may be donated to charity. We suggest that all personal items be marked with the student's name for easy identification.

School Insurance

All students are covered by a secondary accident insurance policy. This secondary coverage is for those who do not have their own insurance or will supplement what their insurance does not cover. If you have your own insurance policy, you will be asked to use your insurance first. If there is a balance not paid, you may submit that balance to the school insurance policy.

Playground Rules

All students are expected to follow these established playground rules before, during and after school hours:

1. Students are not allowed to throw rocks or move rocks from one area of the playground to another.
2. Students may not crawl up slides.
3. No rough play such as kicking or pushing is allowed.
4. Organized team games (basketball, dodge ball, soccer, etc.) must be confined to designated areas approved by the supervising teacher during recess.

Class Parties

Class parties are planned each year with the help of parents, guardians, and

teachers. These include the Christmas party, Valentine’s Day party, and End-of-School party. Parties are planned for students in that particular class, so parents and guardians should not bring younger students or older siblings to class parties.

Birthday Parties

Parents and guardians are welcome to send treats and snacks to school on a student’s birthday. At the parent or guardian’s request, students in grades K-6 will be assigned a day during the school year on which to celebrate their birthday. Please note that birthday presents will not be permitted at school.

Individual Parties Outside of School

Invitations (written or verbal) to individual parties held outside of school are only permitted to be distributed if every class member (or every class member of the same sex) is included. Parents and guardians are asked to be sensitive to the effect exclusion has on young students.

Awards

Teachers present special awards as listed below to students in grades K-6 at an awards presentation in the classroom during the last week of school. Awards are presented for the following:

- Christian Character—given to every student, identifying one student for outstanding character traits.
- Honor Roll—all exemplary school work for the school year.
- Perfect Attendance—given to any student who has had no absences or excessive tardies all year.

Money and Notes from Home and School

Money should always be sent in a sealed envelope with the following information on the outside of the envelope: (1) the student’s name; (2) the amount and purpose; and (3) the teacher’s name. All notes should be sent in a sealed envelope to protect the privacy of written communication between the parent or guardian and the teacher.

An informational note from the School is sent home every Tuesday. Please remember to ask your student for it. Teachers and the school office send notes home as a way to keep parents and guardians informed of the student’s needs and progress. Parents and guardians may choose to have these Tuesday notes E-mailed to them.

Change of Address

Any change of address or contact information should be reported immediately to the school office. Change of employment or emergency contact information should also be reported immediately.

Lunch Program

The School does provide a limited hot lunch program up to three days per week, one pizza day, and a snack shop for upper grade students, and milk. However, each student must provide for his or her own lunch. Please, if a lunch is brought to school, send a lunch that your student can manage without a teacher's help. Be sure to include eating utensils. Microwave ovens are available for warming food.

Chapel

Chapel is held Monday mornings for grade K-12.

Students must sit in assigned pews with their teachers. Attendance and tardies will be taken the same as for regular class. Students are encouraged to have their Bibles with them at each chapel session.

Chapel begins with the pledges to the U. S. flag, the Christian flag, and the Bible. A patriotic song may be sung along with other songs. The Administration arranges for chapel speakers.

On Chapel days, students in grades 7 – 12 may not wear shorts, blue denim, or T-shirts. Elementary students are asked to dress nicely.

Telephone Use

Student use of the telephone should be limited to emergencies only. Students may not carry or use cell phones and/or beepers during normal school hours.

Contacting Teachers

If you would like to talk with your student's teacher(s) after school, please make an appointment at least one day in advance so that plans may be made accordingly. If it is urgent to contact a teacher, please, call the school office and leave a message and the teacher will contact you.

Parking and Traffic Flow

In order to provide a smooth traffic flow, enter the driveway at the west entrance and then drive around the loop so that the passenger side of the car faces the school building. When you leave, use the same west exit. Please do not use the east entrance. The speed limit on campus is five miles per hour during school hours and 10 miles per hour after school.

Please do not leave your car parked unattended in the traffic loop or next to the school. When you need to bring in a book, lunch, check a schedule, pay tuition, etc. before or after school, you may park beyond the loop. Please use the area southeast of the high school building.

For safety reasons, please, do not back up. When loading or unloading is completed, please pull out and leave if you can safely do so without backing up. The loading zone may be reduced during wet muddy weather.

Please, be careful when you enter Grand Avenue. Allow plenty of time for oncoming cars because they may be traveling at fast speed. Also, look for pedestrians, joggers, and bicyclists. Grand Avenue is heavily used for more than normal vehicle traffic.

Students Driving to School

- Students with valid driver's licenses may drive cars to school.
- Driving to school is a privilege and not a right. Unsafe driving habits may result in a student losing his/her privileges on school property for a period of time to be determined by the administration
- Once students arrive at school, they are not to leave until dismissal, except with special permission. Any exceptions will be made by the administration. Please, do not ask teachers or staff for permission.
- Students are not to gather on the parking lot. Nor are they to be in or around their vehicle or any other student's vehicle during the school day (including the lunch hour) without permission from the school office or their teacher.

Health and Safety Policies

Health and Medical Policy

Billings Christian Schools has contracted with RiverStone Health for the school nurse program. The school nurse assigned to our school maintains all medical records of our students, implements medical policies, and is on site for eight hours each month. Call the school office for the schedule.

Immunization Requirements By law all students attending school are required to have been immunized against several diseases. Upon enrollment, parents will be required to provide a cumulative record of all immunizations before beginning classes. Any physician or clinic-validated document showing the month/day/year of immunizations is acceptable. Please share documentation of ongoing immunizations with the school so that our records may be updated, as required by law. Initial attendance and/or continued enrollment may be denied without this record on file with the school. The only exclusion from immunization compliance is a Medical Exemption signed by a physician, or a Religious Exemption which must be completed and notarized each school year. These must be on file with the school.

Health Screenings Vision screening will be done with students in all grades. Hearing screening will be done with students in grades K, 1, and 9, students new to Montana and students with previous hearing problems. A brief dental screening will be done with 3rd grade students. Scoliosis screening will be done with 6th grade students, and with 7th and 8th grade students who previously had questionable results. Scoliosis is a curvature of the spine and the procedure involves the examiner inspecting the child's posture as he/she stands and then

bends forward. For all screenings, parents will be notified if a follow-up by their physician is indicated.

Medication Policy Elementary students are required to keep medications at the office and have a medication consent form filled out and signed by a parent. Students can keep inhalers and diabetic supplies with them. Prescription medications to be taken longer than two weeks also need to have a physician signature on the consent form. Prescription medications must be brought to school by a parent. All medications must be in the original container. Secondary students are not required to keep medications at the office. However, for safety reasons, they should only keep 1 or 2 doses with them and not a full bottle of prescription medications in their locker. If the parent would like medications for a secondary student to be kept at the office, the parent needs to fill out and sign a consent form and follow those regulations. Then it is up to the student to remember to come to the office to take the medication while the secretary supervises.

Safety

Bicycles Bicycles must be parked and locked in the assigned bicycle rack. Bicycles may not be ridden on school sidewalks. While on campus, please, get off your bicycle and walk to and from the rack. Bicycle riding is prohibited during lunch, recess or before and after school. Grand Avenue traffic can be dangerous; therefore, stop, look and listen before entering. We recommend use of a helmet for all bicyclists.

Skate Boards, Roller Skates, and Roller Blades There is to be no skateboard riding on school grounds. As you come to campus, please, pick up your skateboard and carry it. There is no roller skating/blading on school grounds. As you come to campus, please remove roller skates/blades and carry them. Roller/skates/blades must remain locked in your locker during the entire school day.

Laser Pointers Laser pointers are prohibited at school, in a van, and at any school event. Any student found in possession of a laser pointer will be assigned disciplinary action and the laser pointer will be confiscated and will not be returned.

Snow/Snowballs No student may pick up, throw, or kick snow on school property or at school events.

Inclement Weather Should it become necessary to dismiss school due to inclement weather or other disasters, parents/guardians/responsible adults will be notified as soon as possible by means of announcement on **KURL or KMZK** (730 or 1240 on the AM radio dial), or a telephone call to your residence.

Other

Electronic Devices Student possession or use of radios, tape players, CD players, electronic beepers, video games, Game Boys, DVD players, or other electronic

devices are prohibited at school. Such objects will be confiscated and held in the school office until the end of the day. If these items are confiscated at school a second time, they may not be returned.

Cell Phones

Students may bring cell phones with them to school. Students may use their cell phones before school, during lunchtime, and after school. Students may not use cell phones during or between classes. If a student's cell phone is confiscated at school a second time, it will be kept in the office for three days. The parent or guardian must pick up the phone. If a cell phone is confiscated a third time, the student will lose the privilege of bringing the phone to school. It is necessary that parents or guardians help the school in controlling the use of cell phones by students at school.

Emergency Safety Procedures

Fire Drills

The School conducts fire drills to prepare students for efficient emergency evacuation from school buildings. Fire drills may be done independently of the Billings Fire Department or under their supervision.

1. The alarm will be a continuous bell until the building(s) is/are evacuated.
2. Students will leave the building in a quiet, orderly manner according to the instructions given by the teacher.
3. All school supplies and books should remain in the classroom.
4. The teacher is the last person to leave the room. Teachers will take their grade book with them and take attendance upon arriving at their designated location.
5. Make sure all windows are closed. The door should be closed, but not locked.
6. Until further instruction, classes should remain at their designated area with their teachers.
7. The "All Clear" sign will be a visible sign or verbal okay from the Principal or administrator. Students should return promptly and orderly to their rooms.

Tornado Drills

Tornado drills may be done independently or in conjunction with official Billings and Yellowstone County First Responders.

1. The alarm will be a continuous intermittent ringing of the bell.
2. All students will move to the inside hallway of the building. They will crouch down on their knees with their head to the wall, with their face down, their eyes closed and hands clasped over the back of their head.
3. Students will remain quietly in this position until the teacher tells them that they may move.
4. The "All Clear" signal will be given to the teachers by the Principal or administrator.

5. Teachers should try to open two windows before leaving the classroom.

Earthquake Drills

Earthquake drills may be done independently or in conjunction with official Billings and Yellowstone County First Responders.

Earthquakes usually occur without warning. If you are inside the building, take these actions.

1. Drop to the floor immediately and cover your head.
2. As soon as possible, move away from windows and out from under heavy hanging objects.
3. When the tremor ends, leave the building in an orderly manner as you would for a fire drill.
4. Teachers are to shut off water, lights, and gas as they leave the room. Do not light any matches or lighters.
5. Avoid touching any wires or objects that may have fallen during the earthquake.
6. Gather with your class outside of the building in an open area for attendance to be taken.
7. Do not return to the building until clearance has been given.

Crisis or Terrorism Drills

Unfortunately, a crisis or act of terrorism can occur in the safe haven of a private Christian school. Therefore, teachers and students will be trained annually on how to deal with a crisis or threat of terrorism.

Student Records

The School maintains records for each student to facilitate the instruction, guidance and educational progress of each student. These student records include, but are not limited to, identification, attendance and discipline data, aptitude test scores, educational and vocational plans, objective counselor or teacher ratings and academic records (including report cards, progress reports and transcripts). **DESPITE ANYTHING IN THIS PARENT-STUDENT HANDBOOK TO THE CONTRARY**, the School may not release any academic records (including a transfer to another school) unless the student has satisfied all financial obligations (including the payment of tuition and fees) in full. If the School releases any academic records for whatever reason and a student has not satisfied all financial obligations (including the payment of tuition and fees), the School shall list all final grades for any semester for which the student has delinquent financial obligations as Incomplete. Students with extenuating circumstances may petition the Board of Directors.

State and Federal Regulations

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents or guardians certain rights with respect to students' educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents, guardians or eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents, guardians or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the School decides not to amend the record, the parent, guardian or eligible student then has the right to a formal hearing. After the hearing, if the School still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent, guardian or eligible student in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 1. School officials with legitimate educational interest;
 2. Other schools to which a student is transferring;
 3. Specified officials for audit or evaluation purposes;
 4. Appropriate parties in connection with financial aid to a student;
 5. Organizations conducting certain studies for or on behalf of the school;
 6. Accrediting organizations;
 7. To comply with a judicial order or lawfully issued subpoena;
 8. Appropriate officials in cases of health and safety emergencies; and
 9. State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents, guardians and eligible students about directory information and allow parents, guardians and eligible students a reasonable amount of time to request that the School not disclose directory information about them. Schools must notify parents, guardians and eligible students annually of their rights under FERPA. The actual means of

notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact the Family Policy Compliance Officer at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Asbestos Hazard Emergency Response Act (AHERA)

The Asbestos Hazard Emergency Response Act (AHERA) focuses on protecting students and school employees from the dangers of asbestos, a naturally-occurring, fibrous mineral, which has commonly been used in building construction. This act requires the following:

1. Inspection of school buildings for asbestos-containing building material (ACBM).
2. Develop a plan to manage ACBM in each school building.
3. Designate a person who will ensure that AHERA requirements are properly implemented.
4. Annually notify parents or guardians, students, and staff regarding the school's asbestos management activities.
5. Provide information to contractors on the locations of ACBM in its school buildings.
6. Provide asbestos awareness training to maintenance and custodial employees.
7. Conduct triennial re-inspections and semiannual surveillance to monitor the condition of ACBM remaining in its school buildings.

For additional information on AHERA, contact Allen Gould, AHERA Compliance Inspector, 800-227-8917, extension 6406, or visit the website at <http://www.epa.gov/asbestos> and click on "Asbestos in Schools."

Drug, Alcohol and Tobacco School Policy

No student of the School shall manufacture, distribute, dispense, possess, use or be under the influence of any of the following substances on school premises or at off-campus school-related activities, functions, or events:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Tobacco or any tobacco product;

3. Alcohol or any alcoholic beverage
4. Any glue, aerosol paint, or any other chemical substance that could be abused by inhalation.
5. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.

A student need not be legally intoxicated to be considered “under the influence” of a controlled substance. Students who violate this prohibition are subject to disciplinary action, including expulsion, and may be referred to appropriate law enforcement officials for prosecution.

Anti-Harassment Policy

It is the policy of the School to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The policy includes bullying in its definition of harassment. Action by the administration will be taken to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents or guardians, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Harassment of students will not be tolerated, nor are reprisals tolerated against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

The complete Anti-Harassment Policy adopted by the Board of Directors is on file in the school office. This policy specifically covers the following:

- Sexual Harassment;
- Verbal Harassment;
- Race, Color, National or Ethnic Origin Harassment;
- Age and Disability Harassment;
- Electronic Harassment;
- Physical Harassment; and
- Bullying or Intimidation.

The student anti-harassment 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, the administration has the right to expect, and does expect, that students and employees will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these Biblical standards—whether or not occurring at school or during school-sponsored events, activities, or functions, or whether on campus or not—is subject to appropriate action by the administration.

For additional information regarding the Anti-Harassment Policy, contact Mr. Paul Waggoner, Principal, at (406) 656-9484

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law passed by Congress intended to establish transaction, security, privacy, and other standards to address concerns about the electronic exchange of health information. However, the HIPAA Privacy Rule excludes from its coverage those records that are protected by FERPA at school districts and postsecondary institutions that provide health or medical services to students. This is because Congress specifically addressed how education records should be protected under FERPA. For this reason, records that are protected by FERPA are not subject to the HIPAA Privacy Rule and may be shared with parents and guardians under the FERPA circumstances described above.

Child Abuse Reporting

Under Montana law, employees of the School are required to report suspected child abuse as specified under 41-3-201, MCA as follows:

- (1) When professionals and officials listed in 41-3-201 subsection (2) know or have reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused or neglected, they shall report the matter promptly to the Department of Public Health and Human Services, Child & Family Services Division's Montana Statewide Toll-Free Child Abuse Hotline.
- (2) Professionals and officials required to report are:
 - (a) a physician, resident, intern, or member of a hospital's staff engaged in the admission, examination, care, or treatment of persons;
 - (b) a nurse, osteopath, chiropractor, podiatrist, medical examiner, coroner, dentist, optometrist, or any other health or mental health professional;
 - (c) Christian Science practitioners and religious healers;
 - (d) school teachers, other school officials, and employees who work during regular school hours;
 - (e) a social worker, operator or employee of any registered or licensed day-care or substitute care facility, staff of a resource and referral grant program organized under 52-2-711 or of a child and adult food care program, or an operator or employee of a child-care facility;
 - (f) a foster care, residential, or institutional worker;
 - (g) a peace officer or other law enforcement official;
 - (h) a member of the clergy;
 - (i) a guardian ad litem or a court-appointed advocate who is authorized

to investigate a report of alleged abuse or neglect; or
j) an employee of an entity that contracts with the department to provide direct services to children

Locker Search, Student Desks, and Personal Possessions Policy

All lockers on campus are the property of the School. At no time does the School relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by authorized school personnel for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when authorized school personnel have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as is practicable after the search of a student's personal possessions, the authorized school personnel must provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school personnel.

This policy also applies to student's desks or personal possessions as defined by this policy. The personal possessions of students and/or a student's person may be searched when authorized school personnel have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

Definitions

1. "Contraband" means any unauthorized item, possession of which is prohibited by school policy and/or law. It includes, but is not limited, to weapons and "look-a-likes," alcoholic beverages, controlled substances and "look-a-likes," overdue books, and other materials belonging to the school, and stolen property.
2. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.
3. "Reasonable suspicion" means that an authorized school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student or staff member, a student's suspicious behavior, a student's age and past history or record of conduct, or other reliable sources of information.
4. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

Disclaimer

This Parent-Student Handbook does not equate to an irrevocable contractual commitment to students, parents or guardians, but only reflects the current status of the rules and policies. The administration reserves the right to make judgments based on the information available and the specific situation in question. Judgments will be based on Biblical principles and the professional judgments of the administration.