

*Sunshine Bible Academy*  
**PARENT – STUDENT  
HANDBOOK**

***2019 - 2020***



## From the Superintendent/Principal

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Dear Parents and Students,

Welcome to the 2019-20 school year at Sunshine Bible Academy!

Last year we were excited to see the new boys' dormitory completed and occupied, the first step in Phase II of the school's Vision for the Future. What an encouragement to see how God continues to provide for the needs of this school! We are praying that funds will continue to come in and that we will soon be able to begin construction on the new girls' dorm!

There is always a sense of excitement associated with the start of the year. We look forward to seeing friends we have not seen all summer and we look forward to meeting new friends. Our entire faculty and staff is looking forward to how the Lord will work in our lives, and the lives of our students, as we grow in our knowledge and understanding of Him this year—especially as we consider what it means to “Do Love,” which is this year's theme.

We want 2019-20 to be an impactful year for each of our students. We want lasting memories to be formed, lasting friendships to be developed, lasting commitments to Christ to be made and eternal truth to be implanted. We want each and every one of our students to be equipped to apply God's truth.

The success of each school year is due in no small part to the procedures and guidelines that have been established to ensure smooth operation of the school. This handbook will help you to understand what is expected of each student at SBA and how those procedures and guidelines provide an atmosphere conducive to orderliness and accountability. Please take the time to read through this handbook carefully.

Thank you for joining us for another great year at Sunshine Bible Academy!

In Him,

A handwritten signature in black ink that reads "Jason B. Watson". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jason B. Watson  
Superintendent/Principal

## Founding

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In the spring of 1951, in the living room of the Marshall's frame house, twenty men gathered to discuss the problem all of them shared...their children's education. Their problem, providing a high school education was a big one. They wanted their young people to have an accredited education, but in addition, they wanted to see their children mature in Christian character and stability during the important high school years.

By the end of that day the twenty men had reached an agreement. The solution was drastic, but visionary beyond its time...they would start their own school! A Christian Boarding School on the South Dakota Prairie! That day, Richard M. Marshall gave forty acres on Highway 45 just outside of Miller, South Dakota and Sunshine Bible Academy was birthed! Birthing is labor accompanied by pain and trials...the beginning of Sunshine Bible Academy was no exception.

In the spring of 1956 the first four-year class of seventeen students graduated. As the school enrollment continued to grow it was necessary to expand campus facilities and those needs continue today. Over the years numerous physical changes have been made but the "Spirit of SBA" remains the same. The cornerstone dated 1951 with the mission statement "God's Truth for Today's Youth" still resonates across the South Dakota prairie today. We believe that Sunshine Bible Academy exists to assist parents with their responsibility to raise their children in the nurture and admonition of the Lord by integrating God's truth in all areas of life.

## Purpose

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The Articles of Incorporation for Sunshine Bible Academy, made and entered into on March 27, 1951, provides the following as the purpose of the school:

The purpose for which this corporation is formed is to conduct and maintain a High School and any other educational institutions which may be deemed necessary for the general education of youth in the essentials of culture and in the arts and sciences, giving emphasis to the Christian doctrines and the ethics revealed in the Holy Scriptures; combating all atheistic, agnostic, pagan, and so-called scientific adulterations of the Gospel; unqualifiedly affirming and teaching the Inspiration of the Bible (both the Old and New Testaments); the birth of our Lord and Savior, Jesus Christ; His identification as the Son of God; His vicarious atonement for the sins of mankind by the shedding of His blood on the cross; the resurrection of His body from the tomb; His power to save man from sin; the new birth through the regeneration by the Holy Spirit; and the gift of eternal life by the grace of God through faith in Jesus Christ.

These Articles of Incorporation shall never be amended, modified, altered or changed as to the provisions set forth herein as regards this statement of purpose.

Clearly, then, Sunshine Bible Academy has a rich and cherished history, having been founded with the unmistakable purpose of providing quality academic instruction without compromising God's Truth.

We believe that Sunshine Bible Academy exists to assist parents with their responsibility to raise their children in the nurture and admonition of the Lord by integrating God's truth in all areas of life.

Sunshine Bible Academy students will receive an education of the highest quality from a biblical worldview. The faculty and staff at Sunshine Bible Academy shall instruct and guide each student in SPICE development:

- **S**piritual – Each student will develop a biblical worldview and be taught to embrace the calling of the Lord on their lives. Spiritual growth will be a priority at the school.
- **P**hysical – Each student will develop knowledge and skills in physical conditioning and good health. Students will learn the basics of team sports, and will be given the opportunity to participate on outstanding athletic teams.
- **I**ntellectual – Each student will develop a passion for learning by being exposed to exceptional teaching in all subject areas from knowledgeable and dedicated teachers.
- **C**ommunal – Each student will develop an understanding of what it means to be a member of a community—locally, regionally, nationally and globally. Students will be exposed to the realities of life in our world in these various areas, and be given the opportunity to impact these realities in a positive manner, through academic exposure and service opportunities.
- **E**motional – Each student will develop an understanding of character, good judgment and healthy relationships, along with how to recognize various emotions and deal with them in appropriate ways.

Finally, each student at Sunshine Bible Academy will LEAD.

- **L**earn – Students will learn the core content and foundational principles necessary in order to be successful in each subject area. These are the building blocks of success.
- **E**xplore – The material that is learned in the classroom and through independent study and research will be explored through conversation, group projects, online discussion forums and other means of putting the material to the test.
- **A**pply – After learning and exploring the foundational principles and core content students will apply what they have learned through research projects, community service engagement, mission opportunities, and traditional means of evaluation.
- **D**evelop – Students will, individually and as groups, develop new applications for the knowledge that they acquire.

## **Motto and Mission**

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The motto of Sunshine Bible Academy is: God's Truth for Today's Youth.

The mission statement of Sunshine Bible Academy is: Empowering today's youth to apply God's truth.

## Core Values

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### **S - Servant leadership**

Students will be provided opportunities to serve God and others with humble attitudes while living courageously as Christian leaders.

### **B - Biblical foundation and worldview**

Students will be prepared to view all of life through the lens of Scripture, to deepen their commitment to Christ and to develop personal convictions.

### **A - Academic excellence**

Students will be challenged and equipped in all subject areas, equipped to succeed in the world they live and to bring glory to God in their pursuits.

### **Family -**

Students will be surrounded by a loving environment, extending beyond the classroom, where care and concern for one another are demonstrated, relationships are cultivated and spiritual growth is encouraged.

## Philosophy

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Sunshine Bible Academy is committed to a Biblical philosophy of education, a theistic, God-centered philosophy as opposed to a humanistic, man-centered worldview of life. We believe that everything is ultimately related to God and that true education must include revelation from God through His Spirit, His creation, His written Word and Son, Jesus Christ.

Since the fear of the Lord is the beginning of knowledge, (Proverbs 1:7), education necessarily must be a process by which we learn to see things from God's point of view. This process must progress from the learning of Biblical truth to the application of that truth to everyday life. Because in God the Son, Jesus Christ, the creator, architect, and sustainer —are hid all the treasures of wisdom and knowledge (Colossians 2:3), we believe all knowledge of truth must be viewed as coming from Him.

We believe the Bible to be the revelation of God's plan and purpose for mankind and a trustworthy authority for faith and practice in the living of the Christian life. From God's Word we understand that man was created in the image of God, but through the entrance of sin into the human race, man has a basic need to confess his sin, receive salvation from sin, and inherit eternal life through the grace God has given through the life of Jesus Christ.

We believe that Sunshine Bible Academy exists to assist parents with their responsibility to raise their children in the nurture and admonition of the Lord. We believe parents have the obligation to teach their own children in matters of morality and faith, and that formal schooling should support the efforts of parents. We believe behaviors are morally right or wrong because God has declared such in His Word, and values for life are true only if they are based upon His Word. Values based upon principles in God's Word give meaning, purpose, and design, enabling man to respond to God through faith in love and obedience, joyfully doing His will.

We believe that each student has individual worth and dignity, having been created in the image of God; and that the full potential of each student can be developed through the knowledge of Jesus Christ as personal Savior and Lord and through the disciplined approach to learning in an environment supportive of the pursuit of knowledge and excellence.

Sunshine Bible Academy is a Christian educational system committed to glorifying God by teaching students to love God and to learn academic, social, spiritual, and physical concepts and skills to live a productive, responsible life in family, church, and civic relationships.

The policies of Sunshine Bible Academy have been established to provide a nurturing environment for the educational, emotional, and spiritual development of young people. The responsibility for carrying out the goals expressed in the mission statement and the beliefs stated in the philosophy, must be shared by all members of the SBA community.

## **Doctrinal Statement**

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1. We believe in the Scriptures of the Old and New Testaments as verbally inspired by God (II Tim. 3:16-17 and II Peter 1:19-21), and inerrant in the original writings, and that they are of supreme and final authority in faith and life (Deut. 8:3 and Matt. 5:18).
2. We believe in one God (Deut. 6:4), eternally existing in three persons - Father, Son, and Holy Spirit (Matt. 28:18-19).
3. We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary (Matt. 1:16-23), and is true God and true man (John 1:14).
4. We believe that man was created in the image of God (Gen. 1:26-28); that he sinned and thereby incurred, not only physical death, but also that spiritual death which is separation from God (Gen.3), and that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed (Rom. 5:12-19).
5. We believe that the Lord Jesus Christ died for our sins, according to the Scriptures (I Cor. 15:3-4) as a representative and substitutionary sacrifice (Rom. 5:8, 18); and all that believe in Him are justified on the ground of His shed blood. (Rom. 4:24-25).
6. We believe in the resurrection of the crucified body of our Lord (I Cor. 15:3-8), in His ascension into heaven (Acts 1:9), and in His present life there for us as High Priest and Advocate (Heb. 4:14-16).
7. We believe in that —blessed hope|| (Titus 2:13, I Thess. 4:13-18) — the personal, pre-millennial and imminent return of our Lord and Savior Jesus Christ.
8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God (Titus 3:5 and Rom. 8:14-16).
9. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting, conscious suffering of the lost (Rev. 20:4-21:8).

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

## **Commitment**

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Sunshine Bible Academy is accountable to God, to our students, and to the parents of our students to provide quality academic education, guidance for spiritual growth, and opportunities for ministry and leadership training for each student.

## **Organization**

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A school board heads Sunshine Bible Academy, ensuring that the school remains true to its mission. The school board members serve three year terms, and are elected from the Advisory Council. The organizational structure of the school is set up for the purpose of establishing proper authority and the chain of command. Each person involved in the ministry is immediately accountable to those directly above him/her in the structure of the organization, and each person is ultimately accountable to God. Scripture makes it clear that children are a gift from God, that they are to be raised in the nurture and admonition of the Lord, and that teaching is a responsibility not to be taken lightly.

### **Superintendent/Principal**

The superintendent is the chief executive officer of the School Board and exercises general oversight and leadership of the campus ministry of SBA, including staff, faculty, and all resources necessary to carry out the programs of the school.

The principal is the supervisor of the academic program of the school, class schedules, curriculum, and co-curricular activities. The principal's primary responsibility is to promote the educational growth and development of students and faculty.

### **Dean of Students**

The dean serves under the superintendent as the overseer of the school's student life outside of academics, including discipline, the gratis work program, and student mission trips

**Chaplain**

The chaplain oversees the chapel program and other spiritual activities on campus. The chaplain is available as a counselor to all students.

**Business Manager**

The business manager is responsible for all fiscal affairs.

**Athletic Director**

The Athletic Director schedules the athletic calendar and ensures compliance with the SDHSAA.

**Development Director**

The Development Director oversees alumni relations, donor cultivation, fundraising and outreach efforts.

**Facilities Director**

The facilities director is responsible for the daily operation and coordination of the maintenance and cleaning of the facilities, grounds and vehicles.

**School Office**

The school office is open weekdays between 8:00 a.m. and 4:30 p.m. Students should be in the office only for appropriate business. The office is closed on weekends.

## Quality Christian Instruction

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*"[A]n excellent Christian school is measured by what the students are actually learning in the classrooms—by the quantity and the variety and the thoroughness of the learning."*

*~ Walter Fremont*

Our curriculum is based on the philosophy of Christian education that relates biblical truths to every area of learning. We use a variety of carefully chosen textbooks and materials in an effort to provide the best possible instruction for our students. All classroom teachers hold, at a minimum, a bachelor degree in education or in their area of instruction at the time of hire. Additionally, Sunshine Bible Academy teachers will be certified by the State of South Dakota and ACSI (the

Association of Christian Schools International). All of our faculty and staff are carefully selected on the basis of Christian character and academic preparation. Teachers daily represent Christ to the students, parents, relatives, friends, and community. Knowing that the worldview of the teacher gradually shapes the view of the pupil, we insist that the teachers show evidence of a personal relationship with Jesus Christ and strive to develop their own Christian character.



## Partnership Between School and Home

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Sunshine Bible Academy and a student's parents are partners in the education of their student. This partnership is based on a common understanding and acceptance of the Mission Statement, Doctrinal Statement, Educational Philosophy, and the school policies set forth in this Parent/Student Handbook ("Handbook"). This Handbook may be amended from time to time in the sole discretion of Sunshine Bible Academy and becomes effective upon publication. Sunshine Bible Academy reserves the right, in its sole discretion, to enforce the Handbook policies and the "spirit thereof" regarding student accountability, and if parent(s)/guardian(s) fail to support Sunshine Bible Academy's enforcement of Handbook policies as applicable to their student, Sunshine Bible Academy may, in its sole discretion, determine that there is no effective partnership between the school and the home and accordingly the student not be permitted to continue in the school.

## Church Attendance

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It is understood that not all of our students and their families are regular attendees of a Bible-believing church of like faith. We believe that, as a school, we can better accomplish all that God would have for our students if they regularly attended church. Consequently, although not a requirement, the administration, faculty, and staff will strongly encourage students to attend church on a weekly basis.

## Organization and Church Affiliation

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Sunshine Bible Academy is an independent, non-denominational, non-profit, educational, state-chartered corporation. It is governed by a self-perpetuating board of directors, with each member of the board wholeheartedly and unreservedly subscribing to the school's Doctrinal Statement.

In accordance with the clear teaching of God's Word, the school recognizes the local church as God's primary vehicle for edifying the saints, for equipping Christian homes to educate their children, and for evangelizing the unsaved. It is our desire to maintain a position of cooperation and understanding between the school and the churches represented in our student body. In order to do so in all fairness, it is necessary that the following areas be left primarily to the teaching of the home and the local church:

- \* Church government
- \* Foreknowledge, election, predestination
- \* Infant baptism
- \* Timing of future events
- \* Translations of the Bible
- \* Gifts of the Spirit

For the ease of uniformity and consistence Sunshine Bible Academy typically uses the English Standard Version of the Bible in high school Bible courses, and may require students to have an ESV Bible. However, not all textbooks, resource materials, chapel speakers, etc. will utilize the ESV, and Sunshine Bible Academy recognizes choice of Bible translation as an area of Christian liberty.

In honoring this policy concerning the purpose of the school, there shall be no attempt by board members, students, faculty/staff, or parents to promote their denominational positions concerning the areas listed above within Sunshine Bible Academy. We desire to remain united in the salvation and love of Christ (John 17), avoiding dissension which may be caused by insisting on theological distinctives (I Corinthians 3:1-8; Romans 14; Philippians 2:1-4). Individuals who do not honor this policy will be warned that further violations will result in being asked to withdraw or resign from Sunshine Bible Academy.

## Culture Statement

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Sunshine Bible Academy shall strive to be a loving family that offers grace and forgiveness to one another while seeking to glorify God with our lives by taking responsibility for the effect of our own attitudes and actions. (Romans 12, Ephesians 5, Colossians 3, Hebrews 10:24)

## General Policy of Cooperation

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In order for the school to accomplish its purpose of assisting Christian parents in the education and training of their children, it is essential that those parents who choose to enlist the help of the school understand and cooperate with the following:

Each student, and his/her parent(s)/guardian(s), is encouraged to regularly attend the services of a local Bible-teaching church.

The discipline of children is committed to those in charge while they are in school.

The school administration has the full responsibility for placing each child in the proper grade for the long-term interest of the child and the class. Care will be given to consult with the parents in this matter.

**Grievances:** Parents' cooperation, in fact and in spirit, is needed in support of the procedures and disciplines of the school—especially in their communication with others. Parents must agree to follow the pattern of Matthew 18:15-17 and Galatians 6:1 when handling differences with the school or with its personnel. Problems involving a teacher or staff member should be dealt with on a one-to-one basis. If restoration is not achieved, then the parent is to bring the problem to the administration. If the problem remains unresolved, a meeting with the School Board will be scheduled. A griping, divisive spirit cannot be tolerated in any organization and will necessitate withdrawal from the school if a conference does not result in restored cooperation.

The school reserves the right to dismiss any student who does not abide by its standards and cooperate in its educational endeavor, or whose financial obligation remains unpaid after the due date (See Financial Policies for additional information).

If a child does not adjust to the program of the school, parents are to quietly withdraw him/her rather than attempt to make the school satisfy their interests at the expense of the class.

## **Admissions Policies**

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### **NON-DISCRIMINATION POLICY**

Sunshine Bible Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. Sunshine Bible Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and other school-administered programs. Sunshine Bible Academy reserves the right to deny admission to a student if his or her ability, behavior, or emotional development indicates that he or she could not be best served by our school program. Testing for readiness for the student's entrance may be required before acceptance. We also reserve the right to deny admission to any family whose beliefs and lifestyle are not in harmony with the stated philosophy and purpose of the school. The Administration seeks to make each admission decision based on what is best for the child and for Sunshine Bible Academy.

SBA is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christlike. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school.

### **DISABILITY POLICY**

Sunshine Bible Academy does not currently have the resources to provide educational services to students with serious learning disabilities or behavioral issues. If a learning disability is diagnosed after admission to Sunshine Bible Academy, the student will continue to be required to meet the same academic and behavioral standards as appropriate to his or her grade level, and will continue to receive the same amount of individual instruction as his or her classmates. If, in the sole discretion of the Administrator of Sunshine Bible Academy, it is not in the best interest of the student, his/her classmates, or his/her teachers for the student to remain at Sunshine Bible Academy due to the disabilities or behavioral issues, Sunshine Bible Academy will work with the family to develop an alternate plan of instruction and to transition the student out of Sunshine Bible Academy. On occasion, and in the sole discretion of the Administrator, Sunshine Bible Academy may allow

a student with diagnosed disabilities to remain enrolled in Sunshine Bible Academy if satisfactory accommodations can be arranged for and provided at the sole cost of the student's family.

Sunshine Bible Academy will comply with the accommodations of any Individualized Educational Plan (IEP) assigned to any of its students, and individual attention and assistance will be provided to students who need it within the limits of SBA's ability to provide such. Nothing in this paragraph shall be construed to contradict or override anything in the preceding paragraph.

### K – 6 ADMISSIONS POLICIES

Applicants in grade one may be verbally tested to determine grade level. Applicants in grades two through seven must provide a copy of their last standardized achievement test (if applicable). Parents will be asked to supply as detailed an academic history as possible to determine their child's potential in light of his/her past performance. *Regardless of previous grades*, applicants may be required to take the entrance test currently used at the school to verify grade level and strengths and weaknesses. The school reserves the right to refuse the admission of any student who has deficiencies beyond the capabilities of our curriculum and staff to address profitably. Generally speaking, a student who is two years above the chronological age of the grade level to which he/she is applying will not be considered for enrollment. A history of behavioral problems that are not typical for his/her age group, or that are considered harmful to the academic atmosphere of the class, may result in a denial of admission, or disciplinary probation. Elementary students are not required to profess Christ as Savior to be considered for admission. The school will guard against undue pressure being placed upon students to "make a decision" to accept Christ; however, consistent exposure to the convicting Word of God will be the norm in accordance with our stated mission and purpose.

### 7 – 12 ADMISSIONS POLICIES

Parents will be asked to supply as detailed an academic history as possible to determine their child's potential in light of his/her past performance. *Regardless of previous grades*, applicants may be required to take the entrance test currently used at the school to verify grade level and strengths and weaknesses. The school reserves the right to refuse the admission of any student who has deficiencies beyond the capabilities of our curriculum and staff to address profitably. Generally speaking, a student who is two years above the chronological age of the grade level to which he/she is applying will not be considered for enrollment. A history of behavioral problems that are not typical for his/her age group, or that are considered harmful to the academic atmosphere of the class, may result in a denial of admission, or disciplinary probation. Applicants shall be required to complete a student portion of the application for admission, which shall include a statement about his/her relationship with the Lord and personal testimony. Additionally, applicants will be asked to share their testimony during the admissions interview.

Sunshine Bible Academy will not admit a student as a junior or senior if that student will turn 21 during his/her senior year. SBA will allow a student who was enrolled during his/her freshman or sophomore year to remain enrolled through graduation even if he/she turns 21 during his/her senior year, provided all other conditions of enrollment are maintained.

### SELECTION OF STUDENTS

Provided that the admissions requirements are met, students will be accepted on a first-come, first-served basis as space allows. Failure on the part of parents during the interview to disclose past academic or disciplinary problems will be considered a breach of good faith and may result in the denial of admission or the withdrawal of the student if the information was disclosed after acceptance.

### RE-ENROLLMENT OF CURRENT STUDENTS

In the spring of each year the school will send re-enrollment information to families of current students. There is an annual enrollment fee for all students, with a \$50 discount when this fee is paid prior to June 15.

### RE-ADMISSION OF EXPELLED STUDENTS

Students who are expelled, or required to withdraw, from Sunshine Bible Academy are generally eligible to be considered for re-enrollment after a period of time established at the time of expulsion, provided that their application is accompanied by a favorable recommendation from their pastor and two other adults who are not relatives. NOTE: Expelled students are not allowed to visit the campus during school hours; however, they are welcomed to all extra-curricular activities that are opened to the general public. *\*Attendance at MegaTeen Retreat requires advance approval from the administration.*

## **Withdrawals and Transfers**

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### WITHDRAWAL FROM SCHOOL

The procedure for withdrawing a student from Sunshine Bible Academy includes the following:

1. A Withdrawal Form must be obtained from the school office, completed and returned to the school office. Sometimes it takes several hours to completely circulate the withdrawal form.
2. After receiving the Withdrawal Form, student records will be compiled and available in the school office **no earlier than twenty-four (24) hours** from the time the Withdrawal Form is completed.
3. Upon turning in books, keys, other school property and clearing the business account, records will then be released. Withdrawal is then completed.

### REQUESTS FOR RECORDS/TRANSCRIPTS

Sunshine Bible Academy is happy to comply with requests for release of student records to parents/guardians or educational institutions. Parents who want to have Sunshine Bible Academy provide copies of their student's records must make a written request for records and turn it in to the school office. (An e-mailed request from the parent may suffice). The Office releases the records/transcripts only if the student and family account with the school is current. A notice of at least twenty-four (24) hours is necessary to pick up records from the Office.

## Financial Policies

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A substantial portion of Sunshine Bible Academy operations are supported by student tuition and fees. Being private, there are no agencies or groups that underwrite any shortfall of operating funds. Since Sunshine Bible Academy is private, all activities and services are paid for by the families of the students who use them and through the generous financial support of the school's donors. The general financial policies of Sunshine Bible Academy are set forth in the Enrollment Agreement. The following financial policies do not vary the terms of the Enrollment Agreement relating to tuition, general and/or specific fees.

Regardless of the tuition payment plan elected, in the event a student withdraws, transfers, or is dismissed there will not be any refund of tuition paid, up through the end of the semester in which withdrawal, transfer or dismissal occurs. If full annual tuition has been paid in advance and withdrawal, transfer or dismissal occurs during the first semester, tuition for the second semester will be refunded upon request.

Tuition and fees are based on reasonable economic trends. In its sole discretion, the school reserves the right to adjust tuition and fees as necessary, though such adjustments will never take place during a school year; once tuition and fee schedules are published for a school year no changes will be effective until the following year. Disposition of tuition and other fees upon the suspension, withdrawal, transfer, and/or dismissal of a student is addressed in the Enrollment Agreement and Statement of Cooperation form. The form authorizes Sunshine Bible Academy to withhold diplomas, report cards, transcripts and other records until tuition and other fees have been paid in full.

### TUITION

By signing the Enrollment Agreement, parents/guardians are agreeing to pay all tuition due for their student in a timely manner in accordance with the current tuition payment schedule. A parent/guardian who fails to make timely payments will be charged a late payment fee and may cause the suspension or expulsion of the student. If an account becomes delinquent and routine collection procedures are unsuccessful, a late charge of 20% of the amount of the outstanding tuition and the other fees may be used as payment for the school's collection and attorney fees. If the student withdraws from, is expelled or discharged from, or otherwise ceases to attend the school, by signing the Enrollment Agreement parents are obligated to pay the full tuition for the entire semester and will not receive any refund of any application or other fees and tuition payments. The student will not graduate and/or the school may refuse to provide any diploma, report cards, transcripts and/or other records for their child until they have paid in full all tuition and other fees and charges owed.

### STUDENT FINANCIAL SUSPENSION POLICY

While Sunshine Bible Academy desires to avoid situations wherein students suffer as a result of unpaid tuition or fees, students whose tuition payments are more than one full month past due may not be permitted to attend school. Should a student's parents/guardians ever find themselves in financial difficulty to the extent that they are uncertain whether or not they will be able to meet tuition obligations it is strongly encouraged that they

contact Sunshine Bible Academy administration as soon as possible in order to discuss the situation. Every effort will be made to avoid having students miss school as a result of the family's financial situation, though Sunshine Bible Academy will not apologize for or shy away from its responsibility to collect tuition payments from the parents/guardians of enrolled students. Students who are not permitted to attend school as a result of unpaid tuition shall not be permitted to return until the outstanding balance is paid in full.

No student who has unpaid financial obligations to Sunshine Bible Academy shall be permitted to re-enroll until all obligations have been paid in full.

### GENERAL FINANCIAL POLICIES

Financial policies are detailed in the Enrollment Agreement.

1. Application and registration fees are not refundable for any reason.
2. If a student fails to begin school after an Enrollment Agreement has been signed, all fees and advance tuition paid shall be forfeited as a nonrefundable deposit up to one full semester of tuition, but no further charges will be made under the contract.

### RULES FOR PAYMENT OF TUITION AND FEES

1. Sunshine Bible Academy will invoice parents/guardians for tuition and all other fees.
2. Parents/guardians choosing to make tuition payments by check will make these payments in person in the school office or by mail. Check payments are due on the 20<sup>th</sup> of each month or, should the 20<sup>th</sup> fall on a weekend or holiday, on the next business day. There is no grace period for late payments, and all late payments will result in a \$25 late charge.
3. There will be a \$25 charge for all NSF (Not Sufficient Funds) checks.
4. Personal checks are cashed for students within the boundaries outlined in the Student Bank section of this handbook, but checks made out to Sunshine Bible Academy in excess of any balance due and unaccompanied by other instructions will be credited to the student's account.
5. Parents/guardians or students paying any bill to the school other than with a check must ask for a receipt to verify the school's receipt of the funds. The business office will not attempt to trace any payment for which there is not a cancelled check or a receipt.
6. Nothing contained in the Parent/Student Handbook shall be understood to alter, contradict or override the Enrollment Agreement.

## **Attendance Policies**

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*Our people must learn to devote themselves to doing what is good, in order that they may provide for daily necessities and not live unproductive lives. ~ Titus 3:14*



### LEGAL ATTENDANCE REQUIREMENT

According to South Dakota law (13-27-1 - Compulsory Attendance), every child who is at least five years of age on September 1 and has not passed eighteen years of age is required by South Dakota Law to attend school for the legally required number of days each year.

### SUNSHINE BIBLE ACADEMY ATTENDANCE POLICIES

All students must be regular in attendance, although provisions have been made to excuse students for necessary absences, with limitations. Consistent attendance is vitally important for success at Sunshine Bible Academy, and missing class for any reason puts a student at a disadvantage. Parents/guardians should make every effort to minimize absences. Students who skip school, either alone or in a group ("skip day"), will receive consequences consistent with the school's Discipline Policy.

A student who is tardy twenty (20) minutes or more to a class shall be counted absent.

Except in unique circumstances when prior approval has been given by the Superintendent, students must be present in school on the day of any co-curricular activities in order to participate in those activities.

**Important Note: If a student is absent for ten (10) or more class periods during a semester of a single class, for any reason (other than school-related activities), whether excused or unexcused, the student will not receive credit for those class(es), subject(s) and/or course(s) unless the parents/guardians present acceptable documentation to the Superintendent outlining the reason for the absences.**

### MONDAY SCHEDULE

Sunshine Bible Academy begins classes for students in grades 7-12 after lunch on Mondays in order to allow boarding students to spend a full weekend at home and drive back to school on Monday. It is expected that students and their parents/guardians will respect the allowance made in the school schedule for this travel time and will make every effort to ensure that students are at school, at noon on Mondays.

Students who are not in class when class begins on Mondays will be considered tardy (per below).

### EXCUSED ABSENCES AND TARDIES POLICIES AND PROCEDURES

**The final decision as to whether or not a student absence is excused is solely the discretion of the Superintendent. The following shall serve as guidelines regarding absences and tardies.**

Excused absences/tardies are those that may arise due to the following causes:

1. Personal illness or illness within the family
2. Death within the family or pre-approved attendance at a funeral



3. Emergencies that may arise such as auto accidents or transportation breakdowns
4. Necessary medical or dental appointments that cannot be scheduled during non-school hours
5. Substantiated court appearances
6. Approved travel activities or family trips that have been approved by the administration in advance (with at least one week advanced notice preferred)
7. Other activities for which the parent(s)/guardian(s) have requested and received permission for excused absence in advance

In order for an absence or tardy to be considered excused, the reason for the absence or tardy must be stated in writing and signed by the parent or guardian, submitted by e-mail from a parent or guardian or provided verbally by a telephone call from a parent or guardian to the Dean of Students. Please be advised that communication from the school does not remove the responsibility of the parents to provide documentation about the reason for an absence. The absence or tardy will be considered UNEXCUSED if an acceptable note is not presented immediately upon the student's return to school and/or a valid excuse has been communicated by telephone from the parent or guardian. The school may investigate any case in which an excused absence is requested. The note or e-mail should contain the following:

1. Student's name
2. Date the note was written
3. Date(s) of the absence(s)/tardy(ies)
4. Reason for the absence(s)/tardy(ies)

The school reserves the right to require a signed physician's note when students miss school for medical appointments.

### **UNEXCUSED ABSENCES AND TARDIES POLICIES AND PROCEDURES**

Unexcused absences/tardies are those that may arise due to the following causes:

1. Absences not listed in the Excused Absence section
2. Absences requiring prior notice for which no prior notice was provided
3. Absences from school due to improper clothing
4. Absences due to shopping, visiting, personal business or being kept home for convenience
5. Leaving class without permission
6. Leaving campus without permission, skipping classes, truancy or suspension
7. Absences due to oversleeping or correcting appearance to comply with dress code
8. Normal traffic problems
9. Staying out of school to complete homework assignments and/or projects
10. Absence from class due to tardiness that is not excused

**Students will receive one referral each time tardy to a class, which will result in an infraction notice. Four tardies to the same class in one quarter shall be considered an unexcused absence. Any work or activity missed as the result of an unexcused tardy or absence shall receive a score of zero.**

### MAKE UP WORK FOR EXCUSED ABSENCES

A student will have one day for every day absent to make up class work. Due dates for make-up work resulting from extended absences will be assigned by the administrator and communicated to the student by the classroom teacher(s). Students are responsible for securing a list of missed assignments and for completing and turning them in within the time limits. These assignment sheets are available from the administration, and keys will not be given to students until their assignment sheets have been turned in.

If make-up work is not turned in on time, the student may receive a zero for that work. Make-up tests and quizzes should be taken within three school days after the student's return to school, subject to any extension granted at the discretion of the Administration. Work missed during pre-arranged trips (see above - Excused absences #6) is to be completed and turned in when the student returns to school. Students should also be prepared to take scheduled quizzes and tests upon return to school.

### MAKE UP WORK FOR UNEXCUSED ABSENCES

Unexcused absences, in addition to any possible disciplinary action, are subject to the following:

**Daily Work:** Students must do all work assigned for that day but will not receive any credit.

**Assignments given prior to the student's unexcused absence will still be due on the date announced.** Unexcused absences will not delay due dates; students should realize their responsibility upon returning from an unexcused absence. If the due date is the date of the unexcused absence, the student may still submit the work, though it will be considered late and subject to regular late penalties.

**Tests and Quizzes:** If missed, these may be made up at the discretion of the administration. Tests announced prior to an unexcused absence must be taken as scheduled. If the test was given on the date of the unexcused absence it shall be taken on the day the student returns to class, and will incur a 20% reduction in score. In no case will an unexcused absence be used as a measure to delay previously announced tests or assignments.

Students who are absent during the administration of a quiz should be given that quiz on the same day that they return to class if it was announced while the student was present in class or was a pop quiz. If the quiz covers material taught while the student was absent, the quiz should be given, at the teacher's discretion, within three days or not at all.

### PROFESSIONAL APPOINTMENTS

If possible, appointments with doctors, dentists and other professionals should be scheduled before or after school, on Saturdays or on days when school is not in session. The procedure for leaving school for professional appointments, if it should be absolutely necessary, is as follows:

1. The student takes a **signed written request** from parents or legal guardian to the school office, **parent/guardian submits same by e-mail or telephone call** to Dean of Students. The student

- obtains an Early Dismissal Form that is to be signed by teachers whose classes will be missed.
2. At designated time, student reports to the school office and presents the completed form.
  3. If returning to school the same day, the student must report back to the office, sign in and receive a pass to return to class.

### FAMILY VACATIONS

Sunshine Bible Academy recognizes the value of family vacations and encourages families to enjoy vacations together. At the same time, Sunshine Bible Academy strongly discourages the removing of students from school for vacation. Families have many options for when they can schedule a family vacation without having to have their student(s) miss school.

Any days missed are counted toward the ten day maximum for absences. **Students who are absent for ten days for any reason in any semester will not receive credit for the semester or pass the class or course.** However, if written notice of the student's planned absence is provided to the school at least one week prior to the absence, the administration will approve the day(s) away from school as excused if the following qualifications are met:

1. All work is obtained in advance from the teacher(s).
2. All work is submitted to the teacher(s) immediately upon the student's return to school.

### NON-SCHOOL-RELATED STUDENT ACTIVITIES

The culture and tradition of South Dakota provides many opportunities and obligations for students that are not necessarily present for students in other areas of the country. Examples include, but are not limited to, high school rodeos, branding, calving, livestock sales or shows, planting, harvesting, etc. The school recognizes that these activities may not always be done at times that do not conflict with school, and, upon the request of parents/guardians, will consider such activities excused absences, though such absences will count toward the ten day maximum for absences.

### LATE TO SCHOOL POLICY

All students in grades 7-12 are required to attend the Morning Assembly. Attendance is taken at Morning Assembly, and students who are not present on time will be counted tardy, with infraction notices assigned. Students who arrive to school after this time will be marked tardy. Students arriving after morning assembly must first check in at the office and will be marked tardy before going to class. Teachers are not to admit students to class without a pass from the office. Tardy arrivals to class disrupt the class, delay opening exercises, distract other students from work and require all others in the class to lose valuable class time. There are times when unforeseen circumstances and conditions are unavoidable, and cause a student to be tardy. Such tardiness is recorded as "excused" providing written verification that meets the requirements for verification for an excused absence is presented upon arrival at school. Tardiness without proper written verification will be unexcused. Repeated, habitual and/or questionable tardiness, even if accompanied by written verification, cannot guarantee an excused tardy.

## CLOSINGS AND DELAYS

When school is closed for snow or other inclement weather the decision will be communicated in the following ways: parents of drive-in students will be called; e-mails will be sent to all e-mail addresses on file; and messages will be posted on the school Facebook page.

## TUESDAY START

When SBA is closed on a Monday school will resume on Tuesday morning at the regular Tuesday start time.

## ARRIVAL TIME

Drive-in students should not arrive at school more than 15 minutes prior to when they are required to be at school. Faculty and staff members often have other responsibilities before school and will not be available to supervise students prior to that time.

## **First Aid and Illness**

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If a student is involved in an accident or becomes ill at school, the parent/guardian has given permission in the Enrollment Agreement and Medical Care Form to allow school personnel to administer emergency first-aid until professional help is available, and/or parental/guardian instructions have been received. SBA employs staff members certified in First Aid and CPR. However, a Clinical Aide or R.N. is not on staff.

If a student has fever, the temperature must register 100° F before parents or guardians are notified. Requests for alternative procedures must be made in writing and on file in the school office. Sick students will not be allowed in class for the health and safety of all other students and staff, including any of the following:

1. Any fever 100 degrees or greater during the 24 hours prior to attendance or occurring at school. (If fever occurs during school fever reducing medication *may* be given if written consent is on file with the school, but student must be removed from school as soon as possible).
2. Diarrhea (Very loose or watery) with two or more episodes and some cramping.
3. Vomiting with two or more episodes depending on the amount, content, and cause.
4. Severe coughing, difficult or rapid breathing (example: asthma/allergy attack).
5. Communicable disease (suspected pink eye, ringworm, measles, mumps, rubella, Chickenpox, poison ivy, poison oak, unusual spots or rashes or infected skin patches, flu, etc.) Any student sent home with suspicion of any of the above named diseases or conditions will not be allowed in class without a medical evaluation and a statement from a doctor containing the diagnosis and confirming that the student is under treatment and no longer contagious.
6. Severe itching of the scalp or body (may be symptoms of lice or scabies). Student will not be allowed in class until treated and nit free.
7. Persistent unusual behavior: cranky, listless, general discomfort or just seems unwell.
8. Illness requiring greater need for care than staff can provide.
9. Injury requiring more treatment than First-Aid.

\*\* Students must inform school officials if they are taking any medications, both prescription and non-prescription type. These will be kept by the resident supervisor and administered with their supervision.

\*\* If students become ill during the day, they must report to the administration. Every effort will be made to notify parents. Any needed doctor's appointments will be made in consultation with parents.

\*\* Students should report any illness or injuries, major or minor, to the resident supervisor or administration immediately.

\*\* Students who are ill during the school day will not be allowed to attend or participate in co-curricular activities or other scheduled activities that evening.

An ill boarding student will be confined to his or her room; drive-in students should be removed from the school premises as soon as possible out of consideration for faculty/staff and other students. The school will cooperate with the home in any way in administering comfort to the student. Parents becoming aware that their student has a communicable disease should inform the school immediately.

Medical services in the area include a hospital, clinic, chiropractors, dentists and an optometrist. Appointments will generally be made after school hours. Students are to make appointments for any medical services through the Dean of Students. All charges will be billed to the parent directly by the doctor or hospital and are to be paid directly to them. If a resident supervisor is not available to take an upperclassmen in for a doctor or chiropractic appointment, s/he may drive himself (alone or take a sibling) in for the appointment.

S/he must receive permission from the administration and let a resident supervisor know (if after school hours). Permission will generally not be given for other reasons.

SBA asks for and expects the cooperation of all parents/guardians in this area as it is for the benefit of our students and faculty/staff that these guidelines are enforced.

### MEDICATIONS

SBA will supply the following over-the-counter medications on an as needed basis, provided that a student's parent/guardian has provided written permission for the school to do so: Tums, Hall's Menthol-eucalyptus cough drops, Tylenol, Motrin, Imodium AD, DayQuil and Midol (or generic equivalents). These medications will not be dispensed if written consent is not on file at the school. This policy is enforced without exception; even verbal permission from a parent/guardian will not suffice to authorize the dispensing of these medications.

Over-the-counter medications not listed above will be administered to a student by school personnel only if:

1. The parent/guardian has completed a Medication Consent Form supplied by the school. This form is included in the enrollment packet, and may be obtained from the school office.
2. The medication is provided to the school in its original container and labeled on the outside with the name of the student to whom it is to be given. ASPIRIN OR ANY MEDICATIONS CONTAINING ASPIRIN OR ANY DERIVATIVE OF ASPIRIN, WILL NOT knowingly be dispensed to any student under the age of 18. This is a recommendation from the Committee of Disease Control due to the incidence of Reye's Syndrome (a disease that affects the liver and the brain).

PRESCRIPTION medications will be dispensed by school personnel only if:

1. The parent/guardian has completed a Medication Consent Form supplied by the school.
2. The medication is provided to the school in its original prescription container, properly labeled by a registered pharmacist with the name of the student to whom it is being given to, the doctor's name, dosage amount, time of administration, and expiration date all clearly labeled on the outside cover of the container.
3. Medication is not to be taken to and from the school daily. Parents should ask the pharmacy to provide a second container, which should contain only the amount of medication to be administered at school.

All approved medications will be kept and dispensed by designated school personnel. All medications provided by the parent/guardian should be picked up at the end of the school year or they will be destroyed. The student or teacher may keep asthma inhalers and Epipens but these items must also have a Medication Consent Form on file at the school.

Medication sent in plastic bags will not be administered and must be picked up by the parent/guardian or it will be disposed of.

## **Mandatory Events**

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Attendance is required for several events throughout the year for students in grades 7-12. These include the homecoming banquet, servant days (grades 9-12), the SBA auction (the first Saturday in December), MegaTeen Retreat weekend, awards night and baccalaureate/graduation. Junior/Senior Banquet is also required for all juniors and seniors. Students are encouraged to support and encourage other classmates even when they themselves are not directly involved in that activity.

Winter and spring concerts are mandatory events for members of the band and choir and performance in these events is part of the students' grade for those courses.

Any students missing a required weekend event during the school year will work the following Saturday at school unless there is a legitimate family conflict that has been discussed and confirmed by the administration and cannot be avoided. A senior who misses graduation will not receive a signed diploma. An underclassman that misses graduation will have to make up one work day before s/he can be re-enrolled.

### **JUNIOR/SENIOR BANQUET**

Attendance at the Junior/Senior Banquet, held each spring and sponsored by the junior class, is mandatory for all juniors and seniors. Staff is invited. No outside dates are permitted. Driving arrangements to the banquet need to be approved by the administration.

## Dress and Appearance Code

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*Do not let your adorning be external—the braiding of hair and the putting on of gold jewelry, or the clothing you wear—but let your adorning be the hidden person of the heart with the imperishable beauty of a gentle and quiet spirit, which in God's sight is very precious. ~ 1 Peter 3:3-4*

*But take care that this right of yours does not somehow become a stumbling block to the weak. ~ 1 Corinthians 8:9*

### PHILOSOPHY

Appearance expresses attitude, personality, and individuality, but it also influences behavior. Sunshine Bible Academy's Dress Code expresses seriousness and intentionality of purpose, as well as a positive attitude that suggests a readiness for learning. Clothing that is excessively faded, torn or otherwise worn out is not consistent with this philosophy and therefore should not be worn to school. The purpose of the Dress and Appearance Code is to teach and model lasting principles of appropriate dress and behavior, not simply to address fashions and fads. Recognizing the variety in classroom settings and individual students, these guidelines offer methods for dressing modestly and appropriately under all circumstances.

SBA recognizes that dress is often used as a manner of personal expression and that personal attitudes, preferences and convictions regarding dress will vary. The dress code that has been established for the school day at SBA is designed to create a neat, appropriate and consistent appearance among the student body. The dress code for before and after school is designed to ensure modesty and appropriate dress.

Students are expected to dress with modesty, good taste and decency. All clothing shall be neat, clean, and in good repair. Students will be expected to practice good personal hygiene. To promote understanding of the standard for dress and grooming these terms are defined to include, but are not limited to the following:

**Modesty:** Designs of clothing are subject to continual appraisal. The intent of a standard for modesty is to have students wear clothing that will promote an attractive appearance without being suggestive or revealing. Garments intended as undergarments may not be worn as outer garments, and proper undergarments must be worn. Girls need to give attention to proper length of skirts or dresses, styles of neckline and tightness of clothing. Low cut bodices, bare shoulders/back, and tight shirts/jeans are not permitted. Boys need to wear shirts at all times and keep them buttoned. Half shirts, large mesh shirts, and tank tops are not acceptable beyond the sleeveless shirt exception described below for after-school attire.

**Decency:** Clothing must be laundered and neat, not frayed or torn. Shoes must be laced and tied.

### DRESS CODE

Students must adhere to the following dress code standards, which will be strictly enforced. Unless otherwise designated, these standards apply at all times (1) during the school day and at any function at school, and (2) at any school-sponsored function that is off campus, including away athletic events. The only exception is that Crusader wear (including t-shirts, sweatshirts or hoodies) is acceptable at home and away athletic events.



**Crusader wear** shall be defined as any clothing sold by the SBA student council or individual co-curricular teams/clubs. The design and color of these items have been approved by the administration prior to their sale.

**Please note:** The SBA logo and Crusader mascot are important elements of the school identity and can certainly contribute to school spirit when integrated into clothing items. In order to ensure consistency of appearance, color and message, the use of Sunshine Bible Academy's name and its logos on clothing items are prohibited except when approved by the Superintendent.

Since the following standards/guidelines are not intended to cover every possibility, the administration will make the final decision regarding dress code compliance or any questionable clothing or style that is not specifically addressed in the current dress code. We wish to assure both students and parents that while standards of dress and conduct will be strictly enforced, students will be dealt with in Christian love and fairness, with concern for the individual involved.

### *SCHOOL DAY DRESS (also required for Wednesday evening chapel)*

#### **Section 1. General**

1. Clothing must be modest and fit appropriately.
2. Clothing must be gender appropriate.
3. No form-fitting or oversized clothing allowed. Fabric should be loose enough to easily "pinch an inch" without having to pull it away from body.
4. All clothing must be in good condition, without holes, rips or fringed hems.
5. Clothing must not represent non-Christian messages, themes or philosophies nor should it draw undue attention to the student. Clothing must be free of slogans, advertisement or pictures. (Small name-brand logos are permitted on shirts.)
6. No sweatpants, hooded sweatshirts, warm-up style clothing or athletic-type clothing.
7. Military-type clothing is not permitted.
8. No outlandish styles or fads.
9. No hats, sunglasses or gloves may be worn in the building. (See page 60 for more on hats).

#### **Section 2. Slacks/Jeans/Shorts**

1. Skinny jeans, jeggings and yoga pants are not permitted. Fabric for all pants and shorts should be loose enough to easily "pinch an inch" without having to pull it away from the body.
2. Slack/jean length must not extend below the sole of the shoe.
3. All pants must be worn at the waist and, for gentlemen, with a belt through all the loops.
4. Pants must be solid colored with no decoration anywhere other than the pockets.
5. Non-athletic shorts no shorter than two inches above the top of the knee when standing may be worn from April 15 to October 15 for school day dress if weather permits.



### Section 3. Shirts

1. Students may wear polo, oxford, western-style or quarter-zip running shirts during the school day. Must have a collar and sleeves and no more than top two buttons may be unbuttoned.
2. Sweaters, turtlenecks or mock turtlenecks are allowed. A sweater is a knitted garment, typically one in which the yarn is thick enough that the knit pattern can be seen easily with the naked eye. This shall not include “athletic sweaters” or fleeces. Regardless of labeling or description, the final determination of whether a garment is a sweater or a sweatshirt shall be made by the administration. Cardigans or other sweaters with an open front are permissible if worn over an approved shirt (see Number 1 above).
3. For gentlemen, must be tucked in at all times with pants/slacks but may be untucked with shorts. The only exception is sweaters, which do not have to be tucked in. If wearing a cardigan or open-front sweater (see Number 2 above), the shirt below the sweater must be tucked in. For ladies, shirts may be untucked, however the shirt length must cover the midriff when sitting, bending, standing or raising the hand.
4. Crew-neck t-shirts may be worn under a shirt, but it must be a solid color with no printing. For ladies, solid colored undershirts/camisoles may be worn only as undergarments.
5. For ladies, sheer or “burnt out” material is only acceptable when worn over a shirt adhering to the guidelines above; any visible portion of the shirt under the sheer or burnt out material must have *sleeves* not just straps.

#### PROFESSIONAL and CONCERT DRESS

Occasionally junior high and high school students shall be expected to dress in a professional manner. This may be done for special events (including athletic team dress) or even simply for the purpose of practicing appropriate professional attire. Many occasions and activities throughout life require specific and appropriate attire for the occasion or activity. The attire expected on Professional Dress days would be specifically appropriate for most job interviews as well as other occasions requiring business or professional attire.

#### Gentlemen

1. Dress pants (not jeans), belt, dress shirt (not polo shirt) and tie throughout the day. It must be a dress shirt—not simply a collared shirt with a tie added.
2. The shirt must remain neatly tucked in throughout the day.
3. All shirt buttons must stay buttoned and tie shall remain cinched up at the neck.
4. Neither athletic shoes nor white socks are appropriate for professional dress.

The purpose is to learn and practice appropriate professional dress, not simply to “wear a tie.” Accordingly, gentlemen are expected to dress tastefully and to seek to wear clothes that match.

All previous and applicable standard dress code items apply.

## Ladies

1. Dresses, with or without collars, may be worn as long as the neckline is not lower than four closed fingers from the base of the neck. Dress shirts worn with skirts must comply with the previously listed standards for school shirts, may not have a neckline lower than four closed fingers from the base of the neck.
2. Dress slacks and a blouse may be worn for professional dress but not for concerts.
3. Solid colored undershirts/camisoles may be worn only as undergarments. No other undergarments should be visible.
4. Hemlines for dresses or skirts, both back and front, including slits, must be no higher than two inches above the top of the knee when standing or sitting.
5. Dresses or skirts must be loose fitting, not form fitting. Fabric for all dresses or skirts should be loose enough to be able to easily “pinch an inch” without having to pull it.
6. Leg wear may not be worn in substitution of proper dress or skirt length. Any hose, tights or leggings must be of solid color and material (no fishnets).
7. Athletic shoes are not appropriate for professional or concert dress.

All previous and applicable standard dress code items apply.

## ATHLETIC PARTICIPATION

Coaches may choose to designate specific dress for team members on game days and team members are expected to adhere to the designated dress code.

## AFTER SCHOOL/INFORMAL DRESS

Jeans, casual pants or shorts are permitted. T-shirts (with appropriate designs or messages), sweatshirts, hoodies, etc. may be worn. Sleeveless shirts that do not have excessively large arm holes may be worn for athletic practice, weight lifting, open gym, etc. Neither pajamas nor sleeveless shirts may ever be worn to meals. All other dress guidelines still apply.

## ATHLETIC EVENTS

School day dress or Crusader wear is required at all home and away games. Acceptable sweatshirts may be worn over school day dress or Crusader wear. Appropriate caps may be worn. Crusader t-shirts may be untucked as long as no midriff or underwear shows when hands are raised.

Students are expected to adhere to the specified dress code even if they are attending the event from home (i.e., Friday evening, weekend or athletic events held during school breaks).

### SUNDAY DRESS

For students in the dorm on weekends and attending church with SBA staff, church dress must reflect the culture and dress of the church being attended, though regular school day dress is the minimum expectation. This includes no sweatshirts or hoodies being worn to church and no hats being worn in the church building.

### JUNIOR/SENIOR BANQUET DRESS

**Boys:** Slacks, dress shirt, tie, belt, and clean shoes are the minimum standard. Athletic shoes are not appropriate for banquet dress.

**Girls:** A dress would be the minimum standard. Dresses may be sleeveless, but may not be strapless. A non-transparent strap at least one inch in width must be on at least one shoulder (even if shrugs are worn). All other guidelines under Dress Code apply regarding modesty, length, etc. All dresses must be approved in advance by the Resident Supervisors for the girls' dorm.

### *All information below pertains to all students:*

Coats and Jackets: Students may wear any coat or jacket to and from school and outside during school, provided the coat or jacket does not contain any images or writing which would be inconsistent with the mission and principles of Sunshine Bible Academy. Coats may not be worn inside during the school day.

Students may, if cold, wear a fleece or light jacket during class. However, the student must still be dressed in compliance with the school day dress code under the fleece/jacket. A collared fleece/jacket does not replace the requirement to wear a collared shirt.

Shoes: Shoes must be worn at all times during the school day and anytime a student is in the dining hall or kitchen. Open-toed footwear may only be worn from April 15-October 15 during the school day.

### *Additional Girls' Dress Guidelines*

The following rules apply whenever a student is at school, even after school hours and/or when students have dress passes or other permission to wear clothing other than normal dress code during the school day.

- Appropriate undergarments must be worn and out of sight at all times (i.e., clothes should not be worn tight enough to see undergarment lines).
- Hair coloring and styling, fingernail polish, cosmetics, earrings and similar personal choices may not reflect extreme styles. The school retains the right to prohibit any hair coloring or styling, fingernail polish, cosmetics, earrings and other personal appearance choices that it deems desirable to prohibit for the benefit of the educational process, which administration shall determine in its sole discretion.
- Hair may be colored, but should be natural colors only; for example, natural color dyes or highlights are fine, but odd or unnatural colors, colored patches, or bleaches are not permitted.
- No body piercing is permitted other than earrings, and earrings may not be excessive in size or number. Covering an unacceptable body piercing with tape or other efforts to conceal it do not make such a piercing acceptable, and students will be required to remove any item that is so concealed.

### **Additional Boys' Dress Guidelines**

The following rules apply whenever a student is at school, even after school hours and/or when students have dress passes or other permission to wear clothing other than normal dress code during the school day.

- Clean-shaven faces are required. Sideburns may not extend below the earlobe. Hair coloring and styling and similar personal choices may not reflect extreme styles, which means at a minimum that hair length be above the eyebrow, not longer than the middle of the ear, and above the neckline. All haircuts must be acceptable to administration. Hair may be colored, but should be natural colors only.
- Boys may not wear earrings or any other body piercing on campus or at school related activities, whether on or off campus. Covering an unacceptable body piercing with tape or other efforts to conceal it do not make such a piercing acceptable, and students will be required to remove such items.
- Boys may never wear girls' clothing, even for "dress up" days.

### **Winter Weather**

It can be very cold in South Dakota during the winter months, with extreme wind chill at times. Students are expected to have suitable winter weather clothing, including a coat, and are expected to wear appropriate winter clothing during the winter months, including a coat when going outside.

### **Parental Standards**

In order to show consistency to our students, we must ask that all parents participating in field trips, class parties or other school functions comply with the school dress standards set for that particular event.

### **TATTOOS AND PIERCINGS**

Body piercings will not be allowed at Sunshine (excluding girl's earrings). Boys are not allowed to wear any type of earrings. No tattoos are allowed at Sunshine. However, if a new student comes to Sunshine with a tattoo, he/she will be asked to have it covered at all times, including any athletic events.

While a tattoo is a personal decision, SBA expects that students enrolled in the school will not acquire a tattoo (or any new tattoos) during the period of their enrollment. Doing so will result in disciplinary action.

*These guidelines are not intended to be an exhaustive list of acceptable and unacceptable appearance. The administration reserves the right to make the final decisions concerning compliance with the standards. Repeated failure to comply with dress code standards is rebellion and will result in disciplinary action.*

### **Dress/Appearance Code Enforcement**

All members of the SBA administration, faculty and staff are responsible for ensuring students' compliance with the dress/appearance code (to include clothing and hair).

The following procedures will be followed for any student who is in violation of the dress/ appearance code:

- First infraction – student shall receive a verbal instruction to change his/her clothes. Boarding students shall go to their dorm room and make the correction immediately. Drive-in students shall go to the Dean of Students and be given “loaner” clothing to correct the violation for the remainder of the day. Any class time missed shall be considered unexcused.

If the violation is for facial hair, the student shall be sent to his dorm or to the Dean of Students to obtain a razor and to shave immediately. Any class time missed shall be considered unexcused. If the violation is for hair, the student shall have two days from the time the violation is noted to comply with SBA policy for hair.

- The faculty/staff member issuing the correction shall document the correction in writing and submit it by the end of the day to the Dean of Students.
- All further infractions will result in an Infraction Notice and will follow the discipline procedures outlined in this handbook.
- Students wearing clothing they have already been told is not acceptable or in compliance with these dress code guidelines shall have the item(s) confiscated. The item(s) will be returned to the student at the end of the semester or directly to the parent upon parental request.

*“[A]lthough everyone is entitled to his opinion, it must not be concluded that all opinions are correct or of equal value. To assess value in the physical world, we need a standard, whether that standard be a monetary unit or an instrument of measurement. In the same manner, standards are required in the world of the mind and ideas. We call those standards ‘absolutes.’ Since we know them to be true—for they were established by God—we teach them to our students and judge all intellectual activity and spiritual perception by them. In this manner we provide for our students purpose, perspective, direction and security.”*

~ Guenter Salter

## Academic Policies

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### ACCREDITATION

Sunshine Bible Academy is accredited by the State of South Dakota Division of Elementary and Secondary Education and by the Association of Christian Schools International (ACSI).

### PROMOTION AND RETENTION

**Students in kindergarten may be promoted** upon the recommendation of the Superintendent. A student demonstrating below-average progress in one or more core subjects may be required to attend an approved summer-school program before final re-enrollment will be granted.

### ***Elementary School***

**In order to be promoted to the next grade level in Grades 1 and 2**, students must pass these core subjects: *Language Arts* and *Math*. If a student receives a grade of F (69.49) or below in *Language Arts* or *Math*, retaking and passing the course will be required to avoid retention. The Superintendent has final authority regarding promotions and retentions.

**In order to be promoted to the next grade level in Grades 3 through 6**, students must pass these core subjects: *Language Arts*, *Math*, *Science*, *History*, and *Bible*. If a student receives a grade of F (69.49) or below in any core subject, retaking and passing the course will be required to avoid retention. The Superintendent has final authority regarding promotions and retentions.

### ***Junior High School***

**In order to be promoted to the next grade level in Grades 7 and 8**, students must pass these core subjects: *Language Arts*, *Math*, *Science*, *History*, and *Bible*. If a student receives a grade of F (69.49) or below in any core subject, retaking and passing the course will be required to avoid retention. The Superintendent has final authority regarding promotions and retentions.

### ***High School***

**In order to be promoted to the next grade level in Grades 9 through 12**, students must have earned the minimum number of credits specified below. For required courses which are failed students will be required to retake the course. When possible, the student will be permitted to retake the course(s) during the regular school day in a future semester. However, as core classes are sometimes offered during one period only and will sometimes conflict, there may be times when taking the failed courses online, during summer school or through independent study will be required. Any additional cost incurred by taking the courses in this manner shall be charged to the student's tuition account.

Students will be classified according to grade level by the following criteria:

<i>Classification:</i>	<i>Credits:</i>
Freshman	0 – 5.75
Sophomore	6 – 11.75
Junior	12 – 17.75
Senior	18+

### ***Remediation and Summer School***

Sunshine Bible Academy teachers will be in regular contact with students' parents/guardians regarding academic progress, and students' grades are always available through the Information Now site, so no student or parent/guardian should ever be surprised by a low grade. Sunshine Bible Academy desires for each of its students to be successful, and strongly recommends that parents/guardians take advantage of remediation opportunities throughout the school year for any student who may need additional assistance.

Sunshine Bible Academy does not offer summer school. Accordingly, any student needing to recover credit due to failing a course will need to take the course in a subsequent semester or make arrangements, after consultation with the Superintendent/Principal, to take the course at another school or online.

Given the availability of remediation throughout the school year and the regular communication between Sunshine Bible Academy and parents/guardians there should be no need for summer school to be offered.

### **COURSE REQUIREMENTS/ELECTIVES – HIGH SCHOOL**

#### **Freshmen**

Bible I (Old Testament)  
English I  
Physical Science  
Algebra I or Algebra II\*  
World Geography  
Intro to Industrial Arts (one quarter)  
Computer Applications (one quarter)

#### **Freshmen Electives**

Band  
Choir  
Lifetime Fitness (Health/PE)  
Exploring SD Agriculture

#### **Sophomores**

Bible II (New Testament)  
English II and Speech  
Biology  
Algebra II\* or Geometry\*  
World History  
Electives

#### **Juniors**

Bible III  
English III  
1 Math or Science  
U.S. History+  
Electives

#### **Seniors**

Bible IV  
English IV  
U.S. Government+  
Electives

#### **Electives**

Advanced Biology (Anatomy)	Chemistry	Lifetime Fitness	Physics*
Computer I/II	Geometry*	Trigonometry*	Pre-Calculus*
Discrete Math/Limits*	College Algebra**	Spanish I/II/III	Band
Music Theory/History	Praise & Worship Expl.	Choir	Vocal Repertoire
Personal Finance	Economics	Creative Writing	Art I, Art II
Creative Art	Literature of an Author	Philosophy+	Psychology+
Current World Problems+	Woodworking	Building Trades	Welding
Computer Aided Drafting	Exploring SD Agriculture	Animal Science	Plant Science
Agribusiness	Landscaping	Leadership	

#### **\*Prerequisites for Classes**

The following prerequisites or a teacher recommendation are required before taking these classes:

- \* Algebra II – Algebra I with at least a C-
- \* Geometry – Algebra I with at least a C-
- \* Trigonometry – Algebra I & II, Geometry with at least a C-
- \* Pre-Calc – Algebra I & II; at least a C- in Algebra II
- \* Discrete Math – Algebra I, II, Pre-Calc; at least a C- in Pre-Calc

- \* College Algebra – At least two credits of algebra and a GPA of 3.0 or higher
- \* Chemistry – Physical Science with a C-, 2 years of math with at least Algebra I
- \* Physics – Physical Science with a C-, Algebra II with C-

Students entering elective classes will have a five-day trial period from the beginning of the class in which to drop out without reason; however, they should normally enroll in another class.

### ***\*Dual Enrollment***

SBA has partnered with Central Christian College of Kansas to offer dual enrollment courses for SBA juniors and seniors with a GPA of at least 3.0. and a satisfactory ACT score. Students may earn up to twelve (12) college credits per year. There is a cost for the dual enrollment courses in addition to regular SBA tuition in the amount of \$65 per credit hour. Dual enrollment courses earn three (3) credit hours. The dual enrollment courses also earn one-half (semester-long courses) or one (year-long courses) high school credit.

The dual enrollment courses currently available are:

- \*U.S. History I – semester long – satisfies one-half U.S. History graduation requirement
- \*U.S. History II – semester long – satisfies one-half of U.S. History graduation requirement
- \*U.S. Government – semester long – satisfies U.S. Government graduation requirement
- \*Current World Problems – semester long – counts as elective credit
- \*College Algebra – year long – counts as math credit
- \*Contemporary Culture and Worldviews – year long – satisfies Bible III requirement
- \*Philosophy – counts as elective credit
- \*Psychology – counts as elective credit

### **COURSE DESCRIPTIONS**

See the Curriculum Guide for complete course descriptions.

### **GRADING SCALES**

Sunshine Bible Academy utilizes the following grading scale and interpretations for the grading of student assignments, for report cards and for permanent records:

#### **Scale 1**

A+ 99.0 – 100.0	B+ 91.5 – 93.49	C+ 83.5 – 86.49	D+ 74.5 – 76.49	F 69.49 and below
A 95.5 – 98.99	B 88.5 – 91.49	C 79.5 – 83.49	D 71.5 – 74.49	I Incomplete
A- 93.5 – 95.49	B- 86.5 – 88.49	C- 76.5 – 79.49	D- 69.5 – 71.49	



### Scale 2

E	=	Excellent
S+	=	Above Average
S	=	Average
S-	=	Below Average
N	=	Needs Improvement
I	=	Incomplete

Kindergarten students are graded according to Scale 2 for all subjects.

Students in grades 1 and 2 are graded according to Scale 2 for Physical Education, Art, Music and Technology. Beginning in grade 3 Scale 1 is used to communicate grades for all courses.

Dual credit courses offered in partnership with Central Christian College will utilize the college's grading scale.

Grading periods are approximately nine weeks (45 days) in length, though some grading periods may be slightly shorter or longer. Each school year will contain four grading periods, with a report card issued upon the completion of each period.

As letter grades are indicative of a student's academic performance and mastery they will be used by Sunshine Bible Academy in determining whether or not a student is prepared to advance to the next grade level or to the next course within an academic discipline. These decisions will be made by the Superintendent in consultation with the teacher(s), student and parents, and will be communicated to the parents and student by the end of each academic year. See *Promotion and Retention* above for further explanation of Sunshine Bible Academy policies on student promotion.

The quality point value for the computation of grade point averages will be as follows:

A+	4.000	B+	3.357	C+	2.350	D+	1.357	F	0.000
A	4.000	B	3.000	C	2.000	D	1.000		
A-	3.643	B-	2.643	C-	1.650	D-	0.643		

The explanations below are targeted primarily at high school level students, though the explanations will be helpful for students, parents and teachers at all grade levels in understanding the use and meaning of letter grades.

**A grade of 'A' in a course** indicates exceptional mastery of the course's objectives in both knowledge and skills. While a grade of 'A' will rarely symbolize perfection, it does indicate that the student has consistently demonstrated a high standard of understanding and application. An 'A' will also indicate that work completed has been of consistently high quality, with obvious attention to neatness, clarity and excellence.

**A grade of 'B' in a course** indicates solid mastery of the course's objectives in both knowledge and skills. The 'B' grade also indicates a student's facility with understanding and applying the course material, though

his or her work may not be consistently indicative of the same depth and breadth of comprehension and application that would warrant the grade of 'A.'

**A grade of 'C' in a course** indicates competent mastery of the course's objectives in both knowledge and skills. A student who earns a 'C' will have demonstrated a sufficient level of competence in the course's objectives to be able to move on to the next course in its discipline and be adequately prepared to meet the demands of that course.

**A grade of 'D' in a course** indicates a minimum acceptable level of competence with a course's objectives in both knowledge and skills. While a student earning a 'D' in a course may occasionally demonstrate an adequate command of the subject matter, his or her performance and demonstration of mastery is inconsistent. The student earning a 'D' should not necessarily consider him- or herself prepared to continue on to the next course in the discipline. The student, and possibly his or her parents, should consult with the instructor of the course in which the 'D' was earned, the instructor of the next course in the discipline, and the Principal prior to enrolling in a higher level course within the discipline. Remedial instruction or tutoring may be necessary. A grade of 'D' will be considered passing for an individual course.

**A grade of 'F' in a course** indicates insufficient competence in the course's objectives in both knowledge and skills. While the grade of 'F' is not meant to discourage students about their academic work, it is intended to afford them an accurate appraisal of their performance. Sunshine Bible Academy would be doing a disservice to students by providing a 'passing' grade when the objectives in the course have not been grasped to a level which indicates adequate competence for applying the course and/or advancing to the next course in the discipline. A grade of 'F' will result in the student receiving no credit for that course, and will require the student to repeat the course if the 'F' is received in a course required for graduation.

All students should strive for an 'A' in every course. Likely all students' parents will desire an 'A' for their student(s), and all teachers would love for each of their students to earn in 'A' in each course. Of course this is neither likely nor realistic. Each student has different levels of ability and different areas of interest. For some students, a grade of 'C' may represent significant intellectual growth or performance in a particular subject; for others, this same grade may indicate modest growth or even an absence of genuine effort. It is imperative that teachers and parents communicate regularly and effectively with their students in order to know his or her ability, what, if any, outside influences may be impacting the student's academic performance, and what a reasonable expectation of performance in each course or subject area will be.

Performance will vary even within the same letter grade range, which is why the plus (+) and minus (-) is used to further refine the student's competence within an objective or a specific assignment. Letter grades, including any suffix, should be interpreted as an indication of how close a student came to achieving the objectives for the assignment or course, as well as how adequately he/she is prepared to advance to the next assignment or course. Teachers will also use the cumulative grades of a class to determine whether or not sufficient mastery of a topic has been achieved or whether it needs to be repeated in full or in part.

Students can receive no higher than a 100/A+ on their report cards, regardless of any extra credit.

## GRADUATION REQUIREMENTS

See the Curriculum Guide for graduation requirements.

## GRADUATION AND BACCALAUREATE

Any senior who has not completed all graduation requirements by the date of graduation will not be permitted to participate in any commencement activities. Seniors must attend graduation practice.

## GRADUATION AWARDS

**VALEDICTORIAN:** This honor goes to the senior with the highest four-year academic average, and who has spent at least the last four semesters of high school at SBA.

**SALUTATORIAN:** This honor goes to the senior with the second highest four-year academic average and who has spent at least the last four semesters of high school at SBA.

**GRADUATION WITH HONORS:** This honor is given to all students who graduate with a four-year academic average of at least A- (3.643 GPA).

**CRUSADER AWARD:** This is the highest honor given a senior student, who in the considered opinion of the staff, best embodies the academic, co-curricular, and spiritual principles of the school.

**CITIZENSHIP AWARD:** This honor is given to a senior student who, in the opinion of the staff, has demonstrated outstanding qualities of leadership, concern for others and Christian character.

**E. STANLEY MORGAN SCHOLARSHIP AWARD:** The E. Stanley Morgan post-high scholarship in mathematics/science was given by his son Robert Morgan as a memorial to his father in 1985. This scholarship is awarded annually to a graduating senior with interest and ability in mathematics or science or other field who will be attending college. The amount of the scholarship is \$500.00.

**KEA UFEN-DEARING MUSIC SCHOLARSHIP AWARD:** This scholarship is given to an outstanding senior music student, who will be attending college, who has Christian character, personal integrity and exemplifies Kea's Christian example. The amount of the award is \$700.00.

**MILLARD F. SEAMAN LEADERSHIP AWARD:** This award is given by the Seaman family in memory of Mill and his vision for the life changing work of Christ in students. This award is intended to honor and promote spiritual leadership in Sunshine's young men and women. It is awarded annually to a graduating senior who exhibits a zest and excitement for life, strives to be a servant leader seeking God's will and displays willingness to act in faith, using gifts and talents for God's Kingdom.

## AWARDS

*Rejoice with those who rejoice. ~ Romans 12:15a*

*And let us consider how we may spur one another on toward love and good deeds. ~ Hebrews 10:24*

## **AWARDS NIGHT**

All students who have participated in athletics or co-curricular activities will be recognized at awards night and recognition for outstanding performance in academics as well as co-curricular activities will be given. This will be a professional dress occasion and all students are required to be in attendance.

**KEA UFEN-DEARING CHARACTER AWARD:** Given to an underclassman (9<sup>th</sup> -11<sup>th</sup>) music student who has personal integrity and Christian character to be applied towards their next year's SBA tuition.

**DILIGENCE AWARD:** This award is voted on by teachers and given each year to students, who display diligence in all areas of SBA life, regardless of academic averages.

**PERFECT ATTENDANCE:** Recognition given to students who have been present every day during the year.

**CHARACTER AWARDS:** Each of the following awards, which are based on Christian character, are voted on by the faculty and staff. Students may receive the same award only once during their high school years.

**David (Godly Leadership)** - Given to a student who displays godly leadership. We think of David because he was called a man after God's own heart. David learned to sit in God's presence, depend upon him for strength and courage, and displayed trust in God when faced with giants and armies.

**Daniel (Personal Integrity)** - Given to a student who displays personal integrity. Daniel was a young man when taken into Babylonian captivity. He was most likely taken from his family, home, and church family and thrust into a pagan culture. Despite all the reasons he could use for not living a godly life, he remained faithful to God. When asked to forsake his religious customs as a teenager, he found a way to be obedient. During the last years of his life, when he was ordered to obey a royal decree that would offend God, he chooses to pray. All throughout his life, he was known as a man of high integrity.

**Peter (Apparent Spiritual Growth)** - Given to a student who displays apparent spiritual growth. Very few in the Bible show us such a wide range of growth as does Peter. During Peter's early years we see him as rude, brazen, impulsive, just to name a few. But as time progresses, we begin to see a different Peter emerge. We see him with a new boldness and learning how to temper his zeal with patience and grace.

**Barnabas (Tireless Encourager)** - Given to a person who is a tireless encourager. Barnabas is not the most famous person in the New Testament, but nonetheless, he was Paul's faithful assistant and companion during many miles of sharing the gospel message. Barnabas actually means —Son of Encouragement|| and we see how he worked alongside Paul tirelessly, even when he was not the main attraction. Encouragement means that one places courage into a person so that they can continue on.

**Jonathan (Loyal Friend)** - The Jonathan Award is given to a person who is a loyal friend. If asked who in the Bible were close friends, many would say Jonathan and David. Jonathan, son of King Saul, befriended a giant-slaying shepherd who eventually took his spot as king. They could have been rival enemies, but Jonathan showed his friendship in many ways. He defended David and his character, he gave gifts that showed his great love for his friend, and they even agreed to take care of each other's families. Jonathan was indeed a loyal friend.

## COMMUNICATION

Communication between home and school is very important. Accordingly, the school will communicate regularly with students' parents/guardians, though the manner in which the communication takes place will vary from teacher to teacher. In the elementary school teachers may send home a folder. The communication folder will contain the graded work, announcements, reminders and other important information for parents/guardians. The folder may contain papers that must be signed by an authorized parent or guardian and returned to the student's teachers on the next school day.

Some faculty members will utilize e-mail updates for their entire class.

All faculty members are available to parents/guardians via e-mail and telephone. However, parents/guardians are asked to keep in mind that during the school day teachers are busy teaching; accordingly, e-mails and telephone calls may not be returned until after school. Sunshine Bible Academy policy is that all e-mails and telephone calls will be returned within 24 hours (excluding weekends) when school is in session.

Parents/guardians are asked to respect teachers' personal time and avoid calling or texting teachers' personal phones except in case of emergency. Phone calls should be made to the school number.

In addition to class and student specific-communication from teachers there is regular school-wide communication from Sunshine Bible Academy. This may take one or more of the following forms: flyers sent home with students, e-mail, telephone calls and web site communication. Students' grades and other pertinent information is available through the Information Now (INow) web site, accessible through the school web site.

### **HOMEWORK**

The best learning occurs when students consistently practice or study classroom assignments in an atmosphere that is conducive to good concentration. Homework, being an integral part of the overall learning process, must enhance and be consistent with in-class activities. Homework may take on any form that can be shown by the teacher as an aid to learning.

On the elementary level, homework should not typically require (for an average student) more than one-half hour per night in grades 1 and 2, forty-five minutes per night in grades 3 and 4 or one hour per night in grades 5 and 6. This is a "rule of thumb," however, and not a hard-and-fast rule. Special projects, exams, etc. may require additional time.

Homework may or may not count for grade credit, but it will always be explained and monitored by the teacher in an effort to encourage good study habits. Homework will never be used as punishment or as "busy work." Some courses may require more homework than others. Cheating on homework assignments will result in the same corrective action as other cheating offenses.

### **TESTS AND QUIZZES**

A quiz is defined as any evaluation tool designed to be completed in ten minutes or less, while a test requires 11 minutes or more for completion. Tests are always announced in advance; quizzes may or may not be.

Students who are absent during the administration of a test will be given that test as soon as possible upon their return to class since they should have known about the test prior to their absence. The administration of a test should never be more than three days following a student's return unless there are extenuating circumstances and arrangements have been approved by the Superintendent.

Students who are absent during the administration of a quiz should be given that quiz on the same day that they return to class if it was announced while the student was present in class or was a pop quiz. If the quiz covers material taught while the student was absent, the quiz should be given, at the teacher's discretion, within three days or not at all.

The maximum testing for freshman and sophomore students is two tests in one day. The maximum testing for junior and senior students will be the same (two tests) for core subjects but elective classes will not be included in the total number of tests allowed.

### EXTRA CREDIT

Teachers may choose to allow opportunities for extra credit, such as bonus questions on tests/quizzes or additional out-of-class assignments. Such opportunities, when offered, will be offered to the entire class, not to individual students. Students must not expect extra credit opportunities as a way to make up for not doing their work; extra credit is not to be offered or used as a way to compensate for ignoring or failing to complete regular assignments. Extra credit will not be made available after a grading period has ended.

### LATE WORK POLICY

Late work is any assignment not completed and turned in at the time the teacher collects it. Work not submitted when collected, even if submitted the same day, will be considered late.

Grade deductions for late work are as follows:

- 1<sup>st</sup> day late – 10% deduction
- 2<sup>nd</sup> day late – 20% deduction and academic probation
- 3<sup>rd</sup> day late – 40% deduction and academic probation
- 4<sup>th</sup> day late – 60% deduction and academic probation
- 5<sup>th</sup> day late – zero on the assignment and academic probation

### ACADEMIC PROBATION

Any teacher may place a student in his/her classes on academic probation when the student does not complete assigned work on time. Academic probation means that the student is put in an assigned classroom at an assigned time each day after school until the student's completed work has been turned in. The student will not be dismissed from AP until the assigning teacher releases him/her. Work must be completed as a requirement for the course even though the grade may be a zero.

Drive-in students on academic probation are to leave campus as soon as school is out; they may attend practice the same as dorm students but must leave immediately after practice. Drive-in students on academic probation may not be on campus for socialization.

Students on academic probation may practice with any co-curricular team of which they are a member if the practice does not conflict with AP. When practice and AP conflict, AP will always take precedence. Students on AP may not attend any scheduled activities away from the school as a spectator except in rare instances when all students are attending the event/activity.

### SEMESTER EXAMS

Semester examinations will be required of all students in all high school subjects. Senior students with at least an A- semester average in semester-long courses or for the second semester of year-long courses do not have to take the final or attend that class period, unless having two or more unexcused absences for the class.

The weight given to semester exams is up to each teacher, but may not be less than ten percent nor more than twenty percent of the semester grade. Teachers will communicate the exam weight to students in advance. Final exams that are projects may be graded progressively (with grades assigned at different steps along the way) and these grades are not included in the ten-to-twenty percent restriction on exam weight.

Semester exams will not be given early to any student unless there is an extreme emergency (such as a death in the family).

### DROPPING CLASSES or ACTIVITIES

Students entering activities or elective classes will have a five-day trial period from the beginning of the class or activity in which to drop out without reason or penalty. However, students who quit an athletic or other co-curricular team beyond the five-day trial period and who have no legitimate reason for doing so (examples include, but not be limited to, serious injury or declining grades) will become ineligible to participate in any game competition or public performance for the next two games or engagements in the following season or activity in which they participate. This penalty is assigned by SBA in an effort to make students aware of the impact their decision may have on other members of the team.

### PROGRESS REPORTS

Students' academic progress is available for students and parents to check at any time through the INow system. Accordingly, formal progress reports are not issued.

### REPORT CARDS

Report cards are extremely important to students and parents, as they are perhaps the most tangible indication of students' progress in school. Accordingly, Sunshine Bible Academy makes every effort to distribute report cards promptly after the conclusion of each grading period. Typically SBA will not mail hard copies of report cards except for the final report card of the year, which will also include standardized test scores. Parents/guardians will be notified when report cards are available, and parents can access them through INow. Parents who desire to receive hard copies of report cards may request them.

## STUDENT LIFE EVALUATIONS

Each student in grades 7-12 is evaluated on his or her character and gratis assignment. These evaluations are posted on the INow system.

## PARENT – TEACHER CONFERENCES

Parent conferences are scheduled twice each year, during the first and third grading periods. Attendance at these conferences is requested for the parent(s)/guardians(s) of each student.

Parents or teachers may request a conference at any time they deem one necessary. It is important to keep parents informed concerning the needs of their child(ren). At any time the student begins to make failing grades or displays a bad attitude, teachers will contact the parent(s)/guardian(s).

## **Conduct**

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The behavior of every student should be in accordance with each of the classroom rules as well as the overall school rules. Displaying self-control is honorable. We strive to have a school in which our Lord Jesus Christ is uplifted and honored. Our personal behavior should mirror that of Christ.

All students are to exhibit conduct becoming to Christian young people at school, during before and after school programs and on school-sponsored field trips and activities. All students must abstain from the use of vulgar language or swearing. Fighting, temper tantrums, verbal or physical threats toward others or other disrespectful behaviors are not tolerated. Lying, stealing, cheating and willful destruction of property are considered to be very serious offenses and will be disciplined at the discretion of the teacher and administration.

**Standards of Behavior:** Our standard of behavior is centered on the respect of our Lord, others and ourselves. *“Show proper respect to everyone: Love the brotherhood of believers, fear God, and honor the king.” – 1 Peter 2:17*

1. We shall have and show respect at all times for God and all things holy.
2. We shall have and show respect at all times for our parents, our teachers and those with authority over us.
3. We shall have and show respect at all times for our fellow classmates and anyone visiting our school.
4. We shall have and show respect at all times for ourselves.
5. We shall have and show respect at all times for all school property, for the property of others and for our own belongings.

**General School Rules:** All rules apply to regular school hours and all school sponsored activities:

1. Show respect and courtesy in all speech, in and out of the classroom.
2. Comply with dress code standards.



3. Adults are always to be addressed with titles of respect, such as Mr., Mrs. and Miss.
4. Inappropriate displays of affection are not permitted.
5. There will be no teasing, calling of names or the inappropriate touching of another person or their personal belongings.
6. There will be no sexual harassment by either employees or students.
7. There will be no destruction of property.
8. Running is not allowed in the building, except in connection with physical education activities.
9. Students may not leave the grounds without permission. All students leaving the school campus for any reason other than a school event must be signed out by a parent or legal guardian.
10. Smoking is not permitted in any building on the SBA campus.
11. There will be no substance abuse of any kind.
12. Food and pop are prohibited in the classrooms, hallways, library and any other academic areas of the school. Special class celebrations involving food or drink may be acceptable with administration approval.

## Discipline Policies

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*Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in His holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. ~ Hebrews 12:10-11*

### Discipline Objectives

Our objective in maintaining discipline policies are these:

1. To train students toward development of a lifestyle that is pleasing to God.
2. To encourage a positive response to authority so that students can more readily yield their will to God.
3. To protect and build respect for the personal rights and property of others.
4. To encourage students to take responsibility for their words and actions.
5. To maintain an optimum and safe learning environment.

We realize that each person at Sunshine is at various growth stages in their walk with Christ, and we strive to help them continue to mature in their relationship with Christ. Sometimes that maturing requires discipline in order to grow. Therefore, we do not look at discipline as a negative thing, but rather an opportunity to grow and become more Christ like.

Efforts will be made to develop attitudes and habits of behavior that will assist each student to have compatible relationships with teachers, parents, and fellow students. For a student whose conduct is unacceptable, the administration will warn the student in a private conference. For a student whose conduct is habitually unacceptable, school officials will administer whatever reasonable corrective action seems both necessary and expedient to accomplish desired results with student. The parents will be informed of the student's

behavior and consequences. If the behavior continues, parents will be contacted to determine the student's future at SBA.

### **Correction Procedure**

Correction is the provision to discourage wrong behavior and replace it with right behavior by means of:

1. Warning: Before the problem develops, a warning is provided, verbally or in writing, that continuation or repetition of conduct in violation of the school's code of conduct will result in more serious disciplinary action.
2. Consequences: After the offense has been established and only for offenses that are willful, defiant, intentional, or malicious
3. Restitution: So that others may offer forgiveness
4. Restoration: After the punishment so that the student is fully aware of the continuance of love.

### **Discipline Procedure**

The discipline methodology most used at SBA will be a progressive discipline system based on these six consequences: infraction notices, after-school detention, Saturday detention, in-school suspension and, finally, out-of-school suspension. Most student discipline issues will follow this progression.

**Please note that it is not required that this progression be followed and that the administration reserves the right at any time to assign the level of discipline deemed most appropriate based on the student's actions and attitude.**

- **Infraction Notice** – Daily discipline at SBA will most often take the form of an Infraction Notice given by teachers and administrators for minor, but inappropriate behaviors, such as dress code violations, horseplay, unexcused tardies to school or class, etc. By no means is this a comprehensive list of minor violations.

Students are required to sign Infraction Notices and will receive a copy. Signing an Infraction Notice is not an admission of guilt but rather an acknowledgement that an infraction notice was received. Students have a right to appeal the infraction.

Parents may access a record of disciplinary actions via Information Now.

The following is a partial list of common discipline issues and minimum consequences for each offense. The administration reserves the right to increase the consequences based on the circumstances.

#### **Minimum of one Infraction**

Dress code violation

Unexcused tardy to class

Unauthorized electronic devices

Nuisance items (toys, noisemakers, food, etc.)  
Talking in class after warning  
Classroom misbehavior  
Disrupting school function  
Open food or beverage in a restricted area  
Repeatedly coming to class without required materials

**Minimum of three Infractions**

Repeated minor offenses  
Chapel misconduct  
Disrespect to another student  
Disrespect to a teacher  
Dismissal from class by a teacher  
Inappropriate display of affection  
Willful disobedience  
Reckless driving on or around campus  
Lying  
Profanity or vulgarity  
Stealing  
Vandalism  
Bullying, hazing or intimidation  
Invasion of privacy (being in someone else's belonging without permission)

- **After-school detention** – After three infractions in a semester, each additional infraction (through 15) will result in after-school detention.

After-school detention will begin at 4:30 and will last for 60 minutes. The student will report on time to the designated area. Work projects will be assigned to be completed during detention.

If after-school detention results in the student being late to other activities/responsibilities, the sponsor or coach of that activity may impose additional penalties.

Parents will be contacted when an after-school detention is assigned.

After an accumulation of 15 infractions, subsequent infractions will result in the assignment of Saturday Detention.

- **Saturday Detention** – Students will be assigned a specific Saturday to report to SBA and will work from 8:00 a.m. to 12:00 p.m. to complete assigned duties. The student will be supervised by a teacher, administrator, or staff member for the duration of that time. The parent/guardian will be billed \$80.

Students are expected to be on time for Saturday Detention. Failure to arrive by 8:00 a.m. will result in a

student being considered absent from Saturday Detention. Failure to show up for or to arrive on time for Saturday Detention will result in In-School Suspension.

Boarding students who are assigned Saturday Detention are permitted to go home at noon.

After two Saturday Detentions in a semester, a student will be placed on Disciplinary Probation.

- **Disciplinary Probation** – any student required to serve in-school or out-of-school suspension will be placed on disciplinary probation. Students whose behavior is consistently disruptive or chronic may be placed on disciplinary probation as well.

Students on disciplinary probation may be prevented from attending co-curricular activities as spectators if their behavior is deemed to warrant such restriction.

At the end of the school year, any student who has been on disciplinary probation during the school year will be evaluated by the administration to determine whether they will be allowed to return for the following year. A student's disciplinary record, teacher recommendations, and in some cases, an interview will be used to evaluate the student's future.

- **In-school Suspension (ISS)** -- Students who serve in-school suspension will be removed from their normal daily classes and sit in isolation under the supervision of a teacher or staff member. The student will be expected to complete the assignments sent by his/her classroom teachers while in ISS. Any assignments missed during the day(s) of suspension will be automatically docked 10%.

Students are expected to be on time for ISS. Failure to arrive by 9:15 a.m. will result in a student being considered absent from ISS. Failure to show up or to arrive on time for ISS will result in an out-of-school suspension.

Students will not be allowed to participate in co-curricular events or functions on the days of suspension. In rare cases, and in the sole discretion of the superintendent, this penalty may be waived.

Students who are required to serve an ISS will be placed on Disciplinary Probation.

- **Out-of-school Suspension** – If the presence of a student at school would jeopardize the safety of others in the SBA community or cause a disruption in the normal operations of the school, the student may receive an out-of-school suspension. There are also some serious violations such as fighting that may warrant the separation of the student from the community as well.

Depending on the circumstances of each situation, students receiving out-of-school suspension may be confined to the dorm during the school day, may be assigned to work with a staff member during the day or may be sent home.

Any assignments missed during the days of suspension will be automatically docked 20%. Students will not be allowed to participate in extra-curricular events or functions on the days of suspension.

- **Dismissal** – Ultimately, it is the responsibility of the Superintendent to make final decision concerning the dismissal of a student from Sunshine Bible Academy. This decision will not be made lightly or in haste but will indeed be made when it is the opinion of the Superintendent that the dismissal of a student is necessary and in the best interest of the school.
- **Appeals** – Parents have the right to appeal dismissal decisions within forty-eight hours of the decision. Appeals will be heard by the SBA school board at its next regularly scheduled meeting. The student shall not be permitted at SBA during the time between the notice to appeal and the school board meeting.

The above sequence is intended to serve as a guideline and may not be adhered to verbatim in every situation. Application of these steps depends upon the severity and the persistence of the problem. It is recognized that some offenses are more egregious than others and may result in more serious consequences immediately. Discipline is handled by the Dean of Students and is ultimately under the discretion of the Superintendent, with appeal to the Board as the available recourse.

### **Alternative Consequences**

At their discretion the administration may utilize/authorize any of the following consequences in place of or in addition to detention and suspension:

*Creative Sanction:* Individually designed consequence with an educational purpose.

*Restitution:* Reimbursement for damage to or misappropriation of property. Restitution may be assigned in the form of appropriate service, financial payment, or other compensation.

*Restriction/Loss of Privileges:* Exclusion for a specified period from cell phone, computer or other privileges; athletics, extracurricular activities, or attendance at same; communication restriction with other student(s); or other restrictions deemed appropriate by the administration.

Seniors found responsible for violating conduct policies during the last weeks of classes or finals may be prohibited from participating in graduation ceremonies and/or from obtaining a diploma/transcript pending completion of all assigned consequences.

*Referral for Prosecution:* Any illegal activity may result in referral for prosecution.

### **Alcohol, Tobacco or Drugs**

The use, possession or distribution of alcohol, tobacco or any drug paraphernalia by SBA students (including those of legal age) is strictly prohibited—both on campus and off. Students found in violation of this policy face a disciplinary response that ranges from detention to suspension or, in some cases, expulsion. Offenses involving more than simple use or possession, such as distribution or purchase for the use of others, will result in more serious discipline.

Violations during a sports or other co-curricular season will result in a three-game/contest suspension and forfeiture of eligibility to receive awards or letter.

## Off-Campus Behavior

Once a student decides to attend Sunshine Bible Academy, certain responsibilities accompany that choice. Attending SBA means that wherever a student goes, the name of SBA goes with him/her. Each student's actions will be judged as an extension of the reputation of SBA. That responsibility must be taken seriously, especially since it reflects as well on the name of Christ. It should be that members of the SBA community would always desire to conduct themselves in a way that brings honor to the name of Christ. All individuals are responsible to conduct themselves in a way that does not dishonor what SBA desires to represent. Bearing a name with honor is a grave responsibility and must be considered at all times. Hence, Sunshine Bible Academy must care what all its community members do both on and off campus since an honorable reputation is to be highly valued. *"A good name is to be more desired than great riches." Proverbs 22:1a*

Accordingly, in the event a student engages in inappropriate off-campus behavior, Sunshine Bible Academy reserves the right to issue consequences at school, up to and including dismissal from SBA.

## End-of-Year Checkout

On a check-out sheet students must secure signatures from all staff directly involved indicating that the materials have been returned and accounts settled. All personal possessions must be removed from dorm rooms (unless previous plans with the school were made for storage). Year-end report cards will not be released until check-out sheet has been turned in to the office and tuition, charges, and fees have been paid. A \$50 fine will be assessed to any student who does not properly check out.

## Honor Code

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The Sunshine Bible Academy Honor Code is:

***As a student at Sunshine Bible Academy I pledge that I will not lie, cheat, or steal, either on school assignments or in the school environment, nor tolerate such actions by fellow students.***

The Honor Code contains both academic and personal integrity elements.

### ACADEMIC INTEGRITY

#### *Cheating*

Using, or attempting to use, any unauthorized materials in any educational exercise. Taking information of any form into a test situation for the purpose of responding to test items or for the purpose of assisting others in responding to test items.

Copying assignments, including homework, book reports or any other work which will be assigned a grade.

Giving or taking of information concerning a test after one individual has taken a test and the same test is to be given in another classroom situation.

Talking during test situations or exchange of information during a test.

### *Fabrication*

Falsification or invention of any information or citation in any educational exercise.

### *Facilitating Academic Dishonesty*

Intentionally or knowingly helping, or attempting to help, another to violate any provision of the Academic Integrity Code.

### *Plagiarism*

Representing the ideas or language of another as one's own in any educational exercise.

### *Procedure*

When a student is suspected or guilty of violating the academic integrity portion of the Honor Code teachers will:

Grant no credit for the examination or assignment in question (treat as a missed assignment) until the violation has been reported to the Superintendent and investigated.

Assign a grade of "F" or score of zero for the examination or assignment in question if the student is found to have violated the Honor Code.

If the alleged violation occurs during final examinations, an Incomplete (grade not reported by instructor) shall be given to the student until the allegation is completely resolved. If the student is found to have violated the Honor Code a score of zero will assigned for the exam.

If, after investigation, the student is found not to have violated the Honor Code then the teacher will respect the decision and grade the assignment or exam as legitimate work.

### *Suggested Action by a Student Witness*

Address the offending student, encouraging him/her to report the infraction to the teacher.

Inform the teacher of what was witnessed.

Inform the Superintendent of what was witnessed.

### *Self-Reporting*

Students self-reporting honor code violations prior to being suspected or charged by a teacher will receive consequences deemed appropriate by the Superintendent and will receive a grade of 50 on the exam or assignment for which the infraction occurred or half of his/her grade on the previous assignment of a similar nature, whichever is less.

### *Second Offense*

A second violation of the Academic Integrity portion of the Honor Code will result in a recommendation of expulsion from Sunshine Bible Academy.

## *PERSONAL INTEGRITY*

### *Lying*

Any statement, action, or behavior with the intent to deceive or mislead.

### *Stealing*

Knowingly taking, appropriating, or carrying out actions to take or appropriate something that is not yours without the permission of the owner.

### *Eluding or Evading*

Any statement, action, or behavior with the intent to prevent the truth from becoming known, including but not limited to destroying evidence being sought.

### *Suggested action(s) by a student witness*

Address the offending student, encouraging him/her to report the infraction to the teacher. Inform the teacher of what was witnessed.

Inform the Superintendent of what was witnessed.

### *Consequences*

Students violating the Personal Integrity portion of the Honor Code will receive consequences as deemed appropriate by the Superintendent.

## **Mutual Responsibility**

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The following lists describe the responsibilities of students, faculty, and administrators in upholding academic integrity, while at the same time respecting the rights of individuals to the due process offered by administrative hearings and appeals. All persons enrolled in any course and all persons supervising the learning of any student are responsible for acting in accordance with the provisions of this policy.

### *STUDENTS ARE RESPONSIBLE FOR:*

1. Understanding the types of conduct that are unacceptable and, therefore, are prohibited by this policy.
2. Refraining from committing any act of cheating, plagiarizing, facilitating academic dishonesty, abusing academic materials, stealing, or lying.
3. Alerting teachers or administrators of instances that violate this policy.
4. Reporting any instance in which the student has suspicion or knowledge that conduct violating this policy or its spirit has taken place to the teacher or to a member of the Administration.



### FACULTY MEMBERS ARE RESPONSIBLE FOR:

1. Understanding the procedures of this policy relative to how faculty members are to handle suspected instances of academic dishonesty.
2. Developing an instructional environment that reflects a commitment to maintaining academic integrity.
3. Addressing every suspected or admitted instance of the violation of the provisions of this policy in accordance with the procedures set forth in this document.

### ADMINISTRATORS ARE RESPONSIBLE FOR:

1. Making provisions for the education of students, faculty, and persons with designated responsibility under the provisions of this document concerning their responsibilities.
2. Annually evaluating the effectiveness of the various measures taken to promote academic integrity.

*The failure of one party to fulfill his or her responsibilities may not be used by another party to excuse his or her own failures to comply with the responsibilities stated above.*

## **Honor Council**

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The Honor Council is established to serve as a tool to provide increased accountability for violations of the Honor Code and promote a wholesome environment where integrity and honor are cherished and defended by the SBA community. The Honor Council will deal with breaches of the Honor Code.

The Honor Council will consist of five or seven students and be overseen by a Faculty/Staff Advisor. The student leadership of the Honor Council will be the Student Body President. In addition to the Student Body President the other members of the Honor Council will be the House Leaders from the house system. In the event there is overlap between positions (i.e. the Student Body President is also a House Leader) the Student Body Vice-President may be included on the Honor Council if needed.

Goals of the Honor Council shall include:

- Reconciliation and restoration of the offending party to the SBA Community
- Aid the offending party in understanding the nature, and gravity of their offenses and the impact of their offenses on others
- Aid the offending party in understanding the Honor Council process and the goals of the hearing
- Equip the offending party to avoid such violations in the future
- Promote a wholesome environment where integrity and honor are cherished and defended by the SBA community
- Provide additional feedback and input into the discipline for violations of the Honor Code
- Provide a tool for student involvement in the enforcement of the school's Honor Code

## House System

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The SBA house structure was devised and implemented by students during the 2014-15 school year in an effort to improve student life by providing a tool for students to support one another, mentor younger students, build community, provide accountability, worship together in student led worship, and have fun.

Participation in the house system is designed for students in grades seven to twelve. The number of houses will fluctuate from year to year based on enrollment but the goal is to have no more than fifteen students per house. Each student will be assigned to a house in which they will participate in a variety of activities and events. Not all activities are mandatory but participation is strongly encouraged. Students can earn points for their house in various competitions and events.

Each house will be led by an upper classman known as the House Leader. The House Leader will serve to guide and mentor to his or her house along with working with the other house leaders to plan events and activities. Contests and competitions as well as their rewards will be established and implemented by the house leaders and approved by the Dean of Students. House Leaders should plan and communicate events and activities in advance and communicate them to the Dean of Students as early as possible so that scheduling conflicts may be avoided. In addition, House Leaders will be required to serve on the Honor Council. House Leaders are responsible for regularly checking up on the students in their house, providing servant leadership, and encouraging other upper classmen to build and nurture mentoring relationships with the younger students. Students will apply for the position of House Leader and be interviewed by the administration.

## Technology Resources

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As a means to further technological education at Sunshine Bible Academy, the use of computers and other technology is integrated into many areas of study. Students will have many opportunities to utilize the school's laptops in their classrooms, and there may at times be homework assignments necessitating the use of computers and/or the Internet.

The rules for the use of the school's computers and other computer resources are stated in the Network/Internet Acceptable Use Policy, which is set forth in full below. The agreement to abide by this policy is signed as a part of the Enrollment Packet. Any additional, supplemental rules applicable to specific computers or classrooms will be posted in the areas to which they apply and are in effect at all times.

## Network/Internet Acceptable Use Policy

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**NO FOOD OR DRINK** allowed in the computer lab. Computers are available for use when supervised by a staff member. School lap-tops must remain in academic areas only.

Sunshine Bible Academy's Network/Internet access is available to students, teachers and staff at the school.

The Internet enables worldwide connection to databases, and other information sources, such as libraries and museums. Sunshine Bible Academy provides Network/Internet access to promote educational excellence at the school by facilitating resource sharing, innovation, and communication. The Administration believes that the valuable information and interaction available on the Network/Internet outweighs the possibility that users may procure material that is not consistent with the educational goals of Sunshine Bible Academy.

Although Sunshine Bible Academy will take reasonable efforts to limit access to objectionable material, controlling all materials on the Internet is impossible and students may find ways to access non-educational, inappropriate materials. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. While Sunshine Bible Academy reserves the right to review and regulate Internet usage and access on students' personally-owned computing devices, the school assumes no responsibility or liability for material students may access through the Internet.

***User Responsibilities.*** Network/Internet users, like traditional library users, are responsible for their actions in accessing available resources. Should a student access a site from which he/she orders materials and there is any cost associated with that order, the cost of the order must be paid by the student. If the student fails to pay those costs, they will be added to the student's account.

#### **NETWORK/INTERNET – TERMS AND CONDITIONS**

***Appropriate Use.*** Network/Internet access may be used to improve learning and teaching consistent with the educational goals of Sunshine Bible Academy. It is the expectation of Sunshine Bible Academy that only legal, ethical and appropriate use will be made of the Network/Internet. Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom or on a school playground.

***Privilege.*** Access to the Sunshine Bible Academy Network/Internet is a privilege, not a right, and may be revoked if abused.

***Subject to School Administration.*** Communications on the network are often public in nature. All Sunshine Bible Academy Network/Internet account usage is subject to Sunshine Bible Academy's review for inappropriate use. This review may include activity logging, virus scanning, and content scanning. Computer storage space may be treated like school lockers; administrators and technical support personnel may review contents to maintain system integrity and insure that students are using the system responsibly. Students should never access, view, keep, or send anything that they would not want their parents or teachers to see. Should students encounter such material, they should immediately report it to their teacher.

The primary use of the Internet will be for educational purposes. Research will take precedence over personal use. Sending or receiving messages to/from Sunshine students who are off campus for disciplinary reasons is prohibited.

***Proper use.*** The guidelines to prevent the loss of computer privileges at Sunshine Bible Academy:

1. Do not use a computer to harm other people or their work.
2. Do not damage, deface, or alter the computer system, desktop settings, or the network in any way.
3. Do not interfere with the operation of the network or any workstation by installing or loading software, shareware or freeware.
4. Do not violate copyright laws or license agreements.
5. Do not view, send, or display offensive materials.
6. Do not share your password with another person or leave a machine while you are logged on.
7. Do not print excessively. Students who intentionally or carelessly print excessive copies may be charged 10¢ per page. Printing with permission other than during a class or authorized school activity will be charged 10¢ per page.
8. Do not save files in any location other than your home director or personal USB.

***Inappropriate Use.*** Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Network/Internet.

***Violations of Law.*** Transmission of any material in violation of any US or state law is prohibited. This includes, but is not limited to, copyrighted material; threatening, harassing, or obscene material; or material protected by trade secret. Any attempt to break the law through the use of a Sunshine Bible Academy Network/Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, Sunshine Bible Academy will fully comply with the authorities to provide any information necessary for the litigation process.

***Commercial Use.*** Use for commercial or "for-profit" activities, product advertisement, or political lobbying is prohibited. (This does not apply to fund raising activities approved by the administration.)

***Vandalism/Mischief.*** Vandalism and mischief are prohibited. Vandalism is any malicious attempt to harm or destroy data of another user, the Network/Internet, or any networks that are connected to the Network/Internet. This includes, but is not limited to the creation or propagation of computer viruses. Any interference with the work of other users, with or without malicious intent, is mischief.

***File/Data Violations.*** Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission, is prohibited.

***System Interference/Alteration.*** The deliberate causing of network congestion through mass consumption of system resources is prohibited.

***Inappropriate Materials or Language.*** No profane, abusive or impolite language shall be used to communicate with others nor shall materials that are not in keeping with Sunshine Bible Academy standards be accessed.

*Because of the ever-changing nature of technology, not all possible violations can be covered in this policy. Sunshine Bible Academy will take immediate action when individuals violate system integrity, The Honor Code, the applicable Parent/Student Handbook, or the rights of anyone associated with Sunshine Bible Academy.*

**Consequences of Agreement Violation.** Any attempt to violate the provisions of this agreement may result in revocation of the user's access to the SBA Network/Internet, regardless of the success or failure of the attempt. In addition, further school disciplinary action and/or appropriate legal action may be taken.

**Final determination.** SBA will make the final determination as to what constitutes inappropriate use.

**Denial, Revocation, or Suspension of Access Privileges.** Sunshine Bible Academy may deny, revoke, or suspend Network/Internet access if, in its sole discretion, that denial is necessary to serve any educational purpose or to protect the Sunshine Bible Academy Network/Internet from possible problems.

**Security.** Students must not engage in activities designed for the specific purpose of bypassing the security systems. Anything that disrupts the function of the computer system(s) will result in disciplinary action. Students may not have in their possession anything that can be used for the purpose of bypassing computer security.

**Reporting a Security Problem.** If a user identifies or has knowledge of a security problem on the Network/Internet, the user should immediately notify the system administrator or the Superintendent. The security problem should not be shared with others.

**Impersonation.** Attempts to log on to the SBA Network/Internet impersonating anyone else will result in revocation of the user's access to the SBA Network/Internet and a detention will be issued.

**Other Security Risks.** Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the SBA Network/Internet.

### **DISCLAIMER**

This agreement applies to stand-alone computers as well as computers connected to the Network/Internet. Sunshine Bible Academy makes no warranties of any kind, whether expressed or implied, for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its negligence or user errors or omissions. Sunshine Bible Academy is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Sunshine Bible Academy Network/Internet is at the user's own risk. Sunshine Bible Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Please note that all high school students will need an e-mail address that they can utilize for classwork.**

## School Activities

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*Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price, therefore, honor God with your body. ~ I Corinthians 6:19-20*

*Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. ~ I Corinthians 9:24*

*Let your light shine before men, that they may see your good deeds and praise your Father in heaven. ~ Matthew 5:16*

There are many benefits from co-curricular activities such as learning to work with different personalities as a team, learning self-discipline, sportsmanship, and learning that like life, activities are played within rules and boundaries.

***All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.*** We also realize that God will present us with many opportunities to witness to others through our actions, words, and attitudes.

We ask that the student and their family consider carefully committing to a co-curricular activity because these activities require a commitment to others – coaches, other players, and the school. When you agree to join an activity you are agreeing to attend practices and games because you belong to a team. Students entering activities will have a 5-day trial period from the beginning of the activity in which to drop out without reason, after that period, they are expected to complete their commitment until the activity or season is done.

### ATHLETICS

#### STATEMENT OF PHILOSOPHY

The athletic program at SBA gives the student-athlete another avenue in which to develop mentally, physically, socially, and spiritually. This is done through cultivating stewardship of time and abilities and developing the discipline and spiritual character needed to live a life separated unto God. We believe it is of great benefit to the individual to include physical activity in the total education program. Ultimately, our desire is that the SBA athletes give testimony to the physical blessing the Creator has entrusted to them by practicing and performing to their utmost ability.

The inter-scholastic sports that are offered at SBA are:

#### Fall Sports

Volleyball - girls

Cross Country - boys & girls

Football (9 man) - boys

#### Winter Sports

Basketball - boys & girls

Wrestling - boys

Cheerleading – girls

#### Spring Sports

Track and Field - boys & girls

## GENERAL GUIDELINES

### 1. ATTENDANCE

Students entering activities will have a 5-day trial period from the beginning of the activity in which to drop out without reason.

A. Excused absences are allowed in the following instances:

- 1) Illness which prevents participation.
- 2) Emergency medical appointment – every possible attempt must be made to make appointments when they do not interfere with classes, practices, or competitions.
- 3) Bereavement in the family.

B. Penalty for unexcused absences:

- 1) First offense:
  - a. no participation in the next scheduled competition
  - b. student will not letter
- 2) Second offense: dismissal from the team
- 3) Tardies and absences will be left to the discretion of the individual coaches and administration.
- 4) Athletes must attend school the day of a game in order to participate and are expected to attend school the day following a weekday game. Failure to comply twice with the day-after expectation during the school year will result in the individual being ineligible to participate in the next contest.

### 2. LOCKERS

Students who have school-issued equipment or clothing for an entire season may be required to check out a locker and have a padlock.

### 3. PHYSICAL EXAMS

Each student must have a completed physical examination prior to participation in a sport. The physical exam must be renewed every year.

### 4. TRANSFER STUDENTS

Transfer students (including open enrollment) in grades 10, 11, 12 are eligible if they meet guidelines established by the SDHSAA. However, these students may not be eligible in many cases. Any questions regarding the eligibility of transfer students in these grades should be directed toward the athletic director. 5.

## LETTERING PROCEDURES

A. General Guidelines

- 1) Students receive only one letter. After receiving one letter, bars or pins for the individual sports are given as recognition.
- 2) To letter, students must participate at varsity level. Certificates and other recognition may be extended to other students.

B. Team Sports

- 1) Basketball – average of one quarter of participation per game.
- 2) Football – average participation in two quarters per game.
- 3) Volleyball – average participation of one game per match.

### C. Individual Sports

- 1) Wrestling – place at one tournament.
- 2) Track and Field – place in an individual event at a varsity meet or be part of a relay that receives at least a total of four points during the season.
- 3) Cross Country – place in an individual event at a varsity meet.

The above standards along with a Christian testimony are the guidelines for lettering. However, the coach, athletic director and administration determine the final lettering decision.

## FINE ARTS

### STATEMENT OF PHILOSOPHY

The fine arts program at SBA gives students an opportunity to develop skills that can be used throughout their lives in both church and community. Through their involvement they will develop in the areas of self-discipline, group cooperation, time management, and ministry. Through the ministry opportunities in fine arts, students will not only develop personal skills but further their Christian experience by giving God the glory and praise for the abilities He has given them.

The fine arts activities that are offered at SBA are:

Choir	Band, Pep Band	Drama	Oral Interpretation
Ministry team	Handbells	One-Act Play	Spring Play

Seventh and eighth graders are required to participate in the music program. Competent elementary students may be in the band. Choir, band, and drama receive credit and are therefore not considered co-curricular.

### 1. ATTENDANCE

Each student must attend all practices and performances unless otherwise excused by the director/coach and the administration.

A. An excused absence is allowed in the following instances:

- 1) Illness which prevents participation.
- 2) Emergency medical appointment - every possible attempt must be made to make appointments when they do not interfere with classes, rehearsals, or performances.
- 3) Bereavement in the family.

B. Penalty for unexcused co-curricular absences (outside of regular school hours):

- 1) First offense:
  - a) No participation in the next scheduled performance
  - b) Student will not letter
- 2) Second offense: dismissal from the activity
- 3) Tardies and absences will be left to the discretion of the individual director/coach and administration



- 4) Participants must attend school the day of an activity in order to participate and are expected to attend school the day following a weekday activity. Failure to comply with this twice during the school year will result in the individual being ineligible to participate in the next activity.

## 2. LETTERING PROCEDURES

### A. General guidelines

- 1) The activity must be co-curricular to letter.
- 2) Students receive only one letter. After lettering in one category, bars or pins are given as recognition.
- 3) To letter, students must be in grades 7-12. Certificates and other recognition may be extended to other students.
- 4) They must also exemplify high Christian expectations and life style standards.
- 5) The director/coach and administration determine the final lettering decision.

### B. Individual lettering

- 1) One-Act Play – If the play advances to state level, all members letter. A student letters if he or she gets an outstanding performer award at the regional contest. If students have been in three contest plays, they may letter in the third and fourth year. (This includes stagehands.)
- 2) Spring Play – If students have been in three spring plays, they may letter the third and fourth year. (This also includes stagehands.)
- 3) Oral Interpretation – Any student who advances to regionals will letter. If students have been in oral interpretation for three years, they may letter in the third and fourth year. (This also includes stagehands.)
- 4) Music
  - a. Ministry Team: All music team members may receive a letter (For entire school year, not summer only.)
  - b. Music Contest: Receiving a superior rating at regional level. (This may include each member of an ensemble.)
  - c. Choir Tour: (when in operation) Those members of the choir chosen to go on choir tour may receive a letter.
  - d. Handbell Choir: (when co-curricular) If students have participated in handbell choir for three years, they may letter the third year.

The above standards along with a Christian testimony are the guidelines for lettering. However, the coach, athletic director and administration determine the final lettering decision.

## ELIGIBILITY

The eligibility policy of Sunshine Bible Academy may never violate the minimum standards of the South Dakota High School Activities Association or set aside educational requirements to the detriment of the student. The minimum standard of eligibility for SDHSAA is passing the equivalent of 2 credits per semester.

**Beginning of the Year:** *(First three weeks of the year)*

Freshmen – all are eligible

Sophomores through Seniors – if transferring from another school, must be passing at least four semester courses.\*

Sophomores through Seniors – if a Sunshine student, must have passed at least four semester courses.\*

**\*Minimum standards of the SDHSAA**

**After the first 3-week period of each nine weeks:**

1. Grades for the first 3-week period are due by the following Monday. Any student with a failing grade (cumulative average for the course) will not be eligible for any extra-curricular activity beginning on the Monday following 3-week period.
2. After the initial 3-week period, cumulative 9 week grades for all students will be checked each Monday to determine eligibility for the following week until the final cumulative grade is figured for the grading period.
3. A student with a failing grade may re-gain eligibility status by raising his cumulative score to a passing grade by the following Monday.

**After Quarter Grades and 1st Semester:**

1. A failing cumulative grade in any course on a 1st Quarter, 1st Semester, or 3rd Quarter report card will cause a student to be ineligible for the first 3 week period following the quarter or semester term.
2. Teachers will calculate students' grades on the Friday ending the first 3-week period of the new quarter. If previously ineligible students have a passing grade, they will be eligible on the following Monday.

Ineligibility means that a student cannot represent the school in co-curricular activities, but will be allowed to spend practice time with the team or group. Ineligible students shall not be permitted to attend co-curricular events away from SBA except in the case of a tournament or when the entire school body is attending. When a student receives more than one F, he may be required to meet with a specially convened Eligibility Committee consisting of the Superintendent, Dean of Students, teacher, and the coach or director of the activity. The Committee shall make a determination as to the best interests of the students regarding the extent of participation in practice sessions.

**SBA EVENTS**

Students who are participating in an off-campus event must ride in the vehicle provided by the school. Exception will be made when participating students live beyond the event and wish to drive their own car (alone or with siblings) in the school caravan to the game and then proceed home after the event. In cases of Friday night or Saturday events, students remain the responsibility of the school until the activity is over. Students returning to SBA after the event must ride both directions in the school vehicle, unless parents plan

to return with their student to Sunshine. Non-participating students who plan to attend the event and are checking out to go home for the weekend or who plan to go home with a friend after the event, must inform the resident supervisor of their transportation plans according to policy.

## **Student Life**

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*He who walks with the wise grows wise. ~ Proverbs 13:20a*

*And whatever you do, whether in word or deed, do it all in the name of the Lord, Jesus, giving thanks to God the Father through Him. ~ Colossians 3:17*

### **CAMPUS REGULATIONS**

These rules have been adopted for the benefit of students and will serve as guidelines for a meaningful and successful learning experience. It is important that all members of the school community (parents, students, and staff) understand that regulations are necessary for the welfare of the group living and learning together and must be observed by all. The regulations have been established to provide a nurturing environment for the educational, emotional, social, and spiritual development of young people. The responsibility for achieving the goals expressed in the Mission Statement must be shared by all members of the SBA community.

### **KNIVES AND GUNS**

Guns shall only be permitted on campus if a student obtains permission from the administration. In instances when permission is granted, guns must have a trigger lock and must be stored in a staff house in a locked gun cabinet. There is generally no need for students to have knives on campus. However, if a student feels a knife is needed for some reason he or she must obtain permission from the administration and the knife must be turned in and stored by the Dean of Students or his designee when the knife is not needed. All equipment deemed a potential weapon, or any ammunition found in violation of policy, will be confiscated.

### **TRANSPORTATION**

#### **Motor Vehicle Regulations**

All motor vehicles shall be registered with the dean upon arrival on campus. Dorm students must have permission from school administration before using their vehicle at any time. Keys to student vehicles are to be turned in to the drop box by the student mailboxes upon arrival to campus. Students are to lock their cars during the week. Car doors may be checked to ensure they are locked. Student vehicles will remain parked on campus until leaving for home, or permission granted by administration.

The speed limit on campus is **15 mph**. Sunshine is also a residential area for families with small children so care must be taken while driving on campus.

#### **Parking Regulations**

Dorm parking is to the rear of both dorms. Drive-in students should park east and west facing the flagpole.

## GRATIS ASSIGNMENTS

The tuition at SBA has been kept low in part because of the student gratis program. The gratis program not only benefits the school by not having to hire additional personnel; it also provides a daily responsibility for the student. This program includes these provisions:

1. Each student must work on an assignment for approximately 30 minutes each day.
2. Work must be done to the satisfaction of the immediate supervisor or an additional work assignment will be given.
3. If a student is absent for reasons other than illness, it is the student's responsibility to see that the work assignment is done by securing a substitute and notifying their supervisor.
4. If a student is ill, a replacement will be assigned.
5. All work assignments are to be completed at the assigned times. All other arrangements must be approved by the student's supervisor or Dean of Students.
6. If a student fails to comply with the established work assignment rules, he/she will be assigned additional work projects or assessed a \$25.00 fine each time they are out of compliance. This decision is at the discretion of the Dean of Students.
7. Students will be evaluated on their job performance and the parents will receive a copy of that evaluation.

## CONDUCT

*So whether you eat or drink or whatever you do, do it all for the glory of God. ~ I Corinthians 10:31 Avoid every kind of evil. ~ I Thessalonians 5:22*

Students of SBA should seek to honor God in everything they do – Colossians 3:17. Therefore, students are expected to maintain a lifestyle based on Biblical standards of moral conduct. Biblical standards exclude any activities associated with homosexuality, pre-marital sex, drugs, alcohol, or cults. A student's involvement in any of these activities any time during the school year or summer break may be deemed sufficient cause for immediate dismissal. As a Christian school we will be very selective about the activities in which our students engage. There will be no school sponsored dances. Gambling of any kind is prohibited, whether or not the gambling involves money. Movies and video selection and use will be closely monitored by the administration. SBA will endeavor to teach its students to critically evaluate media choices from a biblical worldview.

We encourage our students to be extremely selective as to what type of movies they view, literature they select, and music they listen to.

## DECORUM

*Now we ask you, brothers, to respect those who work hard among you, who are over you in the Lord, and who admonish you. Hold them in highest regard in love because of their work. Live in peace with each other. ~ I Thessalonians 5:12-13*

Consistent with the biblical mandate to do unto others as you would have them do unto you, attitudes which exhibit a Christ-like character will be expected. This includes respect for staff and other students, obedience to the guidelines outlined in this handbook, submission to authority and self-control as outlined in Galatians 5:22-23.

Students are to address staff members and their spouses as “Mr.” “Mrs.” or “Miss” before surnames.

As a matter of respect students will remove their hats, caps, and sunglasses in buildings during school hours. Hats/caps may be worn outside during the school day, but should not be worn in any school building, including the dining hall, during the school day. Hats/caps should never be worn into the chapel sanctuary; they should be left on the rack in the foyer. Hats/caps may be worn to athletic events, but may not be worn to concerts, plays, awards night, etc. in the gymnasium. Rather, they should be left on the racks in the foyer.

### WEIGHT ROOM POLICIES

All weight lifters must agree to follow these rules and guidelines for safe weight lifting at all times. The weight room is available for use by any student who has direct supervision (in the room) by a staff, faculty, or coach.

1. No one is allowed to lift weights alone. "Spotters" must be used whenever appropriate.
2. Boys and girls may only be in the weight room at the same time with approval from the weight room supervisor present at the time.
3. No student should be in the weight room just to “hang out.”
4. The door to the weight room must be open at all times when the room is in use.

Students must agree to abide by these rules governing the weight room. Sunshine Bible Academy is waived of all liability of accidents involving the weight room.

### WEEKEND & VACATION POLICY

Once students leave the SBA campus for the weekend/vacation, or by specific request/parental request to leave campus, they become the responsibility of the parent. Students may visit in other students' homes and ride together provided they have specific written/oral permission from parents and on file with the school.

### RETURNING TO DORMS AFTER WEEKENDS & VACATIONS

**Students are expected to be back from weekends for Monday lunch at 11:15.** A resident supervisor is on duty each weekend the dorm is open. The dorms will open Sunday evening at 6:00 p.m. after they have been closed for long/holiday weekends. Students should arrive back at SBA before 9:20 p.m. if returning to school in the evening.

If a student is returning to SBA at a different time than they indicated on their weekend plans, they should call the resident supervisor on duty for that weekend to make them aware of the change in plans.

The campus is generally shut down on Sunday mornings for church, so if students need to return to campus early, they should do so Sunday afternoon or evening.

Weekend visitors, including drive in students, must check in with the resident supervisor on duty. Students should let the Dean of Students know on their weekend plans if they are expecting any visitors during the weekend.

## **Dorm Life**

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*God is not a God of disorder, but of peace. ~ I Corinthians 14:33*

*Everything should be done in a fitting and orderly way. ~ I Corinthians 14:40*

### **DORM ROOM INFORMATION**

#### **Furnishings:**

Boys Dorm: single twin-size mattress, bed frame, desk, 2 dressers **or** built-in drawers in closet unit

Girls Dorm: single twin-size mattress, bed frame, 2 dressers and desk

**Windows:** 50" L x 30" W; one per room with a window blind

**Rugs:** Rugs, as floor coverings, must meet fire code specifications (No foam-backed carpets are allowed):

Flame spread - maximum 75; Smoke emission - maximum 125; Fuel contribution - maximum 50

Floor size: Girls Dorm 12' L x 11' 3" W      Boys Dorm 12' L x 10' 6" W

**Closet size** is 5'11" x 2'

### **LOSS OF DORM KEY**

If a dorm room key is lost, the replacement cost is \$10.00.

### **SPECIFIC DORMITORY REGULATIONS**

Students shall check into assigned dormitory rooms at registration time and check out before leaving for the year, completing the necessary form each time. A similar procedure is required if changing rooms by permission during the year. Students are expected to keep their room clean and neat. Decorations should reflect godly character consistent with biblical principles. Morning room checks will be made and periodic inspections will be conducted without prior notice.

Students must have weekend plans to their resident supervisor by 10:00 p.m. Wednesday night. Special permission from the parent/guardian must be conveyed to a resident supervisor or the Dean of Students.

There typically will be no television viewing Monday evening through Thursday evening, though on occasion the dorm supervisors or other faculty/staff member may utilize videos for devotions and/or allow for the viewing of special athletic or news events. The TV/VCR/DVD is to be operated by staff only.

The dormitory areas are off limits to students of the opposite sex at all times. (This excludes registration and graduation check-out days). Staff dependents must observe the schedules of dorm students.

On Monday through Thursday evenings, all students must be in their dormitory by 9:00 p.m. and be in their rooms at 10:00 p.m. On the weekends the schedule will be determined by the Resident Supervisors on duty to reflect the activities of the weekend, but lights out may not be later than midnight. Resident Supervisors will clearly lay out the schedule and expectations for each weekend.

Group and/or personal devotions are to be conducted each evening.

All rooms are to be cleaned by 8:00 a.m. Students who require extra study time may obtain permission from their resident supervisor to get up early to study in their rooms or in the dormitory lounge. During the school week students may not be out of the dormitory area between 9:00 p.m. and 7:00 a.m. the next morning without permission.

**Senior Privileges:** Seniors are allotted some privileges that are unique to seniors. These are explained during student orientation at the beginning of the year. Senior privileges can and will be taken away (individually or collectively) if seniors cannot handle the responsibilities of leadership.

#### **DAILY SCHEDULE for SCHOOL WEEK**

A daily schedule is established to maintain order and ensure the safety of all students. If any student is missing at any time, the resident supervisor or school administration should be notified at once.

Daily schedule:

Rising time	7:00 a.m.	
Breakfast served	7:15 – 7:30 a.m.	
Study Hall	8:10 – 8:55 a.m.	
Morning Assembly	8:55 – 9:10 a.m.	
Daily School Schedule	9:15 – 3:50 p.m.	Monday School Schedule 12:05 – 4:00 p.m.
Gratis	3:50 – 4:20 p.m.	Monday Gratis 4:00 – 4:30 p.m.
Sports Practice	4:30 – 6:30 p.m.	
Supper served	6:30 – 6:45 p.m.	
Dorm time	9:00 p.m.	
Devotions	9:10 – 9:40 p.m.	
Get Ready for Bed	9:40 – 10:00 p.m.	
Quiet Time	10:00 – 10:15 p.m.	
Lights out	10:15 p.m.	

Students are encouraged to spend time in personal prayer, Bible reading and devotions during quiet time. This is not a time for group interaction or Bible study.

### ANIMALS ON CAMPUS

Students are not permitted to have any animals, fish or birds on campus.

### ATTENDANCE AT CHAPEL AND CHURCH SERVICES

Attendance is required of all on-campus students in grades 7-12. Sunday morning services will be attended at a local church with staff on duty by all students in the dorm on Sunday morning.

### DINING HALL/GAME AREA

The dining hall is for the regular use of SBA students, faculty, and staff. Visitors and friends may eat meals in the dining hall and are requested to give a donation of their choice per meal. (Donations typically run \$5.00 each.) Of necessity, prior notice will usually be expected.

### MEAL SCHEDULE

Students will be served during the designated serving times unless a delay was caused by an organized school activity. On special occasions the meal schedule may be altered, and such changes will be announced and posted. All dorm students are to attend all meals unless excused by resident supervisor. Drive-in students are to attend the noon meal.

<u>Monday</u>	<u>Tuesday – Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Breakfast 8:30 – 8:45	Breakfast 7:15 – 7:30	Breakfast 8:30 – 9:00	Breakfast 8:30 – 8:45
Dinner 11:15 – 11:30	Dinner 12:00 – 12:30	Dinner 12:00	Dinner 12:45
Supper 6:30 – 6:45	Supper 6:30 – 6:45	Supper 5:15 – 5:30	Supper 6:15 – 6:30

### DRIVE-IN STUDENTS IN THE DORMS

When necessary, drive-in students may stay in the dormitories overnight with the permission of the Dean of Students. When doing so they are subject to all of the dormitory rules. Students must check in with the resident supervisor each time they wish to stay in the dorm. They will also be required to pay \$6.00 room fee per night, \$2.00 for breakfast, and \$4.00 for supper. These fees also apply to alumni/guests staying in the dorms overnight.

### FRONT ENTRANCE

Students are reminded that the front entrance and stairway (both up and down) are the main entryway into the school for visitors, business people, and deliveries, and should not be congested. Visitors should be greeted cordially. No loitering allowed in the upstairs school area after supper hours.



### LAUNDRY

Laundry facilities are available on campus in the laundry room. Students have the responsibility to wash clothes and help keep the laundry room clean. Girls and boys are not to be in the laundry room at the same time. Girls wash on Monday, Wednesday, and Friday. Boys wash on Tuesday, Thursday, and Saturday.

### LOSS OF PROPERTY

The school does not accept responsibility for the loss of personal property.

### MUSIC/COMPUTERS/ELECTRONICS

*Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things. ~ Philippians 4:8*

Students may have a radio/CD player/ stereo in their rooms. Students are encouraged to listen to music which is edifying to the individual and brings glory to God. No secular music will be allowed. Burned CDs are not permitted. Secular music will be confiscated and not returned. Music in the dorms should be listened to at a volume that will not disturb others. Excessive bass and/or volume is not acceptable.

Individual television, DVD players, head phones, and videogame systems are not permitted in the dorms or in school vehicles. Confiscated electronic equipment will be held until the end of the school year and a reasonable attempt will be made to return them unless special arrangements are made with administration.

I-pods, i-pads, laptops and other such personal electronic devices may be used provided they follow the above guidelines for music. “App” games may be played, however, video games and movies are not to be used on them. Remember that these electronics are tools that are expected to be used for constructive purposes. Use of electronic devices will be handled in the same manner as cell phones and will be available during designated times. Parents should use caution in their judgment of their student’s ability to handle these responsibilities at SBA. Devices will be confiscated if there is a violation of policy or if the administration does not think that they are being used in a constructive way.

### CELL PHONES

It is important for students and parents alike that avenues of communication are available between home and school, and it is certainly understandable that parents want their students to have cell phones for the many miles traveled to and from SBA.

Still, the overuse and misuse of cell phones on campus has led to a number of problems, including lack of interaction among students or between students and staff; inappropriate communication through calling, e-mailing, texting or using various communication apps (such as Snapchat); and use of the phone to access and/or store inappropriate video and/or music. The reality is that most SBA students are not primarily using their mobile devices to communicate with their parents, and the harm, or potential harm, that stems from the

inappropriate use of these Internet-connected mobile devices is not outweighed by the need for parents to be able to reach their students or students to be able to reach their parents. While it is certainly not always possible to reach someone at SBA immediately on a landline, there are two landlines in both dormitories in addition to three landlines to the school itself (which connect to the Resident Supervisor extensions) and the contact information for all SBA faculty and staff is available to all SBA families.

Accordingly, out of desire to minimize the inappropriate use of digital communication devices and to protect SBA students from the potential dangers of such use, SBA students will be allowed to use cell phones and other Internet-capable devices for only one designated hour per day (Monday through Thursday). Use will be restricted to the dining hall, the dormitories (with dorm room doors open) or outdoor public areas in front of the dorms. Landline phones shall be available to students in the dorms at all times, without charge for domestic long distance calls.

(Though still strictly limited and supervised, additional hours of use may be permitted on weekends, depending on the schedule for the weekend).

### POST OFFICE

The post office is located in the southeast corner of the dining hall area. Students may purchase stamps in the school office and may mail letters at the post office or the school office. Incoming mail is normally in the student boxes by noon and may be picked up during the dinner hour. Each student will be assigned a mailbox with a private combination or key. Packages too large for student boxes may be picked up from the student bank at noon or after school. All mail should be addressed to the student at 400 Sunshine Drive, Miller, SD, 57362-6821. Students must NOT use their SBA mail box number as part of their address.

### SCHOOL EQUIPMENT AND FURNITURE

The equipment of the school is provided for service to the entire school community. Its use is restricted to persons who have been approved by the administration. School furniture should not be moved without proper permission. If students want to bring their own furniture, permission should be sought from the Dean of Students.

Respect for the property of the school and of fellow students is expected. Students will pay for any damage done to school property, and, in addition, a \$25.00 fine for willful destruction of property will be enforced. Removal or destruction of windows and screens, as well as trespassing on roof areas by students, will result in a \$50.00 fine and additional disciplinary action.

### EMERGENCY EXITS

The door at the south end of the boys' dorm and the doors at the north end of the girls' dorm are for emergency exit only.

## SOCIAL LIFE

*Do not rebuke an older man harshly, but exhort him as if he were your father. Treat younger men as brothers, older women as mothers, and younger women as sisters, with absolute purity. ~ I Timothy 5:1-2*

Boys and girls are encouraged to develop appropriate biblical relationships with many persons, rather than concentrating one's thoughts and energies on a single person of the opposite sex. Physical displays of affection by a couple are not allowed, nor is any couple permitted to be alone in a secluded place, classroom, stairwell, etc. Couples may socialize in designated public areas such as the dining hall, game area, or east of the main school building during free time. Couples remaining on campus during the weekend will be allowed to socialize during meals and evening free time. If a boy and girl spend excessive time together, restrictions will be established by the administration.

## STUDENT BANK

The bank is available as a depository for student money and for cashing checks. Banking hours will be during noon hour. The student bank will not be open on weekends. Students are discouraged from keeping money in their rooms. The student bank services are optional for drive-in students.

Due to expenses related to travel, incidentals, personal necessities, etc., all seven-day boarding students are required to maintain a minimum balance in their student bank account. This amount will be communicated by the Dean of Students and will be billed monthly with student tuition if the account drops below the minimum balance. Any balance remaining at the end of the year after all of the student's fees and expenses have been paid will be refunded.

## STUDENT RESPONSIBILITIES

Students are encouraged to support each other's good behavior. Students are expected to counsel, confront, and correct one another's bad behavior using the Scriptural approach found in Matthew 18. The desire must be for bringing the student into a right relationship with Christ and others, not to just point fingers. Following this model in Scripture shows loving concern for the brother and sister in Christ.

## TELEPHONE

Parents may call the dorm phones to reach their student.

Boys' Dorm 853-9210, 853-9214

Girls' Dorm (upstairs) 853-9274, (downstairs) 853-9215

Calls may be received during the following times: (all times CENTRAL STANDARD TIME)

Monday through Friday: 6:00 a.m. - 7:50 a.m.; 12:10 p.m. - 12:50 p.m.; 4:00 p.m. – 9:15 p.m.

Saturday and Sunday 8:00 a.m. - 10:30 p.m. (excluding 9:00 a.m. – 12:00 p.m. on Sunday)

### WEEKEND VISITATION

Visits between students on weekends are subject to review by the Dean of Students. Permission may not be granted in some cases if such arrangements are not deemed to be in the best interest of the persons involved. If a student visits in the home of another student, the school's expectation is that the students are supervised by the parents. SBA staff is responsible for students who visit their homes. If a student is given permission to spend the night at a staff person's home, the student is considered checked out of the dorm and under the authority of the staff person.

### VISITORS TO CAMPUS

All visitors to the SBA campus are asked to report to the main office during business hours or the appropriate Resident Supervisor after hours and weekends.

## **Miscellaneous Policies**

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### SCHOOL COMMUNITY

For Sunshine Bible Academy to be a responsible community, all parents, students and school personnel must respect the purpose for which the school exists. Being a member of the Sunshine Bible Academy community brings with it a commitment to specific regulations that, when respected, creates an environment of trust and achievement between constituents. Everyone must participate without reservation if they are to reap the maximum benefits from the Sunshine Bible Academy experience.

Sunshine Bible Academy students agree to abide by the rules stated in the Handbook while they are on campus or off campus at school related activities. Parents are asked to cooperate with and support the school administration in enforcing this policy.

### LOST AND FOUND

A "Lost and Found" is maintained by the school. Students are asked to check there if an article of clothing or other belongings have been misplaced. Unclaimed articles are disposed of at the end of each school year. It is suggested that removable clothing be labeled, especially jackets and sweaters.

### APPEARANCE/ENVIRONMENT

Students are responsible for helping keep the school clean of litter. This is especially helpful as it applies to eating. Students are to clean their eating area before leaving the lunch room. Students may, as necessary, be required to assist in cleaning/straightening areas which are untidy due to student use.

### BOOK REPLACEMENT

Students are accountable for lost or damaged textbooks that have been assigned to them. Replacement costs are based on current prices. A new book will not be issued until paid for in full.

### REPORTING CHILD ABUSE/NEGLECT

As required by law, Sunshine Bible Academy recognizes and will exercise its responsibility to report suspected cases of child abuse, neglect, or concern for a student's welfare to Child Protective Services.

### IMMUNIZATION REQUIREMENTS

It is the intent of Sunshine Bible Academy to comply with the State Health Department. The school office must have an up-to-date immunization record on file on all students. **Students may not be admitted to school on the first day of classes if immunization records are not current.**

### SCHOOL/CLASS PARTIES

Distribution of information on campus regarding private or parent/guardian sponsored events that are not sanctioned by Sunshine Bible Academy is strictly prohibited unless approved by the Superintendent.

All special, in-school parties are to be approved by the Superintendent.

Sunshine Bible Academy does not celebrate, promote or decorate for Halloween in any way.

### ***Birthdays***

Parents/guardians desiring to provide an in-school celebration of their student's birthday may send cookies or cupcakes without prior approval. Sending sheet cakes, drinks, party favors, decorations, candy, ice cream or other food items should not be done without first consulting with the student's teacher.

Special deliveries to the classroom (flowers, balloons, etc.) will usually not be made until the end of the day.

### FIELD TRIPS

All field trips are approved by the Superintendent. Parents/guardians will always receive written notice of field trips in advance and permission slips may be required for field trips. These notices will also include an explanation of what means of transportation will be utilized for the trip.

Students on school-sanctioned field trips are representing Sunshine Bible Academy and their families. Exemplary conduct is expected and all campus regulations (including dress code, unless otherwise instructed) apply to school related off-campus activities.

### CHANGE IN EMERGENCY INFORMATION

If there is a change of student's address, phone numbers (home, work or cell), or parent/guardian work location, etc., the school must be notified immediately. Sunshine Bible Academy cannot accept responsibility for outdated emergency information being on file.

### CAMPUS RESTRICTIONS

For the safety and welfare of our students, Sunshine Bible Academy operates a closed campus. This means that no student may leave the campus without permission.

No student will be permitted to leave class or campus, except with a parent or legal guardian, or other designee who is listed on the enrollment forms. Appropriate communication should go through the Dean of Students and Resident Supervisors.

If the name of the person picking up a student is not listed on enrollment forms, a note must be sent to school prior to the scheduled departure. The note must contain the signature of the parent or guardian and information identifying the designee before school personnel will grant permission to the student to leave campus.

### VISITORS TO SCHOOL

The campus of Sunshine Bible Academy is private property, and unauthorized individuals on campus may be removed as trespassers. To protect students from "unwanted" visitors, visitor access to the campus is restricted. All visitors coming into the school during school hours must register in the main office, including parents, chapel visitors, business vendors, etc. Friends of students are not permitted to visit campus during the school day unless permission has been obtained in advance from the Superintendent. Friends of students who are interested in possible enrollment at Sunshine Bible Academy are encouraged to make an appointment for a tour of the campus by contacting the school office.

Alumni are encouraged to stop in and visit with staff and students during appropriate times. Alumni who wish to stay overnight in the dorms may do so providing they have a family member in the dorms and/or they obtain permission from a Resident Supervisor or the Dean of Students in advance. Alumni staying in the dorms are expected to be a positive influence and to adhere to the rules in the dorm during their stay. In addition, alumni are encouraged to help with gratis or pay for their stay.

Should students see people on campus who are not familiar to them they should notify the nearest faculty/staff member or the school office immediately.

### BULLYING, HARASSMENT and INTIMIDATING BEHAVIOR

Sunshine Bible Academy is committed to maintaining at all times a learning and working environment free of bullying, harassment, and intimidation. Therefore, bullying, harassment, and/or intimidation of or by any board member, parent, administrator, faculty member, staff member, volunteer, student or guest is strictly prohibited. In the event a student believes that he/she has been bullied, harassed, and/or intimidated, he/she must report the offending conduct to both a parent/guardian and either his/her teacher or the Superintendent immediately, so that an investigation and any appropriate corrective/remedial and disciplinary action can be taken. Sunshine Bible Academy will not retaliate against a student reporting suspected bullying, harassment, or intimidation, and should any member of the Sunshine Bible Academy community attempt to retaliate against a student who reports suspected bullying, harassment, or intimidation, he/she will be disciplined appropriately.

### SPECIAL DIET

The kitchen shall make every effort to accommodate special diets which are medically necessary. When a special diet is a matter of personal preference, students (or their families) shall be expected to provide the special menu items desired.

### LIBRARY

The library is available for student use. Reference books and current magazines are not to be removed from the academic area. All books must be properly checked out. All students and staff are encouraged to make full use of the library. The following is a list of guidelines each person using the library is asked to follow.

**Books:** Books may be checked out for two weeks. Please write your full name on the card and stamp the card and date due slip with date due.

**Magazines:** Magazines in the plastic folders on display may NOT be taken out of the academic area except by express permission from the librarian. Magazines in the stacks may be checked out overnight by writing your name and the date of the magazine on a blue card, (which are located in the front of the card file on the desk). Be sure to place the returned magazine in the return basket so that your name is properly crossed off.

**Reference materials:** Any book with an R on its spine may not be checked out of the library. Exception - there is one set of encyclopedias that may be checked out overnight. Please write name on the card with the date taken out and place it in the front of the card file on check out desk.

**Fines:** Students will not be notified of item due dates until a fine has been incurred. It is the student's responsibility to keep track of the books that he or she has checked out and when those books are due. A fine of 25 cents per day per book will be assessed to a maximum fine of \$15 per item. If late fees have not been collected from the student after the \$15 maximum fine has been reached, the charge will be added to a tuition bill.

**Returns:** Library materials, books, magazines, encyclopedias, etc. should be returned to the marked "return" box.

**Collection Policy:** Sunshine Bible Academy will make every effort to provide a robust collection of books, periodicals and other resources within its library. It is important for parents and students to recognize that some of the materials in the library may contain ideas or opinions that are not consistent with those held by the school or taught in Scripture. While every effort is made to exclude materials that are openly in opposition to Scripture, it is also imperative for a rigorous education that students are exposed to arguments and beliefs held by unbelievers. The presence of a resource in the library is not an endorsement of its content. Students are encouraged to discuss such ideas with their teachers, parents, pastors/youth pastors and peers.

### YEARBOOKS

All students enrolled for the full year in grades 9-12 will receive their own copy of the yearbook.

Students enrolled for the full year in grades K-8 will receive one yearbook *per family* – to include a second (third, etc.) yearbook if the family also has one or more students in high school.

Students who attended for one semester or more but not the full year may purchase a yearbook for \$20. Students who attended for less than one semester may purchase a yearbook for \$30.

### ACT/SAT TESTING

Sunshine Bible Academy encourages students taking the ACT test to arrange to take them during the summer or on dates when they can provide their own transportation. The school will provide transportation to the September test in Huron and the December and April tests in Miller. Students testing on other dates and/or in other locations must make their own transportation arrangements.

Sunshine Bible Academy does not normally provide transportation to the SAT or TOEFL. Students needing to take those tests should visit with the Dean of Students prior to registering so transportation options can be discussed.

Students may not register to take the SAT on the first Saturday of December, as this conflicts with the annual SBA auction.

## **Language Policy**

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*For I know their works and their thoughts, and the time is coming to gather all nations and tongues. And they shall come and shall see my glory.... ~ Isaiah 66:18*

Sunshine Bible Academy considers it a privilege to welcome students from other nations. These students provide us with diversity, the richness of new cultural experiences, and the opportunity to reach out to others.

International students generally choose to come to SBA to (1) be educated in a Christian environment and according to a biblical worldview; (2) to improve their English language skills in order to gain entrance into an English-language university; and/or (3) to experience new culture and friendships.



Language issues can become a true barrier and hindrance to these goals, and can be an area of tension in the school setting. Students speaking another language in the midst of English speakers may result in isolation and division. Our staff is generally unable to understand what is being said when other languages are spoken, and therefore are unable to monitor the content of conversations. International students need to speak English in order to improve their language skills. Therefore, SBA has adopted the following policy regarding language guidelines for international students:

1. When a group of people are gathered, English should be used exclusively by all members of the group. This is considered common courtesy in English culture.
2. English should be the only language spoken in common areas. This includes, but may not be limited to, classrooms, hallways, busses, school-sponsored events, and in host homes. International students may speak in their home language in their rooms, on the telephone, and, when necessary, for translation purposes.

Students who do not demonstrate ample progress and/or are not cooperative in participating in the English-language culture of SBA as outlined above may not be invited to return to SBA in the future.

### TRANSLATORS

International students may find it beneficial to utilize translating tools providing a translation between their home language and English. These tools—whether print or digital—are permitted in class and for use on homework assignments. For testing, however, only print translators are permitted.

## **Dorm Closings and Travel Arrangements**

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The Dean of Students will communicate with families of boarding students regarding dates that the dorms are closed, travel arrangements, transportation fees, etc.

### WEEKEND ACTIVITIES

There will be times on weekends when the dorms are open that group activities will be scheduled. Attendance at these activities is expected for all students in the dorm on those weekends unless there is an additional cost to the student, in which case attendance is optional. (If there is a cost that is being covered by SBA attendance is expected). Every effort will be made to plan these activities in advance and to announce them in time for students to take them into consideration when making their weekend plans. Accordingly, students who do not wish to participate in any scheduled activities will be expected to make plans to be out of the dorm and to communicate those plans to the resident supervisor and Dean of Students for approval.

Students staying in the dorm on weekends are expected to help with chores around the school as necessary.

Students staying in the dorm on weekends are required to attend church with the resident supervisors on duty unless other arrangements have been approved by the Dean of Students.

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