

Sunshine Bible Academy
**PARENT – STUDENT
HANDBOOK**

2026 - 2027



From the Head of School

Dear Parents and Students,

I'm pleased to welcome you to the 2026-27 school year at Sunshine Bible Academy! I'm grateful to be back at SBA and looking forward to the year ahead. As we enter a new year, it's important to remember that God is in control and as we face the challenges that come with every year, we are presented with opportunities to grow, learn, and to honor God in how we respond.

Our theme for the year is All for His Glory based on I Corinthians 10:31 which admonishes us to strive to do everything that we do for God's glory. Giving God the glory in every area of our lives demands a constant pursuit of excellence in every area. What a beautiful and difficult challenge that is. I'm sure that with our best efforts we can see much success and growth. I know we won't always be successful, but every day offers us a new opportunity (dare I say, many new opportunities) to stand back up and try again when we get knocked down. You'll hear lots of talk this year about effort, excellence, and perseverance. I'm personally looking forward to lots of growth as I face the challenges of a new role and a new school through the ups and downs of the year. I hope you'll answer the call and accept the challenge to chase excellence for God's glory as well. I'm sure you'll find it worth your effort.

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 the procedures and guidelines that have been established to provide an atmosphere conducive to orderliness and accountability and, thus, to effective learning and discipleship. Please take the time to read through this handbook carefully.

On behalf of the school board, and the faculty and staff, we are honored to have the opportunity to partner with you. We know that you have many options to choose from when it comes to education, and we're grateful for the opportunity to serve your family. Thank you for choosing Sunshine Bible Academy!

In Service to Him,

A handwritten signature in black ink that reads "Wesley J. McClure". The signature is written in a cursive, flowing style.

Wesley J. McClure
Head of School
Sunshine Bible Academy

Founding

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

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

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

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

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

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired by God (2 Tim. 3:16-17 and 2 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 the account of origins in Genesis is a factual narrative of historical events; that is, God created the universe, including all original kinds of living organisms (including man) in six literal days (Exod. 20:11; 31:17).
5. 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).
6. We believe that the Lord Jesus Christ died for our sins, according to the Scriptures (1 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).
7. We believe in the resurrection of the crucified body of our Lord (1 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).
8. We believe in that “blessed hope” (Titus 2:13, 1 Thess. 4:13-18)—the personal, pre-millennial and imminent return of our Lord and Savior Jesus Christ.
9. 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).
10. 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).

11. 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

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.

Organizational Structure

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.

Head of School

The Head of School 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.

Academic Dean

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

Dean of Students/Assistant Academic Dean

The dean serves as the overseer of the school's student life outside of academics, including discipline, the gratis work program and student mission trips. The Assistant Academic Dean assists in overseeing teachers, evaluating curriculum and guiding students toward academic success.

Chaplain

The chaplain oversees the chapel program and other spiritual activities on campus. The chaplain is available as a counselor to all students. The chaplain also teaches high school Bible courses.

Business Managers

The business managers are responsible for all fiscal affairs.

Athletic Director

The athletic director schedules the athletic calendar and ensures compliance with the SDHSAA.

Director of Enrollment & Marketing

The Director of Enrollment & Marketing oversees the admissions procedures and process, including the SEVIS system and relevant procedures for international students, is part of admissions decisions and oversees admissions-related events, manages enrollment and re-enrollment and manages the academy's marketing and marketing partnerships, and manages the Academy's social media and website.

Maintenance Director

The maintenance 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. The office is closed on weekends.

Quality Christian Instruction

"[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 to provide the best possible instruction for our students. All classroom teachers hold, at a minimum, a bachelor's degree at the time of hire. Additionally, Sunshine Bible Academy teachers will be certified by the South Dakota Department of Education and ACSI (the Association of Christian Schools International).

All 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

Sunshine Bible Academy and a student's family are partners in the education of every student. This partnership is based on a common understanding and acceptance of the Mission Statement, Doctrinal Statement, Educational Philosophy and the policies and procedures 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

It is understood that not all 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

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
- * Translations of the Bible
- * Gifts of the Spirit

For the ease of uniformity and consistency, Sunshine Bible Academy typically uses the English Standard Version (ESV) 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 (1 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

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

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/guardians 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.

Admissions Policies

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 SBA, 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 SBA, it is not in the best interest of the student, his/her classmates or his/her teachers for the student to remain at SBA due to the disabilities or behavioral issues, SBA will work with the family to develop an alternate plan of instruction and to transition the student out of SBA. On occasion, and in the sole discretion of the Administrator, SBA may allow a student with diagnosed disabilities to remain enrolled if satisfactory accommodations or modifications can be arranged for and provided at the sole cost (if any) of the student's family.

Sunshine Bible Academy will comply with the accommodations of any Individualized Service Plan (ISP) 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 an entrance test or subject test to verify grade level and strengths and weaknesses. SBA 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, 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 an entrance or subject test 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, 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. SBA may admit a small number of students who do not profess a relationship with Christ provided the student and student's parent(s)/guardian(s) understand and are supportive of the Doctrinal Statement and what will be taught at SBA.

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 parent(s)/guardian(s) 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 dismissal 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 co-curricular activities that are open to the general public.

**Attendance at Mega Teen Retreat requires advance approval from the administration.*

Withdrawals and Transfers

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, and the withdrawal will be considered complete.

REQUESTS FOR RECORDS/TRANSCRIPTS

SBA is happy to comply with requests for release of student records to parent(s)/guardian(s) or educational institutions. Parent(s)/guardian(s) who want to have SBA 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

A substantial portion of Sunshine Bible Academy operations are supported by student tuition and fees. Since SBA is private, there are no agencies or groups that underwrite any shortfall of operating funds; 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 SBA 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. The Enrollment Agreement authorizes SBA 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. 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 SBA 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 parent(s)/guardian(s) ever find themselves in financial difficulty to the extent that they are uncertain they will be able to meet tuition obligations it is strongly encouraged that they contact SBA 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 SBA will not apologize for or shy away from its responsibility to collect tuition payments from the parent(s)/guardian(s) of students. Students who are not permitted to attend school as a result of unpaid tuition, or any student who has an unpaid financial obligation to SBA, shall

not 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 will be forfeited as a nonrefundable deposit, 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. Payments are due on the 20th of each month or, should the 20th 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. Due to bank fees, tuition may not be paid by credit card unless the additional fees are also paid.
5. 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.
6. 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.
7. There is a 5% discount on tuition for any student whose tuition is paid in full at the beginning of the year (or prior to the first day of attendance if enrolling after the start of the year).
8. Nothing contained in the Parent/Student Handbook shall be understood to alter, contradict or override the Enrollment Agreement.

Attendance Policies

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 SBA, and

missing class for any reason puts a student at a disadvantage. Parents/guardians should make every effort to minimize absences. Skipping school will result in consequences per the school's Discipline Policy.

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

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

Note: If a student is absent for ten (10) or more class periods of a single class during a semester, 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 Head of School approves documentation submitted by the parent(s)/guardian(s) outlining the reason(s) 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 parent(s)/guardian(s) 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 Head of School. 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/guardian, submitted by e-mail from a parent/guardian or provided verbally by a telephone call from a parent/guardian to the Head of School, Academic Dean or 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 unless a valid excuse has been communicated by the parent/guardian. The school may investigate any case in which an excused absence is requested and may require a signed physician's note 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/tardies not listed in the Excused Absences and Tardies section
2. Absences/tardies requiring prior notice for which no prior notice was provided
3. Absences/tardies due to shopping, visiting, personal business or being kept home for convenience
4. Leaving class without permission
5. Leaving campus without permission, skipping classes, truancy or suspension
6. Absences/tardies due to oversleeping or correcting appearance to comply with dress code
7. Normal traffic problems
8. Staying out of school to complete homework assignments and/or projects

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. Assignment sheets are available from the main office.

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.

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 necessary, is as follows:

1. The student takes a **signed written request** from parents or legal guardian to the school office or **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

SBA recognizes the value of family vacations and encourages families to enjoy vacations together. At the same time, SBA 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. 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. Students will be expected to obtain all work they will miss in advance and to submit it immediately upon 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 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 tardy 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 circumstances and conditions are unavoidable and cause a student to be tardy. Such tardiness is recorded as “excused” providing verification that meets the requirements for verification for an excused absence is provided. Tardiness without proper 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 or texted; 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.

DISMISSAL/PICK UP

Parents/guardians of elementary students should pick up their student(s) promptly between 3:45 and 4:00 p.m. Monday- Thursday, and by 3:20 on Friday. Many faculty and staff members are involved in after-school activities and cannot supervise students picked up late. Also, there are many students doing many different things after school, and sometimes— especially on game days—there may be visitors/strangers present at the school, meaning both extra vehicle traffic and individuals who do not know the students.

If parents/guardians cannot pick their student(s) up on time they should call the school ahead of time to make that known. Students not picked up by 4:00 will be asked to wait in a designated location under supervision in order to avoid any potential problems.

First Aid and Illness

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. 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 statement from a doctor 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 (boarding students) or main office (drive-in students) and administered with their supervision.

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

** Students should report any illness or injuries 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. Parents becoming aware that their student has a communicable disease should inform the school immediately.

Medical services in the area include a hospital, clinic, chiropractor, dentist and an optometrist. Appointments

will be made outside of school hours whenever possible. Students are to make appointments for medical services through the Dean of Students. Charges will be billed to the parent directly by the doctor or hospital and are to be paid directly to them. A resident supervisor or other school employee will transport students to appointments unless arrangements have been made for a student to transport him/herself.

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 students 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: antacid medicine, cough drops, cough medicine, acetaminophen, ibuprofen, Pepto Bismol 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; verbal permission 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.
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.

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 pharmacist with the name of the student to whom it is being given, 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 also require a Medication Consent Form.

Medication sent in plastic bags will not be administered.

Mandatory Events

Attendance is required for several events throughout the year. For students in grades 7-12, these include the homecoming banquet (when held), Servant Days (grades 9-11), Senior Trip (grade 12), the SBA auction

(the first Saturday in December), MegaTeen Retreat, awards night and baccalaureate/commencement. 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.

Christmas and spring concerts are mandatory events for students in grades K-8 and for high school members of the band and/or choir. 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 may 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.

SERVANT DAYS

Each class in grades 9-11 takes a three-day trip (usually Wednesday to Friday) each year to serve alongside one or more ministries, usually completing work projects involving physical labor. These trips offer valuable times of relationship building among the class members but also provide opportunity for students to learn the importance, and joy, of serving others. The senior class usually takes its Senior Trip during the same week as Servant Days.

Dress and Appearance Code

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 seeks to allow for comfort and personal style while also recognizing that school has a specific and intentional purpose. 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 is designed to create an appropriate appearance among the student body while 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 undergarments must be worn.

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

Students not properly dressed or groomed will be asked to remedy the situation and will not be allowed to attend classes or participate in activities until they do so.

DRESS CODE

Students must adhere to the following dress code standards. 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.

Crusader Wear shall be defined as any clothing sold by SBA or individual co-curricular teams/clubs and bearing the Crusader name and/or logo. The design and color of these items have been approved by the administration prior to their sale. Shirts from MegaTeen, SDHSAA events, etc. are not considered Crusader Wear, nor are clothing items made or ordered personally other than through SBA.

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/or logos on clothing items are prohibited except when approved by the Head of School.

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/guardians 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)

Ladies may wear slacks, jeans, dresses, skirts, sweaters, blouses and shirts of acceptable design and fit. Shorts no shorter than two inches above the top of the knee when standing and sundresses may only be worn from April 15 – October 15 during the school day. Sleeveless tops may be worn provided that the strap covers the shoulder area and the armhole is high enough to maintain modesty.

Gentlemen may wear slacks, jeans, sweaters and shirts of acceptable design and fit. Non-athletic shorts no shorter than two inches above the top of the knee when standing may only be worn from April 15 – October 15 during the school day. Shirts must have sleeves.

All clothing must be neat, clean, in good repair (no holes) and gender-appropriate. Students are expected to avoid wearing faddish or extremely unusual clothing or jewelry. Fabric should be loose enough to easily “pinch an inch” without having it pull away from the body and may not include words or images. In case of questions or violations, students will be sent to the Dean of Students and his decisions will be final.

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 and images. Small brand logos are acceptable.

No hats or sunglasses may be worn in the buildings.

All pants must be worn at the waist. Pants with an elastic waistband or gathered at the cuff are generally not acceptable for school day dress.

Students may wear polo, oxford, western-style, quarter-zip or crew neck shirts during the school day. Sweaters, turtlenecks, mock turtlenecks, crew neck sweatshirts and hoodies are also allowed.

Crusader Wear and MegaTeen t-shirts may be worn on any school day. Other than Crusader Wear, the restriction on slogans, advertisement and images applies to all clothing worn during the school day and at school functions. While Crusader Wear may be worn on any school day, there will be some days designated as Crusader Wear days when everyone is encouraged to wear Crusader Wear in order to show school spirit for a particular event. Crusader Wear days do not change the regular dress code for pants/shorts or shoes.

PROFESSIONAL and CONCERT DRESS

Periodically 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 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. It must be a dress shirt—not simply a collared shirt with a tie added.
2. The shirt must remain neatly tucked in.
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.

Ladies

1. Dresses, with or without collars, or skirts and dressy tops may be worn as long as the neckline of the dress or top is not lower than four closed fingers (three inches) from the base of the neck (top of the collarbone).
2. Dress slacks and a blouse may be worn for professional dress but not for concerts.
3. 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.
4. Dresses or skirts must not be form fitting.
5. 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).
6. Athletic shoes and western boots are not appropriate for professional or concert dress.

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

In addition to school day dress, athletic pants, sweatpants or shorts are permitted. Guys may also wear sleeveless shirts that do not have excessively large arm holes for athletic practice, weightlifting, open gym, etc. Neither pajamas nor sleeveless shirts (for guys) may be worn to meals. All other dress guidelines apply. Remember, clothing must not represent non-Christian messages, themes or philosophies nor should it draw undue attention to the student.

After school/informal dress is also permitted for scheduled Dress Down Days. Dress Down Days require adherence to the October 15-April 15 ban on shorts. Hats may be worn for Dress Down Days, though teachers have the prerogative to ban hats being worn in their classroom. Sunglasses may not be worn.

ATHLETIC EVENTS

School day dress is required at all home and away games. Appropriate hats may be worn.

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, regular school day dress with a collared shirt or dressy top is the minimum expectation. No sweatshirts or hoodies are to be worn during church and no hats are to be worn in the church building.

JUNIOR/SENIOR BANQUET DRESS

Ladies: A dress is 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, including for non-boarding students, must be approved in advance by the Resident Supervisors for the girls' dorm.

Gentlemen: Slacks, dress shirt, tie, belt and clean shoes are the minimum standard. Neither athletic shoes nor white socks are appropriate for banquet dress.

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.

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 Dress Guidelines for Ladies:

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.

- 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 number.

Additional Dress Guidelines for Gentlemen:

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.

- Boys may never wear girls' clothing or make up, even for "dress up" days. (Stage make up is permitted for drama).

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 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.

PIERCINGS AND TATTOOS

Body piercings will not be allowed at SBA (excluding girl's earrings).

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. If a student comes to SBA with a tattoo, it will be at the discretion of the administration as to whether it has to be covered.

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 SBA employees are responsible for ensuring students' compliance with the dress/appearance code.

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

- For the first infraction, the 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 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.

Academic Policies

ACCREDITATION

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

PROMOTION AND RETENTION

Students in kindergarten may be promoted upon the recommendation of the Head of School. 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.

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 may be required to avoid retention.

In order to be promoted to the next grade level in Grades 3 through 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 may be required to avoid retention.

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. Required courses which are not passed will have to be taken again. 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 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+

The Head of School has final authority regarding promotions and retentions.

Remediation and Summer School

SBA teachers will be in regular contact with students' parents/guardians regarding academic progress, and students' grades are always available through the student management site, so no student or parent/guardian should ever be surprised by a low grade. SBA 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.

SBA 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 Head of School or Academic Dean, to take the course at another school or online.

COURSE REQUIREMENTS/ELECTIVES – HIGH SCHOOL

See the Curriculum Guide for complete course listings and 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, 2 and 3 are graded according to Scale 2 for Physical Education, Art, Music and Technology. Beginning in grade 4, Scale 1 is used to communicate grades for all courses.

Dual credit courses 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 Head of School in consultation with the Academic Dean, teacher(s), student and parent(s)/guardian(s), and will be communicated to the parent(s)/guardian(s) 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 and parents 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 consistently indicate the same depth and breadth as work 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.

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. 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. SBA 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.

While all students should strive for an 'A' in every course, this is not necessarily realistic. Each student has different levels of ability and different areas of interest. For some, a grade of 'C' may represent significant intellectual growth or performance; 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/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 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.

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 may 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 who will be attending college.

KEA UFEN-DEARING MUSIC AWARD: This award is given to an outstanding senior music student who has Christian character, personal integrity and exemplifies Kea's Christian example.

MILL & CAROLE SEAMAN LEADERSHIP AWARD: This award is given by the Seaman family in memory of Mill and Carole and their vision for the life changing work of Christ in students.

AWARDS

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 7-12 students are required to be in attendance.

KEA UFEN-DEARING CHARACTER AWARD: Given to an underclass (9th -11th) 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 - 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 - 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 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 - 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 and 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 - Given to a student 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 - The Jonathan Award is given to a student 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.

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.

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.

There is also regular school-wide communication from SBA. This may take one or more forms, including flyers sent home, e-mail, telephone calls and website communication. Students’ grades and other pertinent information is available through the student management site, accessible through the school website.

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 Academic Dean.

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 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 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:

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

ACADEMIC PROBATION

Teachers of students in grades 7-12 will 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 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.

Usually, AP will be held after supper on Monday, Tuesday and Thursday. Accordingly, students on AP will lose their phone privilege on days in which they are in AP.

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. Students on AP will also be required to attend morning study hall even if otherwise exempt.

SEMESTER EXAMS

Semester examinations will be required of all students in all high school subjects and may be required of junior high students at teacher discretion. 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, provided the student's grade is at least an A- *without extra credit*.

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 unless there is an extreme emergency.

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 without a legitimate reason for doing so (i.e., 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 is done 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 student management system. Accordingly, formal progress reports are not issued.

REPORT CARDS

Report cards are important, as they are perhaps the most tangible indication of students' progress in school. Accordingly, SBA 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. Parents/guardians will be notified when report cards are available and they can be accessed through the student management system.

STUDENT LIFE EVALUATIONS

Each student in grades 7-12 is evaluated on his or her character and gratis assignment.

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 but is not required.

Parent(s)/guardian(s) or teachers may request a conference at any time they deem one necessary.

Conduct

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 offenses will be handled per the following discipline procedures.

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 and never by their first name.
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 buildings, 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 or have the permission of a parent or legal guardian.
10. Smoking/vaping 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 unless explicit permission is given by the administration or a classroom teacher for that class.

Discipline Policies

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 12:11

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.
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 SBA is at various growth stages in their walk with Christ, and we strive to help them continue to mature in that relationship. Sometimes discipline is needed 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 appropriate corrective action in an effort to accomplish desired results with student. Parents/guardians will be informed of students' misbehavior and consequences. If the

misbehavior 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 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 four consequences: infraction notices, detention, and 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, etc. By no means is this a comprehensive list of minor violations.

Students are required to sign Infraction Notices. Students have a right to appeal the infraction. Parents may access a record of disciplinary actions through the student management system.

Students who receive an infraction notice will be notified by the Dean of Students and will be counseled and/or assigned an appropriate consequence. The administration reserves the right to assign consequences based on the circumstances.

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

Detention will normally begin at 4:30 after gratis and will last for approximately 60 minutes. The student will report on time to the designated area. Work projects or other consequences will be assigned to be completed during detention.

If detention results in the student being late for other activities/responsibilities, the sponsor or coach of that activity may impose additional sanctions.

- **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, or the student exhibits a pattern of chronic misbehavior and is unresponsive to previous disciplinary action, the student may receive an out-of-school suspension. Serious violations such as fighting may also result in a OSS.

Depending on the circumstances of each situation, students receiving out-of-school suspension may be confined to the dorm during the school day, assigned to work with a staff member during the day or may be sent home, as determined by the Head of School and Dean of Students.

Any assignments missed during the days of suspension will be automatically docked 20%.

Students will not be allowed to participate in co-curricular events or functions on the days of suspension.

- **Disciplinary Probation** – Any student required to serve out-of-school suspension, or whose behavior is consistently disruptive or chronic may be placed on disciplinary probation, and their parents will be notified.

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

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.

- **Dismissal** – Ultimately, it is the responsibility of the Head of School to make final decision concerning the dismissal of a student from SBA. This decision will not be made lightly or in haste but will indeed be made when, in the opinion of the Head of School, the dismissal of a student is necessary and appropriate.
- **Appeals** – Parents have the right to appeal dismissal within forty-eight hours of the decision. Appeals will be heard by the SBA school board, usually 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 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 Head of School, with appeal to the Board as the available recourse.

Alternative Consequences

At its 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) (non-comm); 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. This includes vaping devices and accessories. 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. As a residential program, violations of the rules related to alcohol, tobacco, or drugs that take place on campus will be viewed as more serious in nature.

Violations during a sports or other co-curricular season will result in a one-week game/competition suspension and forfeiture of eligibility to receive awards or letter. If no competitions occur during that week the suspension will take effect upon the next week of competitions. Where appropriate, based on circumstances, the suspension may be lengthened or shortened by the Head of School.

Off-Campus Behavior

Certain responsibilities accompany the choice to attend SBA. 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. 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, SBA reserves the right to issue consequences at school, up to and including dismissal.

End-of-Year Checkout

On a check-out sheet, students must secure signatures from all faculty/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

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, or 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

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. (See also guidelines on the use of Artificial Intelligence).

Procedure

When a student is suspected of violating the academic integrity portion, teachers will:

Grant no credit for the examination or assignment in question until the violation has been reported to the Academic Dean or Dean of Students 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 shall be given to the student until the allegation is 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 Academic Dean or Dean of Students of what was witnessed.

Self-Reporting

Students self-reporting honor code violations prior to being suspected or charged will receive consequences deemed appropriate by the Academic Dean or Dean of Students and 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 may result in expulsion from SBA.

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 Dean of Students of what was witnessed.

Consequences

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

Mutual Responsibility

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.

Technology Resources

To further technological education at SBA, the use of computers and other technology is integrated into many areas of study.

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

NO FOOD OR DRINK allowed in the computer lab.

SBA'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. SBA 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 outweighs the possibility that users may procure material that is not consistent with the educational goals of SBA.

Although SBA 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 SBA 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.

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 SBA 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.

Artificial Intelligence. Sunshine Bible Academy is committed to using Artificial Intelligence (AI) technologies in an ethical, transparent and responsible manner. We acknowledge that AI technologies have the potential to enhance student learning and engagement, but we also recognize the importance of protecting student privacy and ensuring that the use of these technologies is consistent with ethical considerations. AI is an emerging and rapidly changing technology and the guidelines on its use at SBA will certainly need to be revised over time.

The use of AI technologies at SBA aligns with our purpose of providing an education that prepares our students for success. AI technologies have the potential to support personalized learning and help teachers identify areas where students need extra support. They can also support research and writing activities and provide opportunities for students to develop skills related to critical thinking, problem solving, and digital literacy.

While AI tools can contribute to brainstorming ideas, exploring possible responses to questions or problems and creatively engaging with class materials and ideas, it is expected that all assignments will be fully prepared by the student. Developing strong competencies in the skills associated with each course will prepare students for success at SBA and beyond. Each teacher is responsible for giving clear instructions on the acceptable use of AI in their class(es). It is the responsibility of each student to clearly cite the use of any AI tools anytime they are used. The use of AI without permission and/or the uncited use of AI will be treated as plagiarism.

Privilege. Access to the SBA 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 SBA Network/Internet usage is subject to review. 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. Students encountering such material should immediately report it.

The primary use of the Internet will be for educational purposes. Research will take precedence over personal use. Sending or receiving messages to/from 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 print excessive copies may be charged 10¢ per page.
8. Do not save files in any location other than your home directory or personal storage device.

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 U.S. 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 an SBA Network/Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, SBA 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 fundraising 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.

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 SBA 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. SBA may deny, revoke or suspend Network/Internet access if, in its sole discretion, that denial is necessary.

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 Head of School. 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.

Personal Laptop/ Tablet Usage. For high school students, personal laptop computers or tablets will be allowed on campus. They are subject to all other rules regarding technology including the contents being reviewed by staff. Students may only access a personal laptop/tablet during the school day if (1) a teacher requests or approves it uses for an assignment, or (2) the student is taking an online class best completed using a personal device. If a student anticipates needing to use a laptop/tablet during the evening or weekend beyond normally-permissible time limits, a note from a teacher will need to be presented to the dorm supervisor. This note should include the assignment name and amount of time the student should need to use the device. The laptop/tablet should be used for educational purposes only, such as class notes, research, typing papers, preparing class presentations or college applications. A student should not keep his/her laptop/tablet in his/her locker or dorm room. If a student takes the laptop/tablet to a classroom during the school day, then when that specific class is finished, he/she will need to return the laptop/tablet to the office.

During the school day, personal laptops will be used at the designated table in the computer lab or, with teacher permission, during class and under that teacher's supervision. During a study hall, laptops will be used in the computer lab. Laptops and tablets should not be used in the library.

DISCLAIMER

This agreement applies to stand-alone computers as well as computers connected to the Network/Internet. SBA 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, mis-deliveries or service interruptions caused by its negligence or user errors or omissions. SBA is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the SBA Network/Internet is at the user's own risk. SBA specifically denies any responsibility for the accuracy or quality of information obtained through its services.

COMPUTER LAB

The computer lab is open during the latter part of the lunch period on Tuesdays through Fridays. Students are

allowed to use the computers for personal use during this time, including checking e-mail and social media or playing games.

Students using the computer lab during class time or study hall should be doing school or school-related work. School-related work might include work related to co-curricular activities or clubs, college applications, test preparation, etc.

Games that involve first-person killing may not be played on computers in the school computer lab.

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

School Activities

There are many benefits from co-curricular activities such as learning teamwork, self-discipline, sportsmanship and learning that, like life, activities are played within rules and boundaries.

We also realize that God will present us with many opportunities to witness to others through our actions, words and attitudes.

All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.

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

Spring Sports

Track and Field – boys & girls

Trap Shooting* – boys & girls

* Trap Shooting is not an SDHSAA activity.

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/absences will be left to the discretion of the 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 will result in being ineligible to participate in the next contest.

2. LOCKERS

Students who have school-issued equipment or clothing for an entire season may assigned a locker.

3. PHYSICAL EXAMS

Each student must have a physical examination completed annually prior to participation in a sport.

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 of two quarters participation 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.
- 4) Clay Target – average 25 points or more per round in competition play.

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. Students will develop in the areas of self-discipline, group cooperation, time management and ministry.

The fine arts activities that are offered at SBA are:

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

Seventh and eighth graders are required to participate in choir. Competent elementary students may be in the band. Choir and band 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/absences will be left to the discretion of the 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 twice with the day-after expectation will result in 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.

The above standards, along with exemplifying a Christian testimony, are the guidelines for lettering. However, 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 (including stagehands).
- 2) Spring Play – If students have been in three spring plays, they may letter the third and fourth year (including 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.
- 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 (including 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 director/coach and administration determine the final lettering decision.

Ministry Team is a group of students who travel, usually to churches, to present a message through drama and song and to share about the ministry of Sunshine Bible Academy. Students participating must be willing to commit one weekend per month to being available to travel.

ELIGIBILITY

The eligibility policy of SBA 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 –Must have passed at least four semester courses (2 credits) in the preceding semester, whether at SBA or another school from which the student transferred.*

****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.
2. Teachers will calculate students' grades on the Monday following the first 3-week period of the new quarter. If previously ineligible students have a passing grade, they will be eligible.

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.

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 riding with parent/guardian. Non-participating students who plan to attend the event and are checking out for the weekend, must inform the resident supervisor of their transportation plans according to policy.

Student Life

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 faculty/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 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 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

Dorm students must have permission from school administration before using their vehicle at any time. Keys to student vehicles are to be turned in 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. SBA is also a residential area for families with small children so care must be taken while driving on campus.

Parking Regulations

Dorm parking is in designated areas. 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 in grades 7-12 will have a gratis assignment. Typically, the assignment will need to be completed each weekday and will take 20-30 minutes per day.
2. Work must be done to the satisfaction of the immediate supervisor.
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 gratis assignments are to be completed at the assigned times. Other arrangements must be approved by the student's supervisor or Dean of Students.
6. If a student fails to comply with the established gratis assignment rules, he/she will receive a Gratis Deficiency Notice. Repeated failure to comply may result in infractions and, eventually, the assessment of a \$25.00 fine. This decision is at the discretion of the Dean of Students.
7. Students will be evaluated on their gratis performance.

CONDUCT

So whether you eat or drink or whatever you do, do it all for the glory of God. ~ 1 Corinthians 10:31

Avoid every kind of evil. ~ 1 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 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, SBA will be very selective about the activities in which students engage. There will be no school sponsored dances. Gambling of any kind is prohibited. Movie selection and use will be monitored. SBA will strive to teach its students to critically evaluate media choices from a biblical worldview.

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. ~ 1 Thess. 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 faculty and staff members and their spouses as "Mr." "Mrs." or "Miss" before

surnames. Addressing faculty and staff by first name or by surname only is not acceptable.

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, during the school day, with the exception of Dress Down Days. 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 weightlifting. The weight room is available for use by any student who has direct supervision (in the room) by 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. SBA 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 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 in time for the start of class (or in time to complete a lunch gratis if applicable). Students wanting to eat lunch at school on Monday should arrive lunch by 11:15 a.m. A resident supervisor is on duty each weekend the dorm is open. The dorms will open at 6:00 p.m. the evening before school resumes 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.

KEYS, CELL PHONES, LAPTOPS and SMART WATCHES

Drive-in students who drive themselves must turn in their keys, cell phone, smart watch* and/or laptop into the main office upon arrival. Boarding students are only allowed to have access to these devices for a specified period each evening. Similarly, drive-in students may not have their devices outside of those times. Students may get their laptops during the day as needed and approved by teachers. Otherwise, students may retrieve these only when they are ready to leave campus. As long as the main office is open after school, keys, phones, watches and laptops may be picked up from the office. After 4:30 all remaining keys and phones will be brought to the kitchen to be picked up after practice. If the student picks up their phone and keys but remains on campus, they are responsible to keep the phone put away in their vehicle or bag, they are not permitted to use the phone during after school hours while on campus.

* This includes all watches with a screen and access to internet or data.

Dorm Life

Everything should be done in a fitting and orderly way. ~ 1 Corinthians 14:40

DORM ROOM INFORMATION

Furnishings:

Boys Dorm: single twin-size mattress, bed frame, desk, 2-drawer dresser, wardrobe

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

Windows: 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

Closet size in girls' dorm 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. Room checks will be made and periodic inspections

will be conducted without prior notice.

Students must complete the online Weekend Plans each week, usually by the end of school Wednesday. There typically will be no television viewing Monday evening through Thursday evening, though on occasion the dorm supervisors or other faculty/staff members may utilize videos for devotions and/or allow for the viewing of special athletic or news events.

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 dorm between 9:00 p.m. and 7:00 a.m. 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	7:30 – 7:45 a.m.	
Study Hall	8:00 – 8:35 a.m.	
Morning Assembly	8:40 – 8:55 a.m.	
Daily School Schedule	9:00 – 3:50 p.m.	Monday School Schedule 12:10 – 3:50 p.m.
Gratis	3:50 – 4:20 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 – 10:20 p.m.	

Lights out 10:20 p.m.

Students are encouraged to spend time in personal prayer, Bible reading and devotions during quiet time.

PETS ON CAMPUS

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

ATTENDANCE AT CHAPEL AND CHURCH SERVICES

Chapel 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.

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. In these situations, those students should pay for their meal (or have a meal ticket punched).

FRONT ENTRANCE

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. Students have the responsibility to wash clothes and help keep the

laundry room clean.

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. Due to the challenge of evaluating it, no secular music will be permitted in the dorms. Burned CDs are not permitted. 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 televisions, DVD or BD players, headphones 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.

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 (including streaming). Remember that these electronics are tools that are expected to be used for constructive purposes. Use of electronic devices, including smart watches*, 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 they are not being used in a constructive way.

* This includes all watches with a screen and access to internet or data.

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; 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 designated areas. Landline phones shall be available to students in the dorms at all times, without charge for domestic long-distance calls.

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

POST OFFICE

Students may purchase stamps and mail letters in the school office. Incoming mail is delivered to the main office, likewise all packages may be picked up in the main office.

All mail should be addressed to the student at 400 Sunshine Drive, Miller, SD, 57362-6821.

SCHOOL EQUIPMENT AND FURNITURE

The equipment of the school is provided for service to the school community. Its use is restricted to persons who have been approved by the administration. 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.

SOCIAL LIFE

Students are encouraged to develop appropriate biblical relationships with many persons, rather than concentrating 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 is done in the main office when it is open. 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.

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 605-853-9210, 605-853-9214

Girls' Dorm 605-853-9274, 605-853-9215

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

Monday through Friday: 6:00 a.m. - 7:50 a.m.; 12:05 p.m. - 12:45 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 people involved. If a student visits 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

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 SBA 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.

SBA 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 in the main office if an article of clothing or other belongings have been misplaced. Unclaimed articles are disposed of periodically but never without warning. 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 dining hall. 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 and library books that they have checked out. 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.**

PRIVATE EVENTS and 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 Head of School.

All special in-school parties are to be approved by the Head of School.

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 anything else should not be done without first consulting with the student's teacher.

FIELD TRIPS

All field trips are approved by the Head of School. Parents/guardians will always receive written notice of field trips in advance and permission slips may be required for field trips.

Students on school-sanctioned field trips are representing SBA 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.

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 Head of School. 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 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.

Per SD § 13-32-15, bullying is a pattern of repeated conduct that causes physical hurt or psychological distress on one or more students that may include threats, intimidation, stalking, physical violence, theft, destruction of property, any threatening use of data or computer software, written or verbal communication, or conduct directed against a student that places a student in reasonable fear of harm to his or her person or damage to his or her property; and either substantially interferes with a student's educational performance; or substantially disrupts the orderly operation of a school.

In the event a student believes that he/she has been bullied, harassed, and/or intimidated, he/she must report the offending conduct to either his/her teacher or school administration, so that an investigation can occur and any appropriate corrective/remedial and disciplinary action can be taken. Students may report verbally, in writing, by e-mail or by telephone. Reports can be made anonymously, though no formal disciplinary action would be based solely on an anonymous report.

All allegations of bullying will be investigated, including incidents occurring in a school vehicle or at a school-sponsored event. 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. Students who are guilty of bullying, harassment or intimidation will receive disciplinary consequences in accordance with SBA's disciplinary procedures, up to the possibility of expulsion and/or referral for criminal prosecution.

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. The Special Diet Request Form should be completed and updated as necessary.

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 employees 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 with the date.

Magazines: Magazines 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. 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.

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 fine has been reached, the charge will be added to a tuition bill.

Returns: Library materials 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 PK-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

SBA encourages students taking the ACT test to arrange to take it during the summer or on dates when they can provide their own transportation. The school will provide transportation to the September, December and April tests in Huron. Other dates and/or locations will necessitate students making their own arrangements.

SBA 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

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 speaking culture.
2. English should be the only language spoken in common areas. This includes, but may not be limited to, classrooms, hallways, buses, 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

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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