

Handbook

Mission Statement

*The Big Horn Christian School
family exists to **show**
children Jesus, **nurture** their
love for Him and others, **teach**
them to think, and **empower**
them to serve.*

Table of Contents



Mission Statement.....	1
Office Hours and Info.....	3
Adventist Education –Philosophy & Objectives.....	4
Admission Information.....	6
General Information & Attendance Policy.....	7
School Health Guidelines.....	9
Bad Weather Policy & Misc.....	10
School Rules.....	11
Discipline Policy.....	14
Grievance Procedure.....	15
Acceptable Internet Use Policy.....	15
Dress Code.....	15
Financial Information.....	17

Office Hours

School Day

Monday – Thursday: 8:15 AM – 3:30 PM

Fridays & Minimum Days: 8:15 AM – 12:30 PM

School Address

Big Horn Christian Elementary School
201 Aspen Drive
PO Box 821
Buffalo, WY 82834



Phone Numbers

307-684-9062 Big Horn Christian Elementary School

605-222-5861 Beth Peterson, Teacher

School Website

www.bighornchristian.org

Accreditation

Our system is divided into conferences which are under unions. Our entire school system is under the North American Division of Education (NAD). While the accreditation runs through the NAD Education Department, we are also under NCATE (National Council for the Association of Teacher Education).

PHILOSOPHY

Seventh-day Adventists believe that our students are children of God, and our teachers the servants of God. Our schools are commissioned, therefore, to follow after the mind and the will of God, the knowledge of which is communicated by the Holy Bible.

The staff and school board believe that the combined efforts of the church, the home, and the school are essential for true success in the education of youth.

The following quotation defines the Seventh-day Adventist concept of Christian education: “True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come.” *Education*, p. 13.

Because Seventh-day Adventists accept the Bible as the Word of God, Big Horn Christian Elementary School desires to follow the counsel therein by offering its students a Christian-centered curriculum.

Seventh-day Adventists believe that man’s greatest happiness comes through service to his God, his fellow men, and his community, and that children at an early age should be given opportunities to serve. The school, therefore, attempts to prepare all students for a life of service in whatever occupation or profession they choose.

“Character building is the most important work ever entrusted to human beings; never before was its diligent study so important as now.” *Education*, p. 225.

OBJECTIVES

In agreement with our stated philosophy, Big Horn Christian operates with the following Christ-centered objectives:

“And Jesus increased in wisdom...”

To teach such job-related skills as promptness, diligence, integrity, and dedication to excellence. To instruct each student in the academic fundamentals of learning, to recognize individual differences in abilities, and to provide varied learning experiences.



To help students develop a desire to assume personal responsibility and to develop a creative approach to problem solving.

“...and stature...”

To teach and exemplify the principles of healthful living.

To involve students in a physical education and recreation program that will develop good physical and mental health.

To motivate students to do their best in every activity because of a responsibility to God rather than comparison with men.

“...and in favor with God...”

To instill in each student a respect for God and His laws, and to develop a personal faith and love relationship with Jesus Christ.



To help students realize that true spirituality includes the harmonious development of the physical, mental, and moral faculties.

To obey God rather than man when the two do not agree.

“...and with man.” Luke 2:52

To provide opportunities for the development of leadership skills.

To teach social skills, which include values such as courtesy, consideration for others, positive group interaction, and respect for authority.

To train youth to assume responsibility in their local church and community.

To teach youth to be discriminating in the use of leisure time, and in their choice of entertainment.

APPLICATION AND ADMISSION

POLICY: It is the policy of the Adventist church in all its church-operated schools to admit students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. It is our policy to make no discrimination on the basis of race, color, and national or ethnic origin in the administration of educational policies, applications for admission, scholarship programs, and athletic or other school administered programs. In fact, at Big Horn Christian we value the contributions that each race, national or ethnic group has given to our country, our culture and our school.

PARENTS seeking admission for their children in the school place themselves on record as being in harmony with the principles of the school and also pledge themselves to assist in every way possible to uphold the teachers, the school, and the school program.

AGE: Children entering school for the first time in first grade must be six (6) by September 15th of the year in which they will be enrolled or pass a readiness test as well. A copy of the birth certificate for all first grade students must accompany the Application Form.

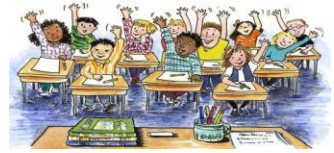
IMMUNIZATIONS: An official record of immunizations must accompany the Student Medical Record Form for all students entering school for the first time in the United States regardless of grade level. Records considered official are the State Immunization Record; Health Provider Record from either your physician or the county health department; Official Immunization Record from another state, or a School Immunization Record. Record of these immunizations and the Student Medical Record Form signed by the physician, must be filed in the school office **BEFORE THE STUDENT CAN ATTEND CLASSES. You must provide an exemption waiver if you choose to waive immunizations for religious or medical reasons.**

NEW AND TRANSFERRING STUDENTS need to provide prior to the first day of school:

- ◆ Application & Recommendation forms
- ◆ Proof of immunization requirements
- ◆ Birth certificate (first graders only)
- ◆ Last report card and signed Release of Student Records Form with previous school
- ◆ Physician signed Medical Record Form. This form is required for new students.



STUDENTS applying should be in good and regular standing in their present school. Big Horn Christian does not have the necessary equipment or staff to offer special education, and thus is unable to accept pupils who have serious mental, physical, social or scholastic limitations.



NO student is admitted or retained who knowingly uses tobacco, alcohol, and/or illicit drugs.

NEW STUDENTS who are accepted may be placed on a 30-day probationary period. A review of the student's progress will be arranged at the end of that period and proper recommendations will be made by the teacher to the school board for acceptance on a regular academic basis.

NEW APPLICATIONS for enrollment are made to the teacher. Applicants are evaluated by the teacher and submitted to the school board for approval.

GENERAL INFORMATION

BEFORE AND AFTER SCHOOL:

- ◆ **Before school**, doors will be opened at 8:00 a.m.
- ◆ School children are expected to be picked up at 3:30 p.m.
- ◆ All students who are not picked up by 4:00 p.m. may be charged \$10 per 15 minutes after 4:00 p.m., unless other arrangements have been made by the teacher. The charge will be assessed to your school bill and will show as an "after school care" charge. The money collected will be given to the worthy student fund.
- ◆ In case of an emergency or change in driver, please call to inform the school. This is for your child's safety.

ATTENDANCE POLICY

EVERY HOUR OF SCHOOL IS IMPORTANT. An absence may be excused and the work made up, but important class time and experiences will have been missed. **ALL** absences and tardiness will become part of the student's permanent record.

- ◆ **Excused absences** are only for sickness, death in the immediate family, or religious holidays. Please notify the teacher prior to or as soon as you realize an absence will take place. Students with excused absences will be permitted full makeup privileges to be arranged with the teacher.

- ◆ Absences for reasons other than illness must be arranged in advance with the student's teacher.
- ◆ Please DO keep your child home if he/she is sick. Colds, fever, sore throats, flu, etc. spread quickly among students and staff.
- ◆ When a student will be absent from school, the parent is to notify the school before 8:15 a.m. that day.
- ◆ Students will have one day to make up homework for each day absent. Parents are requested to make arrangements with the child's teacher to pick up homework at the end of each day the child is absent.
- ◆ If a child is to be kept in from recess or not participate in physical education classes, a written note signed by the parent or physician is required. If the physical activity is restricted for an extended time a note signed by the child's doctor is required.
- ◆ If at all possible, medical appointments should not be made during school hours.

This special unexcused absence policy applies only when students are involved in pre-arranged activities with their parents.

- ◆ A student, who has seven unexcused absences in a nine-week period, will go under review by the school board and may fail that quarter.
- ◆ The reliability of being on time to one's appointments is a vital aspect of character. Therefore, all students are to meet their appointments on time. Three tardies equal an absence at Big Horn Christian, so please make sure to be on time.

SCHOOL VISITATION

- ◆ Parents are always welcome in our school, and they are encouraged to visit the classrooms. We request that appointments for visits by anyone (i.e. parents, relatives, former students, or friends) be made with the teacher. The morning hours are best for visitation.
- ◆ When permission to visit is given, students should inform their guests of school regulations and advise them that they are expected to comply with those regulations.

SCHOOL HEALTH GUIDELINES

What to Do When a Student is Sick

Please help curb the spread of sickness by making sure your child is well when coming to school. Parents will be asked to take sick children home if they present symptoms of illness during the school day.

The following are reasons to keep a student home:

- Fever within the last 24 hours (wait 24 hours after fever breaks before allowing student to return)
- A persistent cough and runny nose (both symptoms require rest and recuperation, wait until the cough and runny nose clear before allowing student to return to school)
- Vomiting during the night or coughing with force causes gagging and/or vomiting (wait at least 24 hours with no vomiting or heavy coughing before allowing a student to return to school)



MEDICAL SERVICES

◆ Included in the registration fee is school accident insurance, which supplies partial and, in some cases, complete coverage of student accidents. This is a secondary policy and is activated only after your primary insurance has been applied. Accidents should be reported promptly to the teacher or to the individual in charge of the activity. When an accident occurs:

1. Pick up a Report Form from the teacher
2. Submit expenses first to family insurance
3. Expenses not covered by the family insurance are then submitted to the school insurance company.

◆ It is recommended that parents carry their own medical insurance, as expenses incurred as a result of medical health problems are not covered by the school accident insurance.

◆ State law forbids the school from dispensing any internal medication. Should students need prescription medicines during the school day, parents must have on file with the school a signed Over-the-Counter Medication Form. All medications must be in original containers only. School personnel will administer the medication per the Form.

BAD WEATHER POLICY

◆ Big Horn Christian will follow the Johnson County public school district's cancellations. Go to <http://www.jcsd1.k12.wy.us/> to check weather announcements.

◆ If you feel that the weather and road conditions might pose a risk or if you are uncomfortable with the weather and road conditions on any given day, use your discretion to keep your student home from school on such days. Please notify the school by 8:15 a.m.

PHONE USAGE: Students who own cell phones are asked to shut them off during school hours. Cell phones that are a distraction or that are used during school hours without permission will be confiscated.

FIELD TRIP PERMISSION SLIPS: Students may not attend specific field trips without written authorization by the parent or guardian.

REPORT CARDS: A progress report is sent home every nine weeks during the school year. Parent/teacher conferences are scheduled after the first and third quarters. It is especially important for parents to make and keep these appointments. Parents should also feel comfortable in contacting the teacher for additional conferences, if deemed necessary.

MAINTENANCE OF THE SCHOOL: We believe that the students of Big Horn Christian should take ownership in their school. One way that we do this is by having the students help in the cleaning of the school. The students will be doing various tasks such as vacuuming, taking out the trash, etc. in order to maintain a healthy environment at Big Horn Christian.

HEALTH: "The relation of diet to intellectual development should be given more attention than it has received." *Education* p. 204. The value of a wholesome, well-balanced breakfast and lunch can be a substantial aid in the educative process and we encourage parents to render their assistance in this matter. Beverages containing caffeine are to be excluded from meals at school and school trips. Students are expected to eat lunch at the school.

TESTING: In addition to regular subject matter testing, a nationally-standardized achievement test, known as the Iowa Test of Basic Skills, is given to students each fall. Accurate records of these tests are kept in the school office. Individual and class results of these tests are used for the guidance of the individual child and for general school and curriculum planning. Each student's results will be present to their parents individually.



CURRICULUM: The curriculum at Big Horn Christian complies with the requirements of the State of Wyoming and the NAD Education Department of the Seventh-day Adventist Church. All teachers have current or pending state and denominational certification.

PHYSICAL EDUCATION: PE attendance is required unless you have a doctor or parent's written excuse. Anyone not participating in gym class will be given alternative assignments at the discretion of the teacher.

SCHOOL RULES

GENERAL RULES:

◆ Pupils will show respect for the religious Christian ideals of their fellow students.



◆ Christian conduct, including honesty and purity of language is to be a part of normal conduct.

◆ Because of liability and insurance reasons, students must remain on the school premises during the school day, unless, after making arrangements with the child's teacher, parents pick them up.

◆ Radios, tape recorders, CD's, electronic games, or other such devices, are not permitted at school. Such items will be confiscated.

◆ The use of skateboards, roller skates or rollerblades are not permitted on school or church property at any time. Such items will be confiscated.

◆ Certain playground equipment is off limits due to Head Start's ownership.

◆ Students may not ride or drive cars, motorbikes, or bicycles during school hours.

◆ No food or drinks are to be eaten outside of lunchtime except when announced by the teacher. Students must have a sealed water bottle at school.

◆ The hallways are quiet areas (whisper only). Always walk – DO NOT run.

◆ Every student, who requests admission to this school, enters into a contract to WILLINGLY follow all regulations. Regulations adopted and announced during the school year are as binding as those printed in the Handbook.

◆ The school does not accept any responsibility for the use of the playground equipment outside of school hours.

◆ Each staff member has disciplinary rights over any student during all school activities and programs.

STANDARDS OF CONDUCT:

The standards of the school are based upon Christian principles of conduct. Our program promotes self-control, self-discipline, self-esteem, honesty, and modesty.

The Scriptures are the basis for our guidelines. It is our desire to create and maintain an environment that encourages each student to display a consistent Christian testimony.



“Or do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you were bought at a price; therefore glorify God in your body and in your spirit, which are God’s.” *I Corinthians 6:19, 20*

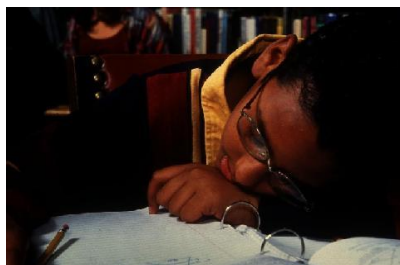
The following practices are in conflict with Christian principles or accepted standards and therefore cannot be permitted at Big Horn Christian:

◆ The use or possession of tobacco, alcohol, narcotics, illicit drugs in any form, or drug paraphernalia at any time or location.

◆ Engaging in acts of deception, stealing, cheating on exams or homework, dishonesty in any phase of school life, or protecting violators of school rules.

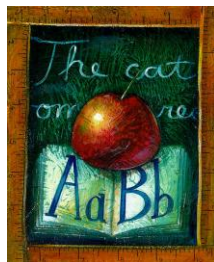
◆ Willful destruction of property, graffiti, or vandalism of any kind. Complete restitution enforced.

- ◆ Sexual misconduct, including meeting in a deliberately planned secretive manner, possessing or displaying obscene literature, posters, etc.
- ◆ Possession of guns of any kind, knives, firecrackers, matches, or any kind of weapon or dangerous item will be confiscated. Any such student is subject to immediate suspension.
- ◆ Any unpatriotic or unlawful act, or involvement in it.
- ◆ Any overt physical action. Students should always keep their hands and feet to themselves.
- ◆ Possessing anything dealing with experimenting, sympathizing with, or participating in activities that deal with the occult, astrology, or psychic phenomenon.
- ◆ Sexual harassment including, but not limited to, inappropriate touching, wedgies, popping bra straps, or depanting (pulling down pants).
- ◆ Unauthorized or illegal entry into the school building complex or any locked interior location is prohibited. Any such trespassers are liable to discipline and prosecution.
- ◆ Threatening remarks or behavior towards the school, teacher, any student, or any person will be taken seriously. Such behavior may result in police intervention.
- ◆ Disrespect of or disobedience to the teacher or staff, or disrespect or humiliation of any student.
- ◆ Any physical, verbal, or non-verbal bullying is unacceptable and will be dealt with by the discipline policy if it occurs.
- ◆ The use of profane language, misusing the name of God or derivatives of it, lewd or suggestive materials, or any suggestive conduct.
- ◆ Spreading anti-Christian ideas or undermining school ideals and policies.



DISCIPLINE POLICY

Students at Big Horn Christian are expected to obey the rules of both the school and the teacher. The school rules are designed to create and foster a learning environment in which every child feels safe, respected, and encouraged to learn. The teacher has a day-to-day discipline procedure and will enforce the rules accordingly. If a child chooses to disregard the teacher's discipline procedure, the following discipline policy, as indicated below, may be followed:



- a. Following the student's first infraction of the rules, the teacher will telephone the parents to inform them of the problem and let them know that a behavior report is being sent home.
- b. Should there be a second infraction of the rules, the teacher will again telephone the parents to inform them of the problem. A conference with the parents and the teacher will be required before the student will be allowed to return to school.
- c. Following a student's third infraction of the rules, the teacher will again telephone the parents and inform them that their child has incurred a 1-day suspension. A second conference with the parents and teacher will be required before the student will be allowed to return to school.
- d. A fourth infraction will result in the teacher again telephoning the parents and inform them that their child has incurred a 3-day suspension, requiring a third parent-teacher conference before the student returns to school.

Certain actions by a student may result in an immediate suspension and/or their skipping steps in the discipline procedure. The school reserves the right to move a student to a step they deem appropriate at any time.

MISSED ASSIGNMENTS DUE TO A SUSPENSION

If a student is suspended from school, they will receive zero credit for any assignments due during the time that they are serving their suspension. The student will be responsible for getting all assignments that are assigned during the suspension and no extensions will be given on due dates.

GRIEVENCE PROCEDURE

If a parent has a grievance with the teacher, the parent should discuss the grievance with the teacher, without discussing it with or in front of the student. If a satisfactory arrangement is not made, the matter may then be taken to the school board chairman. If this procedure has been followed and an appeal is still deemed necessary, then the grievance should be taken to the school board.

ACCEPTABLE INTERNET USE POLICY

Big Horn Christian computers are for educational purposes only. Big Horn Christian maintains filtering software. Since the network is provided for students to conduct research, access is given to students who agree to act in a considerate and responsible manner. Access is a privilege—not a right. Access entails responsibility. The school staff reviews files regularly to maintain system integrity and ensure that users are using the system responsibly.

Parents must sign the Internet Acceptable Use Agreement at registration.

DRESS CODE

Simplicity, neatness, cleanliness, appropriateness, and modesty are the standards of good taste in dress. The school endeavors to outline a spirit of modesty in this matter.

The Bible teaches modesty in dress; see I Timothy 2:9.

General Guidelines:

- ◆ Gaudy adornment should not be worn.
- ◆ Hair should be clean, neat and without extreme colors.
- ◆ Any makeup or fingernail polish should be natural in appearance.
- ◆ Tight, baggy, or sagging clothing is always inappropriate. Pants must be relaxed fit.
- ◆ The midriff must not show at any time.
- ◆ A clean pair of indoor shoes or hard-soled slippers will be left at and worn inside the school room.

UNIFORMS

Long or Short-Sleeved Shirts:

1. Buttoned polo shirts with collar, of any color or design except for neon or fluorescent colors
2. No graphics or logos (except BHC)
3. Every student must have one BHC logo shirt for field trip days and community service days, which will be purchased with your registration fee.

Skirts or Jumpers:

1. Must be the length of fingertips at child's sides
2. Shorts preferably worn under skirts at all times

Being out of uniform: In unavoidable circumstances, a child may be allowed to attend school out of the school's dress code, if the teacher has received a note or phone call from the parent/guardian.

Dress code violations will be dealt with by the following:

1. Parents may be called by teacher where they may bring appropriate uniforms. Parents may receive a note from the teacher.
2. Offenders may be issued an over-sized T-Shirt for the student to wear until the end of the school day. (The shirt will be returned to the teacher.)



FINANCIAL INFORMATION

POLICIES: It is the intent of the school board and the school administration to keep the school charges as low as possible. The rates are based on service costs and commodity prices prevailing at the time of publication of this bulletin. The school reserves the right to change the rates charged at any time in order to meet changing economic situations. The following financial policies have been adopted, and it has been found that strict adherence to these policies is in the best interest of both the student and the school.



Big Horn Christian is a private, non-profit school operated through a cooperative relationship between the local Adventist church and the North American Division Conference. The school's income comes from tuition, church subsidies, and substantial fundraising programs throughout the year. Big Horn Christian School is to allow all those interested to be able to attend regardless of financial circumstances; therefore, financial assistance is available.

Multiple-Child Families Discount

The oldest child is counted as the first child for the multi-student discount.

10 Monthly Payments of –

With 1 student	Full tuition rate
With 2 students	\$25 Discount
With 3 students	\$50 Discount
With 4 students	\$75 Discount

Students registering at Big Horn Christian during the school year must pay one month's tuition plus registration fees by registration.

If registration fees are paid by June 10th, a \$25 discount will be given.

Overdue Accounts

Monthly tuition is due the **1st** of every month with a \$10 late fee per student with account overdue 30 days. Reminders of overdue accounts will be mailed out. If account is 60 days delinquent, the student(s) may not be able to remain in school until payment is received or satisfactory arrangements have been made.

Final grades are mailed at the end of the school year when the tuition account and all miscellaneous charges are paid in full. Any account with an unpaid balance remaining after June 30 is subject to a 1.5% finance charge per month. The Rocky Mountain Conference of Seventh-day Adventists will then receive the final grades and transcripts and cumulative folders will be held until account is paid in full or if other arrangements are made with the Conference.

Accounts of returning students must be current for applications to be processed at registration. Exceptions to this rule are only considered after acceptable arrangements have been made for payment of balances due. Any student admitted with a past due balance would remain in school only as long as arrangements to pay balance are met.

General Financial Policies

- Please make checks payable to Big Horn Christian School.
- Families experiencing any financial hardships which could affect payment on the school account should present their situation to the financial committee for consideration.
- Any adjustment or credit to regular charges will be made in the final payment.
- Parents withdrawing a student from Big Horn Christian during the school year need to make sure all account balances are paid in full prior to departure. The school will prorate the tuition due according to the departure date. No tuition credit will be given for absences during the school year.
- A fee of \$15 will be charged for returned checks in addition to any bank fees charged to the school.

Miscellaneous Charges:

- ◆ Damaged books, lost books, fines, building and glass damage, or any other such occurrences, are the responsibility of the student and will be charged to the account.
- ◆ All textbooks are on a rental basis, which is part of the registration fee.

