



**Career Learning Center
of the Black Hills**



2026 - 2027

HANDBOOK

WWW.CLCBH.ORG

Locations

Rapid City:

Career Learning Center
730 East Watertown St
Rapid City, SD 57701
605-394-5120
Evening 605-721-7431

Sturgis:

Black Hills Special Services
2885 Dickson Dr
Sturgis, SD 57785
605-209-7308

Spearfish:

BHSSC Ed. Services
2910 4th Street
Spearfish, SD 57783
605-209-7308

Belle Fourche:

BHSSC Educational Facility
2315 Dakota Ave
Belle Fourche, SD 57717
605-209-7308

Custer:

Administration Building
527 Montgomery
Custer, SD 57730
605-394-5120

Box Elder:

Liberty Center (YMCA)
401 Main St
Box Elder, SD 57719
605-394-5120

**Make Today
Count!**

Education Resource Providers

Jeanne McKenna, **Program Director**

Stephenie Rittberger, **Program Manager**

Tammy Peterson, **Instructor:** Belle Fourche, Sturgis, Spearfish

Desiree Kranz, **Instructor ESL:** Rapid City

Judy Oldert, **Instructor:** Rapid City

Alyssa Groenewoud, **Instructor:** Rapid City

Renae Schneider, **Instructor:** Custer

Kari Smith, **Instructor:** Box Elder, Rapid City

Paul Smith, **Instructor:** Rapid City

Welcome to the Career Learning Center of the Black Hills (CLCBH). *Our mission is to empower individuals to become self-sufficient through education, training and employment.* We want to help you to achieve your educational goals. The Adult Education Program is intended to help you to learn the skills you need to pass the GED®, to prepare for technical school or college, or to improve your employment opportunities.

Education can change your life! It will help you to qualify for further education and/or job training. Your earning power will increase as your educational level increases and educated parents are a positive role model for their children. An investment in your education is an investment in your children's future. Above all, success feels good and when you gain self-confidence, you experience greater satisfaction with life.

Please feel free to visit with your instructors about your needs and concerns. We are here to help you.



Adult Education is funded through the South Dakota Department of Labor and Regulation. All participants are assured nondiscrimination based on race, color, sex, marital status, religion, national origin, disability, age, political affiliation, or beliefs. The CLCBH is an Equal Opportunity Employer.



Attendance Policy

Students need to maintain good attendance in order to meet their educational and career goals. To make the most of classroom time, students need to:

- **Attend** regularly (we recommend coming two or more times a week and accruing more than six hours in class per week),
- Be on time to each class/appointment,
- **Contact** staff if you are unable to attend your scheduled hours and identify yourself when doing so; and
- **Make** arrangements to make-up unattended days and hours.

Students who attend classes, keep open lines of communication with instructors and accomplish study time outside of class make progress the most quickly. Ensuring coverage of class material is extremely important to student success. You may contact a staff member to address special circumstances and barriers to attendance. Students who are consistent are four times more likely to complete the classes on the first attempt.

Good study habits will serve you well in class and in life. Taking notes, gaining strategies to retain the information and improving upper-level critical thinking skills will help in preparation for careers, training and post-secondary education.

Reading, writing, and mathematics classes are offered in 8-week sessions. Federal and state regulations set by the GED® Testing Service require instructional hours based upon TABE scores. The average student studies for about sixty (60) hours before passing the test.

Program Guidelines

Respect Each Other.

Respect Yourself.

Engage in the process and be determined to learn and achieve.

Follow the drug-free requirements of the CLCBH including no alcohol, marijuana (including all CBD products), or tobacco anywhere on the premises.

This is an alcohol and drug-free campus. You MUST be sober to attend classes. If you arrive under the influence, you will be asked to leave.



The ABC's of Genuine Happiness

AAccept your *reality*.
Be present. Be bold.

Create something *exciting*.
Drink plenty of water. Dance.

Exercise daily. Eat *fresh* foods.
Feel your emotions. Face fear.

Go outside and observe nature. *Give*.
Hug often. *Help* others.

Ignite your passions.
Jump through your comfort zone.

Kiss passionately. *Keep* looking forward.
Laugh. Love. Learn to let go.

Meditate daily. Make goals.

Never give up on what you want.

Own a pet. Observe beauty.

Pray. Paint. *Play* an instrument.

Quit a bad habit. Quiet your mind.

Read. Relax. Reinvent yourself.

Smile. Sleep. *Simplify*.

Take power naps. Talk wisely.

Unleash your *strengths*.

Vent. Visualize your *dreams*.

Walk. Write. Watch the *sun* set.

Xerox your *smiling* face.

Yell less. Yield to your thoughts.

Zap *negativity*.



Self-Check

Put your education first!

We want to help you to manage your family's needs, your job schedule and your time so that you can be successful at school. If you feel that you need more assistance with any of these concerns, please set an appointment with one of the teachers. We will meet privately with you and help you make this work. You can make an appointment today or call us any time.

Think about the problems that might keep you from coming to class or completing your educational goals. Check all that apply:

- ☐ I sometimes have transportation problems.
- ☐ I have some health problems.
- ☐ I have a family member with health problems.
- ☐ I have problems finding childcare or paying for childcare.
- ☐ I have elderly people to take care of at home.
- ☐ My work schedule sometimes changes at the last minute.
- ☐ I am sometimes very tired because I work long hours.
- ☐ I am always thinking about problems at home or work.
- ☐ I have family members or friends who don't think I should go to school.
- ☐ Other? _____

Be sure to ask for resources that will help you overcome barriers!



What Adult Education Classes are available?

GED® Preparation Class

The GED® is nationally recognized as a high school equivalency diploma. In the GED® preparation classroom, students receive instruction in reasoning through the language arts, mathematics, social studies and science.

Basic Skills Improvement Class (ABE)

In the Basic Skills Improvement class, students receive individualized and self-paced instruction in reading, writing or mathematics. These skills may help an individual who is seeking employment or pursuing post-secondary education.

English as a Second Language Class (ESL)

In the English as a Second Language Class, students receive instruction in conversational English, reading and writing. ESL class helps students to understand their community and to prepare for the U.S. Citizenship test.

Google classrooms and zoom meetings

Online formats will be utilized to assist students with make-up work, or should the need for school closures arise . Please keep your contact information current so we can assist you in gaining access to materials virtually.

How much does it cost?

There is no cost for ESL/ABE or GED®, classes and materials are free. We do realize time is money and your investment is in the time you spend committed to classes.

GED® Test Fee

The GED® test fee is \$200.00. Eligible students may apply for a scholarship. Payment may be made with a credit or debit card at the time of GED Test Registration. Examinees need a valid photo ID . Each testing module's cost is \$50.00 The four exam modules may be scheduled individually.



Study Hours:

Monday 8:00am - 4:00pm
Tuesday 8:00am - 8:30pm
Wednesday 8:00am - 4:00pm
Thursday 8:00am - 8:30pm

The teachers will be available during these times to help you prepare to take all four subject tests: Reasoning through Language Arts, Social Studies, Science, and Math.

There will be focused work time and support to help you succeed in your preparation and completion of the actual tests.

Because the Math preparation brings challenges, we are offering a Math Boot Camp. Come join us during the times below and build your confidence and strengthen your GED math skills and focused time and support:

The Math Boot Camp

Monday & Wednesday 8:00am - 11:30am

Tuesday & Thursday 8:00am - 9:30am

(If above schedule does not work for you, then come any and all times that you can!)

Skills Training

Keyboarding

Keyboarding, a self-paced computer program, will help you learn basic keyboarding skills.

Ask us about these programs and resources!

Workforce Connections with Lori Larson and Julia Kelly

Common Sense Parenting Birth to 3 Connections Childcare Assistance
Resume' Writing Job Seeking Assistance WIOA/GED® Prep
Career Exploration On-the-job Training Driver's Education
Technical College Colleges/Universities Community Education
Administrative Office Assistant (AOA) Office and Accounting Assistant (OAA)

Career Pathways Modules for Certification

FEMA classes IC100 and ICS 700 are classes built for emergency response. Fire, medical and law enforcement are examples of individuals who would benefit from these classes. A single college credit may be acquired when both courses are complete.

S130/S190 Basic Wildland Fire Courses for certification through National Interagency Fire Management Systems

CPR and First Aide, Emergency Medical Training, and Preview to Medical Terminology are courses built to assist anyone working in childcare, healthcare or other public fields that may have a necessity to provide assistance to an injured or distressed individual. Upon completion national certification will be issued.



Closures and Breaks

Weather Closures: We try to follow school district closures in your area. Check local news stations for weather closures.

Texts and emails: (you may get them from)
Stephenie Rittberger@LACES.literacypro.net

2026-2027 School Breaks



July 4 - Independence Day Holiday
September 7 - Labor Day
October 12 - Native American Day
November 11 - Veteran's Day
November 25 and 26 - Thanksgiving
December 23 - January 3 - Winter Break
January 18 - Martin Luther King Jr. Day
Feb. 15 - President's Day
March 25 - Easter/Spring Break
May 31 - Memorial Day
June 19 - Juneteenth

Date for Graduation Ceremony

January 15, 2027
&
June 4, 2027
7:00 p.m. at Western Dakota Tech
Event Center

Check our entrances for notices of closures.

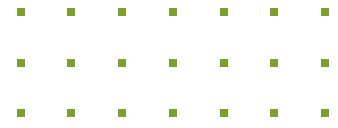
Security Protocols

Door Security: All doors will be locked (except the South Entrance by the front desk) at all times. Please be cautious letting anyone into the building unless you recognize them as a member of staff or as a student.

Security Guards & Cameras: We have security guards that do a walkthrough of the building and monitor the parking lot throughout the day. Please Note: There are cameras all over the building inside and outside for security purposes.



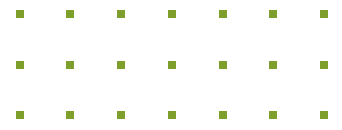
ROUND TUIT



Congratulations!

You now have your own Round Tuit!

You may now begin doing all those things you have
been putting off until you could get one!



Career Learning Center of the Black Hills



**Education &
Workforce
Development**



BHSSC

Better Learning • Better Lives

