



# VOLGA CHRISTIAN SCHOOL

ESTABLISHED 1949

Parent – Student Handbook

2018-2019

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*Train up a child in the way he should go, and when he is old, he will not depart from it.*

*Proverbs 22:6*

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### **What God's Word Says:**

*These references from the Bible may be used as a guide to instruct the children in correct Christian attitude and behaviors.*

“Finally all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble. Do not repay evil with evil or insult with insult, but with blessing, because to this you were called so that you may inherit a blessing.”

I Peter 3:8-9

“If anyone says, ‘I love God,’ yet hates his brother, he is a liar. For anyone who does not love his brother, whom he has seen, cannot love God, whom he has not seen. And He has given us this command, ‘Whoever loves God must also love his brother.’”

I John 4:20-21

“Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be no advantage to you.”

Hebrews 13:17

“You were taught, with regard to your former way of life, to put off your old self, which is being corrupted by its deceitful desires; to be made new in the attitude of your minds; and to put on the new self, created to be like God in true righteousness and holiness. Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.”

Ephesians 4:22-25

“He who has been stealing must steal no longer, but must work, do something useful with his own hands, that he may have something to share with those in need.”

Ephesians 4:28

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. And do not grieve the Holy Spirit of God, with whom you were sealed for the day of redemption. Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”

Ephesians 4:29-32

**Mission:**                    ***Educating Students,  
Preparing Disciples,  
Impacting God's  
World***

**Mission Statement:**

Our mission at Volga Christian School (VCS) is to enable students to honor God by integrating Christian faith, learning and living through a Christ-centered, quality education.

**Philosophy Statement:**

Volga Christian School is owned and controlled by a society of Christian parents, committed to educating their children in an institution representing a Bible-based Christianity. The Society is committed to the fundamental principles that the instruction and education of children, in school as well as at home, must be in accordance with the Word of God; that the school is not dependent on or belonging to the church or state, but proceeds from and depends upon the home; and that the fundamental unity of the school and home must be maintained.

The Christ proclaimed in the scriptures is the Redeemer and Renewer of our lives, and thus of our teaching and learning. Consequently, in a school which seeks to provide a Christian education, it is not sufficient that the teachings of Christianity be a separate subject in curriculum, but that the Word of God must be an all-pervading force in the educational program and in the learning process.

The purpose of our school, therefore, is to provide for our children that weekday instruction which is in agreement with those principles of education stated above. This is necessary so that they, as children of God, can occupy their places worthily in society, church, and state.

- Values**
- 1) Prepare students to fulfill their principle in life – **to glorify God**
  - 2) Teach the Bible in such a way that it becomes meaningful and alive, and thus, an important part of the students' lives
  - 3) Become a living testimony by word and deed in this community, whereby all students and teachers demonstrate that God comes first in their lives
  - 4) Meet the academic standards of the state, both in respect to academic requirements for the staff, and in terms of curriculum offerings
  - 5) Encourage each child to grow and develop academically, socially, emotionally, physically, and spiritually

## **Statement of Faith**

The basis of VCS is the infallible word of God written in the Scriptures of the Old and New Testaments, as they are generally summarized in the historic evangelical confessions of faith, and particularly in the Apostles' Creed. On this basis we subscribe to the following article.

We believe the Scriptures of the Old and New Testaments as being infallibly inspired by God, and we submit ourselves wholeheartedly to their authority in all matters of the faith and life, including education.

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit; and that this living and only true God is the Creator, Sustainer, and Governor of all creation.

We believe that the universe was created by the immediate and direct action of the Almighty God; that man was thus created in the image of God, that he subsequently fell into sin and thereby incurred not only the physical death but became spiritually dead in sin until born again by the Spirit of God.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

We believe that Jesus Christ was conceived by the Holy Spirit, was born of the Virgin Mary, and is true man in one person; and that in Him are embodied all the treasures of wisdom and knowledge.

We believe that the Lord Jesus Christ died for our sins as a representative and substitutionary sacrifice to the justice of God and that all who believe in Him are justified by faith on the ground of His shed blood and righteousness.

We believe in the resurrection of the crucified body of Christ, and in His ascension into heaven, where He makes intercession for us as our High Priest and rules as our Lord and King.

We believe that our Lord and Savior Jesus Christ will personally return to this earth to judge the living and the dead and to consummate His kingdom.

We believe that all who are born again by the Holy Spirit and believe in the Lord Jesus Christ become the children of God and that God calls His children to live a holy life of obedience to His commandments as revealed in the Scriptures.

We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God. He created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.

We believe in the bodily resurrection of the just to everlasting blessedness and of the unjust to everlasting punishment.

### **Educational Principles**

We believe that the purpose of education is to teach children about who God is to help them grow in relationship with him so that they may serve God effectively and morally in the society of family, church, and state.

We believe that God has revealed in the Bible principles that are essential to education in both home and school. Therefore the principles of Biblical Christianity are to be integrated with the study of God's universe and the development of skills for life in society.

We believe that the knowledge and abilities of man are gifts from Almighty God and that they are to be developed and used for His glory.

We believe that God's gifts to each person constitute a calling in which that person is to serve God. Therefore home and school must give attention to the individual abilities and needs of children so that each may know God and His creation well, and at the same time develop their own special abilities to serve Him in this world.

We believe that the primary responsibility for education rests upon the parents to whom children have been entrusted by God, and that Christian parents, in particular, should accept this responsibility as a solemn obligation before God (Ephesians 6:4). To help discharge this responsibility, parents may enlist the services of associations which are formed by the Christian community to operate Christian schools.

We believe that Christian teachers, both in obedience to God and in cooperation with parents, have a responsibility to educate children according to these Biblical principles

### **School Policy Statement**

The policies of VCS are determined by the controlling authorities of the Volga Christian School. Each student (and parent) who makes the decision to attend (to send their child to) VCS is, with that decision, saying that they do agree to accept the standards, principles, and requirements set forth in the school's handbooks and policy manuals.

### **Family Educational Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) is applicable to any school. This law provides for limited accessibility to the student's records by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the student's records, for the necessity of obtaining a written permission from the "eligible student" - one who is 18 years of age or older, or from the person who has legal responsibility for the student prior to revealing the contents of the student's records to other parties, and for the right of "eligible students" and/or those legally responsible for the student to be notified of their rights under the law.

In order to comply with the law, VCS employs the following policies:

1. To secure the student's and the family's right of privacy within the school, only the administrator and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.

2. Outside of the school community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to the student records. Any parent or adult student desiring to inspect their records shall address the request to the administrator in writing. Such a request must be honored within fifteen days. When actual inspection of a child's file is made, this will be recorded on a log sheet kept at the front of each child's cumulative folders. On this log sheet the following information is to be recorded: date of visit, name of person examining records, name of student's record folder that was examined, initials of personnel handling conference.

3. The school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the school's record release form.

4. According to the law the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions, and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

## **SECTION ONE – EDUCATING STUDENTS**

### **ADMISSIONS**

#### **Admissions Statement**

Attendance at VCS is a privilege. Admission requirements include the application, an interview, and prior school records. The school reserves the right to check with previous schools to investigate previous background. Students who have unpaid bills from a previous school may not be admitted.

VCS strongly desires that young people have an opportunity to receive a Christian education. VCS may be unable to meet the needs of some students who have a history of low academic performance as indicated by a standardized test and/or previous school records, serious emotional or behavioral problems, or a handicap which would impair the learning process.

Upon reviewing records from previous schools, VCS reserves the right to deny admission if we feel that we are unable to meet the academic, emotional, behavioral, and/or any other needs of the child requesting admission. If admission is denied it would be due to the limited resources that VCS has to offer.

#### **Application Process**

VCS offers a program for students who desire an education in a Christian environment and who are capable of achievement in a program dedicated to academic excellence. The admission process typically follows this pattern:

- 1) Submission of properly completed Enrollment Application, Tuition Payment Contract, ACH Debit Form, Parent Information Sheet, Acceptable Use Policy and Agreement, and Permission to Publish Student Work and Likeness forms.
- 2) Family interview with Administration team (Normally both parents and 5<sup>th</sup> – 8<sup>th</sup> grade students are expected to be at the interview)—the interview strives to assure the following:
  - Administrator to gain a clear understanding of the student’s needs to ensure that VCS has the necessary resources to meet the needs
  - The parent/guardian to express their educational goals and expectations of the services provided by VCS
  - The Administration team to express expectations about the family’s commitment to the VCS statement of faith as well as their commitment of time and talents to promote both the student’s academic success as well as the success of VCS
- 3) At least one board member must recommend the student for enrollment or re-enrollment. However, the Administration team or any board member, at their discretion, may refer an applicant to the full board.
- 4) Students entering VCS must have copies of their birth certificate and immunization record reflecting current state requirements in their cumulative file.
- 5) Submission of previous school assessments and records via a transfer of records request form from previous school. VCS reserves the right to consult with previous schools regarding student files, behavior and potential as a student.
- 6) One board member will reach out to connect with the family to welcome them and answer additional questions.

### **Extra-Curricular Participation**

Seventh and Eighth grade students have the opportunity to participate in extra-curricular sports at Sioux Valley Public School. Offerings for the boys include: football, cross-country, wrestling, basketball, and track. Offerings for the girls include: competitive cheer, volleyball, cross-country, basketball and track.

### **Band**

Fifth through Eighth grade students have the opportunity to take individual band lessons and participate in band and jazz band at Sioux Valley Public Schools. This is an elective course, so it is the responsibility of the parent to transport the student to and from Sioux Valley. If the parent is okay with the student walking to Sioux Valley, a written notice must be on file at VCS.

### **Home School Students Becoming Full-time VCS Students—Admission Policies**

- 1) Follow the normal Application Process
- 2) Submit all records from home school education—assessments, grades, etc.
- 3) Home school students will be assessed in the areas of Mathematics and Reading upon entering VCS and, if deemed necessary, before admission into VCS. Teachers and/or the administrator will have a conference with parents to inform them of the results of these assessments

### **Non-Discriminatory Policy**

The VCS admits students of any race, color, sex (male/female), national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex (male/female), national and ethnic origin in administration of its educational policies, admission policies, and tuition reduction programs.

## **ATTENDANCE**

VCS believes it is the responsibility of students and parents to create the habit of being punctual and regular in attendance. We believe that faithful attendance is necessary for maximum benefit. A phone call and/or a written note should be submitted to the office prior to an absence in order for the absence to be marked as excused. To be counted present for a full day, a student must be in attendance at least half of the school day.

**Excused Absences** -Student may make up work missed—include personal illness, injury, or doctor's appointments which cannot be scheduled after school, illness in the immediate family which requires the student's presence, death in the family, and absences with prior approval from the office.

**Unexcused Absences**—Students may not make up work and will receive a zero for that work missed during an unexcused absence. In the case that a student accumulates three or more unexcused absences, a parent conference will be scheduled to discuss the situation and to determine the next course of action.

**Excessive Absences**—Whatever the reason for an absence, any absence may well inhibit the student's progress. Ten absences in any one class or multiple of classes in one semester may constitute probation or dismissal, depending upon the situation. In the case that ten or more absences are accumulated, a parent conference will be scheduled to discuss the situation and to determine the next course of action.

**Extracurricular Participation**—for a student to participate in extracurricular activities, he/she must be in school for four full periods on the day of the activity. This applies for all extracurricular activities – games, practices, competitions, performances, music festivals, plays, etc. Exceptions may be approved at the administrator’s discretion.

**Tardy Policies**

Students who are consistently tardy interrupt teaching and learning in the classroom and are often unprepared for class. The completion of pledges and opening prayer signals the beginning of the school day. Students arriving at school after pledges and opening prayer will be considered tardy.

Tardies will be recorded with the exception of the following: Car trouble; inclement weather; Bus problems. The office will be notified of all tardies. Records will be kept in the office.

**Elementary tardies** will be handled by the classroom teacher and the administrator will be consulted as needed.

Since VCS desires to provide students with the best possible education, leaving school early is discouraged. VCS asks that you please schedule all medical appointments after school hours. However, if it is necessary for a student to be taken out of school early, a written request must be made and presented to the school office. Students may be allowed to attend events when an immediate family member is involved, or when they are a participant or a worker in that activity. In order to leave early, students must be accompanied by his/her parent or guardian, except when approved by the administrator.

**Attendance Records** will be accurately maintained by the office staff. Daily records will be kept for every student and entered on his or her permanent record at the end of the school year.

**Academic Standards**

It is the belief of VCS that a quality education is the result of (1) a curriculum that integrates God’s Truth into all courses and adequately prepares the student for future educational endeavor (2) teachers that are Christian in philosophy and lifestyle and (3) classes sizes which enable the student to derive maximum benefit from his academic exposure.

Each student is expected to use all available school and home resources and to perform at his highest level in order to take full advantage of the educational program. His or her originality and creativity are encouraged within the framework of the classroom.

**Accreditation**

Accreditation was established as a governmental means for determining if minimum academic and faculty standards were being met by the schools within each state. VCS meets all State of South Dakota (K-8) requirements.

**Faculty**

All staff members of VCS are selected on the basis of their education, experience, and integrity. In addition, each staff member must acknowledge a complete and personal acceptance of the Lord Jesus Christ and believe that the Christian School ministry is their service to God. VCS requires degrees and certification in the faculty's specific subject areas. Faculty members are sometimes hired on an

emergency basis, VCS will utilize the State of South Dakota’s “Authority to Act” which grants temporary teaching licensure for teachers engaged in a progress to become Highly Qualified. Teachers have up to 2 years to complete an approved course of study to become Highly Qualified.

### **Curriculum**

The philosophy of the school will be carried out in its educational program. Textbooks and curriculum are important factors within this framework and will be carefully chosen.

Students are responsible for their textbooks and other curriculum-related materials and should damage or loss occur, they or their parents are accountable. It is generally hoped that non-consumable textbooks and/or other curriculum materials will have a usefulness of five years or more. Curriculum materials used at VCS are chosen to support continuity in the scope and sequence throughout all grades. Committees composed of teachers and the administrator screen potential adoptions to see how closely they align with VCS’s philosophy and objectives.

#### **Criteria used to evaluate and select curriculum.**

The scope and sequence of each subject area is considered along with the following criteria before curriculum materials may be adopted.

- The curriculum reflects and develops the goals of the school.
- The curriculum facilitates the mastery of essential learning and inquiry skills.
- The curriculum facilitates the learning of the important skills, concepts, and knowledge of the subject.
- The curriculum fosters the spiritual growth of the students.
- The curriculum enhances the ability of the students to think critically and reason logically.
- The curriculum contributes to the development of personal and interpersonal skills.
- The curriculum is relevant to our diverse world.
- The curriculum addresses and meets the standards in the school’s scope and sequence.
- The curriculum effectively integrates God’s Word into the subject matter.

### **Curriculum Assessment Schedule**

The Curriculum Review Cycle guidelines reflect the school’s comprehensive evaluation program. The curriculum will be evaluated on a frequent basis, under the direction of the Education Committee, in order to decide if important modifications should be made. Instruction should be evaluated in order to make personnel decisions—retain, dismiss, promote, etc.

### **Cumulative Records**

Cumulative records will be kept on each student. They shall be available in the main office for faculty members. The record of the individual pupil will include academic achievement, health information and test results. Parents may request to review their child's records, however, upon leaving VCS, records may only be transferred between schools.

### **Course of Study**

VCS provides a graded course of study. Provisions are made for periodic evaluation of courses of study and for revision in order to keep pace with societal and educational change. Curriculum development reflects VCS statements of philosophy and purpose, and is based on reliable findings from the sciences

dealing with child growth and development, and learning. The methods of instruction are ones which promote inductive learning through exploration and discovery, inquiry and interpretation, critical thinking and creativity. The goal of the entire school effort is to achieve proper and adequate development of the students in terms of academic learning, spiritual growth, and healthy social and physical performance.

### **Homework**

At VCS we believe that homework serves to reinforce class work and to allow enrichment and creativity. The amount of time a student needs to do homework varies from day to day and from student to student.

#### **The Administrator's Responsibilities**

The administrator should make sure that homework assignments are coordinated to increase communication and cooperation among teachers so that students are not concurrently overburdened with heavy workloads from all their teachers.

#### **Parent/Home Responsibilities**

Parents should recognize the important role of homework to the total instructional program of their child. Parents should make themselves aware of the assignments and expectations of the school and the individual teacher and should provide a suitable environment in the home for the completion of homework. Parents should help their child plan and budget time for completing their assignments.

#### **Guidelines for Teachers**

- 1) Homework should grow logically from classroom instruction. Time should be provided during class to begin the assignment and respond to questions.
- 2) Students should not be expected to deal with totally new skills or concepts in completing homework assignments.
- 3) Students should clearly understand the specific objectives, related purposes, process, and due date of each homework assignment. To help students responsibly schedule their homework, they should be notified of the assignment as much in advance as possible.
- 4) Homework assignments should be reviewed, recorded and included as part of the evaluation of the student's learning program.
- 5) A variety of homework should be assigned to include practice, creativity, preparation and extension assignments. Homework should not be given for disciplinary purposes or merely as "busy work".
- 6) Teachers should minimize homework on weekends, holidays and vacation. Family times should be encouraged during these special times.

### **Homework Make-Up**

If a student knows of an up-coming absence, the school asks that they bring a note to the office and then complete the work prior to their absence if at all possible. The student is responsible, immediately upon returning to class, to check with the teacher(s) for missed assignments. Missed work must be completed within twice the number of school days the student was absent. However, pre-assigned projects or homework will be due immediately upon the student's return to class. Special circumstances may warrant additional time.

### Late Work

In grades K-2, teachers will handle late work as they feel is appropriate.

In grades 3 through 8, classroom teachers will create an attainable policy for their daily assignments.

This classroom policy should be relayed to the students and parents at the start of the school year.

For large projects and/or long term assessments:

- Grades 3 and 4
  - 5% will be removed on the grade acquired on the assignment, per day, up to 5 days. After five school days, or at the end of the grading period (whichever comes first), the grade will become a zero and the student will no longer be able to make the assignment up.
- Grades 5 through 8
  - 10% will be removed on the grade acquired on the assignment, per day, up to 5 days. After five school days, or at the end of the grading period (whichever comes first), the grade will become a zero and the student will no longer be able to make the assignment up.

\*Adjustments may be made on a case-by-case basis per administrative discretion.

### Grading Scale

The following chart lists the grading standard to be used in the school program:

<u>Letter Grade</u>	<u>Percentage</u>	<u>Letter Grade</u>	<u>Percentage</u>
	<u>3<sup>rd</sup> to 8<sup>th</sup> Grades</u>		<u>Kindergarten to 2<sup>nd</sup> Grades</u>
A	95% - 100%	E	95% - 100%
A-	93% - 94%	S+	87% - 94%
B+	91% - 92%	S	77% - 86%
B	87% - 90%	S-	70% - 76%
B-	85% - 86%	N	0% - 69%
C+	83% - 84%		
C	79% - 82%		
C-	77% - 78%		
D+	75% - 76%		
D	72% - 74%		
D-	70% - 71%		
F	0% - 69%		

### Progress Reports to Parents

Reporting student progress is an important yet difficult part of parent/teacher communications. The reporting process is meant to convey the amount of student growth of each student. Several reporting methods will be utilized. In each case the focus will be on the individual, not a comparison with a group.

- **Parent/Teacher Conferences** – Regularly scheduled conferences, held twice a year, will be part of the reporting process. Parents are expected to attend these conferences
- **Parent Visitation** – Parents are encouraged to visit the school on an informal basis to observe their student in an educational setting, and to discuss the student's progress with our staff at any time. To insure adequate time for discussion, appointments should be made in advance
- **Mid-Term Reports (K-8)** - Mid-term reports will be sent home after the fourth week of each quarter
- **Written Progress Reports** - Report cards will be sent home each nine weeks

### **Parent/Teacher Conferences**

Parents of students can request a conference with their child's teachers at any time. Parents interested in arranging a conference with a teacher should communicate directly with the teacher to schedule an appropriate time that works for them. With *Matthew 18* in mind, parents should communicate with the teacher before contacting the administrator. The administrator is available for parent-teacher conferences following the initial parent-teacher contact. Parents are expected to participate in parent/teacher conferences that will be scheduled at the end of the first and third nine-week grading periods.

### **Grading and Reporting Periods**

The academic year is divided into four (4) quarters with grades being given in each subject at the end of every quarter.

Upon completion of the 8<sup>th</sup> grade, a certificate of completion will be granted by the Volga Christian School Board. The certificate will be signed by the president of the School Board and the school administrator, and shall bear the date of its issue.

### **Promotion and Retention**

***Elementary Policy:*** No elementary student will be promoted to the next grade if he/she has failed two or more academic subjects (Bible, Math, English, Social Studies, Science). The failed classes, which may be more than the two minimum, must be made up during the summer for the student to be promoted.

### **Assessments**

The State of South Dakota has recently switched to assessments based upon the Common Core. VCS participates in the Smarter Balanced Testing in grades 3-8. VCS also participates in South Dakota State Science testing in grades 5 and 8. VCS has implemented the use of Star Math and Star Reading to assess students 4 times throughout the school year. These assessments are designed to make sure each student is getting the correct instruction at their level of learning.

### **Library Guidelines**

The VCS utilizes the Sioux Valley Public School Library. Students in grades K-8 will have a regularly scheduled library time at least once a week. They are allowed to check out 2 books. If your child has read the books and is ready for new books, parents can stop by Sioux Valley after school until 4pm to return and check out new books. We encourage the students to pick out books that are in their reading level.

Book fines will be given to those students that do not turn in their books on or before the due date. The fine is 2 cents per day and continue to accumulate until the book is returned. The fines will not exceed the cost of the book. If a book is checked out for 2 months, it will be considered lost. It will be the responsibility of the student to replace the book. Sioux Valley library keeps tracks of all fines and sends notices home monthly.

## **SECTION TWO – PREPARING DISCIPLES**

### **Pledges**

Every day the students begin the day by saying the Pledge of Allegiance, the Lord’s Prayer and the refrain to “We Believe.” Opening the day with prayer and praising the Lord will set up our students for spiritual ease and peace for the day.

### **Pledge of Allegiance**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, invisible, with liberty and justice for all.

### **The Lord’s Prayer**

Our Father, who art in heaven, hallowed be thy name. Thy Kingdom come, they will be done on earth, as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us and lead us not into temptation, but deliver us from evil; for thine is the kingdom, and the power, and the glory forever and ever. AMEN

### **“We Believe” – refrain**

We believe in God the Father, We believe in Jesus Christ, We believe in the Holy Spirit, and He’s given us new life. We believe in the crucifixion, We believe that He conquered death, We believe in the resurrection and He’s comin’ back again, We believe!

### **Chapel**

Chapel is held weekly on Monday from 2:30-3:00 pm. The administrator or other designated individuals are responsible for conducting chapels. A spirit of awe and reverence should be present in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be observed at all assemblies. The goals of chapel include worship of the Lord and encouragement of spiritual growth and life.

### **Bible Memorization**

Students will be required to correctly quote the weekly verse. In addition to the weekly verses, the following required passages may be recited at any time during the year. Parents are encouraged to help their child(ren). Students may be asked to review some of the passages learned from the previous years. We will require that one passage be recited each semester.

### ***Required Passages***

<u>Preschool/K Prep</u>	Psalm 100
<u>Kindergarten</u>	Psalm 23
<u>First Grade</u>	The Ten Commandments (Exodus 20:1-17)
<u>Second Grade</u>	Luke 2:1-20
<u>Third Grade</u>	Books of the Old and New Testaments, John 14:1-6
<u>Fourth Grade</u>	The Beatitudes (Matthew 5:3-12), Psalm 1

<u>Fifth Grade</u>	1 Corinthians 13, Ephesians 6:10-18
<u>Sixth Grade</u>	Isaiah 53:1-12, John 1:1-18
<u>Seventh Grade</u>	1 Peter 1:3-9
<u>Eighth Grade</u>	Matthew 28:16-20, Apostles Creed

### **“DISCIPLINING” STUDENTS**

A life which reflects Christ is a life that makes an impact upon God’s world. At VCS we have standards of conduct and dress that we trust are shared by all of our students, families, and staff. Most of the standards are simply for the safety and security of our students and for the orderly operation of school.

Although we have no direct control over students away from the school and school activities, any behavior outside of school which may affect VCS will be taken into consideration.

In order to ensure spiritual and educational benefits for all students, every student is expected to follow school policies. Our desire is to encourage a respect for authority, which ultimately relates back to the One who has ultimate authority, and to develop self-discipline. With this in mind, students and staff members are expected to be courteous, to love, and to respect one another and visitors at all times.

VCS intends to provide its staff and students with a safe Spirit-filled environment, one that is free from offensive kinds of behavior. Intentional or unintentional conduct that subjects another person to unwanted attention, comments, actions, or any form of bullying because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created to reflect God Himself.

#### **Disciplining Procedures**

We believe that school and home working together in disciplining students will reap great benefits. The school is an extension of parental discipline and authority. Discipline is basic to growth in the Christian life (*Hebrews 12:1-13*). Christian love is at the heart of all discipline. The Lord is the God of love and justice. Whatever He does is always loving and always just, in other words, He is always right, i.e., righteous. Our goal at home and school is to emulate Him.

#### **Disciplining Students Step-by-step**

1. Teachers may implement such actions as: Staying in at recess; Removal of certain privileges; Restriction in either classroom or school activities.
2. Teachers may consult with and/or involve the administrator after repeated warnings and responses with little to no change in student behavior. The administrator will then confer with the student. A conference with parents and administrator may follow.
3. If poor behavior choices persist, parents will be notified and a meeting will be set with parent(s), teacher(s), and the administrator. Parents are encouraged to focus on the student’s behavior at home.
4. If poor behavior is not rectified, the School Board will be notified and a meeting between the board and parents may follow. Lord willing, this will bring about the needed results. If all else fails, then expulsion may have to be the final step.

### **Minor Infractions**

Examples of minor infractions which will be addressed include, but are not limited to: Tardiness; Name calling; Excessive talking; Running in the building; Minor dress policy issues; Minor property damage (school or others'); Littering in the building or on the school grounds; Possession of unauthorized items; Improper behavior during class or chapel; etc. Teachers will generally be responsible for the conduct of students throughout the school day. Students should expect to be corrected by a teacher whenever they have a "minor" issue. In the case of minor infractions, parents will generally not be contacted unless the teacher's corrective action has proven unsuccessful, in which case parents will be informed and involved.

### **Major Infractions**

Example of major infractions include, but are not limited to: Cheating; Lying/Half-truth; Bullying; Theft or vandalism; Causing conflict; Sexual misconduct; Multiple minor infractions; Major dress code violations; Disrespect for staff members and/or fellow students; Rebellious or irreligious attitudes; Leaving school without permission; Fighting or physical abuse; Any infraction of state and federal laws; Major property damage (school or others'); Possession of knives or other dangerous objects or weapons on school property; Profanity, obscene, or suggestive language, slang, or gestures; Use, influence, or possession of illegal drugs and/or abuse of those considered legal; Possession or distribution of pornographic material on or off school property; Bullying or "sexting" by means of electronic devices; etc. The administrator will typically respond to major infractions. The consequences may range from detention, in school or out of school suspension, or a recommendation of expulsion to the school board. Parents will be contacted and discussion will take place regarding a discipline plan.

### **Cheating**

Cheating is a major infraction. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. Teachers will take the appropriate precautions to ensure test security. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. In the case that cheating does occur:

- 1) The student will receive a zero on the assignment or test
- 2) The parent(s) will be notified by the teacher

### **Self-Reporting**

Consideration may be given for a student who self-reports any infractions of the VCS Major Infractions to Conduct/Discipline Code when final consequences are given.

### **Suspension**

Suspension may be implemented if (1) a student commits an offense (or series of offenses) that warrants such action, or (2) a student accumulates three disciplinary detentions in a semester's time. Suspension may be out of school or in-house depending upon the administrator's discretion. Students may return to school with the understanding that they are on probation and any further problems may result in expulsion. Students may be suspended on their first major disciplinary report if the offense the student has committed is of a degree that merits suspension. Some reasons for suspension are destruction of school property, fighting, use of inappropriate language, direct defiance to authority, or other major infractions. The administrator will set the duration of the suspension.

The following procedure will be followed in suspension cases:

- 1) The administrator will give oral and written (when necessary) notice to the pupil regarding facts that form the basis for suspension. The pupil will be given the opportunity to answer the alleged charges.
- 2) The administrator will give oral notice to the parent, and shall send a written notice explaining the facts, regarding the basis for suspension.
- 3) The pupil may not be removed from school before the end of the school day without contacting a parent.

### **Expulsion**

Students may be expelled on their first major disciplinary report if the offense the student has committed is of a degree that merits expulsion. Students who are expelled may not return to VCS until six months have passed and the student has shown a changed attitude. An option of withdrawal may be recommended by the administrator in lieu of expulsion.

It is the responsibility of the School Board to make the final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit a recommendation of expulsion by the administrator, the following procedure will be followed:

- 1) The administrator will notify the chairman of the Board of their recommendation. A date and time will be established for the Board to hear the recommendation.
- 2) The administrator will communicate with the student and parent(s) to summarize the reason(s) for a recommendation of expulsion.
- 3) The Board will then meet with the administrator, involved teachers, parent(s), and student for a hearing. The parent may, in writing, waive his or her pupil's right to a hearing.
- 4) The teachers, parent(s) and student will then be excused, at which time the Board will make a final decision regarding the expulsion. Minutes of the meeting must be kept and sealed pending a court order to open them.

### **Withdrawal**

Students who do not have a cooperative spirit or continuously display a negative spirit that is not in harmony with the school may be asked to withdraw from school. Parents will receive a letter that will warn them of this action so as to correct the problem if possible.

### **Bullying Policy**

As followers of Christ, when we look at topics such as bullying, we are bound to Scripture, which gives us guidelines for how we should treat one another. *Matthew 23:35-40*, "One of them, an expert in the law, tested him with this question: 'Teacher, which is the greatest commandment in the Law?' Jesus replied: 'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.' All the Law and the Prophets hang on these two commandments."

VCS intends to provide its staff and students with a safe Spirit-filled environment, one that is free from offensive kinds of behavior. Intentional or unintentional conduct that subjects another person to unwanted attention, comments, actions, or any form of bullying because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created to reflect God Himself.

Students are to be respectful toward fellow students and toward all members of the staff (teacher, administrator, substitute teacher, secretary, custodian, teacher-aide, and visitor to the building or program). Likewise, students are to be treated with the same respect and courtesy. Communication, oral or written, must reflect Biblical standards. Students must be considerate of others at all times. Profanity, put-downs, bullying, sexual harassment of any kind, physical, verbal or written/typed, electronic, lying, or other improper speech, gestures, or inappropriate written remarks will not be tolerated (See *1 John 3 & 4*).

Focus on Bullying: Bullying is any pattern of behavior that harms another individual for the purpose of exerting power over that individual. Preventing bullying is imperative for us as a Christian school. “God’s Love” is the antithesis of bullying. Even name calling targets people in such a way that they are placed/place themselves in a small box, rather than expanding their vision of who they are and who they can be as human beings created in God’s image.

Bullying Includes: Persistent name calling (even nicknames, unless staff approved), physical aggression, destruction or misuse of another’s personal property, mocking/taunting, gossip, threats, or any other kind of intimidation.

#### **Prevention:**

The primary and most effective method for preventing bullying is the presence of a supervising adult. Staff/teachers/supervising adult will let it be known that they are constantly watching and listening, they will be in the halls, on the playground, IE., they are omnipresent—they will find out.

Throughout the school year, teachers/staff will be hyper-vigilant in watching for behaviors that would be considered bullying (see above). The teachers/staff will assertively identify that behavior and immediately put a stop to it. NO MULTIPLE WARNINGS WITHOUT CONSEQUENCES.

#### **Protocols:**

1. Every instance of bullying will be addressed immediately if necessary and/or after class if more appropriate. If a student is addressed for bullying, this **MUST** be recorded in writing and given to the administrator. Any bullying or potential bullying behavior **MUST** be reported. The administrator will discuss the situation with the teacher to assess what can/should be done and appropriate preventative measures at the first notice of bullying.

2. Managing Pre-bullying/bullying behaviors: If any of the following occur, **the student who chooses this behavior will be referred by the observing staff to the administrator** as soon as possible:

- Cussing, swearing, sexual insults/language
- Pushing, hitting, kicking, pinching, biting or any other type of physical aggression
- Threats of any harm
- Persistent name-calling
- Intimidation
- Any patterns of mocking and gossip

3. A student’s second consultation with the administrator for bullying behavior will result in a call to the student’s parents/guardian.

4. A student's third consultation with the administrator for bullying behavior will result in the student being removed from class and/or sent home until a meeting with the parent(s) and student is arranged.
5. Any student consultation with the administrator regarding bullying will typically entail a consultation with the administrator by the student(s) who was/were the target(s).

### **Harassment Policy**

VCS is committed to providing a learning and working environment free of harassment based on an individual's race, color, creed, age, gender, disability, military status, national origin or ancestry, mental and physical attributes, or any other status or condition protected by applicable federal or state law.

It shall be a violation of this policy for any student, school personnel, or visitor to harass any individual through: (i) conduct or communication of a sexual nature or, (ii) communication, disparaging a person's race, color, creed, age, gender, disability, military status, ancestry or national origin, mental and physical attributes, or any other status or condition protected by federal or state law. For the purpose of this policy, "school personnel" includes school board members, all school employees and agents, volunteers, contractors, and persons subject to the supervision and control of Volga Christian School. This policy applies to violations that occur at the following locations: all School property; all School sponsored, approved, or related activities at any location; and when traveling to and from school and/or the workplace. An individual who believes that he or she is being harassed will notify the administrator.

The School will investigate all complaints of harassment and appropriate action will be taken against the individual(s) who is found to have violated this policy. A school employee, student, or volunteer who reports an incident of harassment to a school official and who makes this report in good faith is immune from civil or criminal liability relating to the report.

Notice will also be provided annually in all employee and student handbooks.

Legal Reference: Title VI of the Civil Rights Act of 1964  
Title IX of the Education Amendments of 1972  
South Dakota Executive Order 81-08

### **Grievance Procedures - Matthew 18 Principles**

The principles of Matthew 18 require that parents and students talk to teachers about problems before they talk to the administrator. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structures. This is the Lord's way of solving people-to-people problems. Everything that is done in the context of the school must be done in Christ's way. The world's method of solving school problems is inappropriate. The idea of suing the school or persons in the school is an idea that has no place in the Lord's work. Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the *Matthew 18* principles of solving school problems.

### **Grievance Procedures--Students**

In the event that any student, group of students, or parents shall feel aggrieved on account of any policy of the VCS Board, said student(s), or parents shall be entitled to use the following method of obtaining redress.

- 1) The student(s) or parent (or their agents) shall file a written request with the administrator of the School setting forth in detail the action or policy which is the basis of the grievance. The administrator may initiate a hearing or discussion on the basis of this written request.
- 2) If the grievance is not settled after being filed with the administrator, the aggrieved party or parties may at any time subsequent to fourteen days after filing with the administrator, file a written notice or copy of said grievance with the secretary of the School Board requesting that the Board review same.
- 3) The School Board or a committee appointed by it shall determine within thirty days whether a formal hearing shall be held. During the period of any grievance the policy or action being appealed shall be enforced - except if said policy is modified by order of the School Board.

### **Moral Conduct Policies**

The potential for serious moral misconduct of students is real in a Christian school. This policy defines the issues of moral conduct and the responsibility of the VCS to maintain Biblical standards and discipline in accordance with those standards. The school is not the primary entity responsible for corrective discipline. It is the responsibility of the parents and the local church as well. Therefore, the basis for the school's action must be the protection of the school and the maintenance of a Biblical role model.

### **Weapons Policy**

Christian schools are an example of what is required regarding the observance and respect for law in society (Romans 13). Schools are also highly conscious of the health, safety, and welfare of students, staff, and the public. State and federal laws forbid the bringing of concealed/dangerous or illegal weapons to school or school sponsored activities and we at VCS support our local, state, and federal governments. In following South Dakota State Law (13-32-7) no one, other than law enforcement personnel, shall intentionally carry, or have in their possession, store, keep, leave, place, or put into the possession of another person, any firearm, or air gun onto VCS property, this includes the parking lot area. This section does not apply to starting guns while in use at athletic events, or the ceremonial presence of unloaded weapons at color guard ceremonies. This policy shall not apply to any weapon, device or other item referred to which is being used by authorized individuals as a part of or in conjunction with school related activities or functions. As per SD state law, any student bringing a firearm to school shall be expelled for not less than 12 months and will be referred to law enforcement authorities. Although this policy is primarily written for firearms, it will also be in effect for any and all weapons, including, but not limited to firearms, knives, etc. The administrator shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis.

### **Dangerous Substances**

Because of the possibility of damage to school property or of bodily injury, the possession and/or use of matches, lighters, firecrackers, firearms, knives, explosives, and similar substances or items is prohibited.

*NOTE:* This includes having said items on your person, in any of your possessions, in your locker, or in your vehicle when on school property.

### **Damage to School Property**

If a student is guilty of any destruction, defacing, or theft of school property, he/she will be confronted and a plan for reimbursement will be made. Any student who incurs a debt in this manner will automatically be placed on probation until the debt is paid.

### **Electronics Usage**

No personal electronic devices are allowed in the classroom. They must remain in the lockers during school hours: 8:20 am to 3:20 pm. Electronic devices are not allowed to be used on the playground or during supervised recess times. If a device is found to be used during this time, the device will be taken away from the student and placed in the office until the end of the school day.

### **Technology Acceptable Use Policy**

VCS offers access to and use of its intra-school network as well as the internet. These connections are offered to provide additional educational resources and communication for students and teachers. In accordance with our schools mission statement, as noted above, VCS will seek to offer safety and guidelines in which the students and staff members (the Users) can learn more about God's world and can become better equipped to advance His kingdom.

The use of the networks and Internet is a privilege. If the User does not comply with the rules and guidelines set out before him/her, he/she will lose his/her privilege to use these connections. If the User intentionally or unintentionally does damage to equipment, software, or other user's data, the User could lose computer privileges and be subject to school discipline.

### **Summary of the Network and Internet Rules:**

When using the VCS network and/or its connection to the Internet, the User must accept the responsibility to use it in a proper, ethical, and legal way. The following guidelines apply to the use of the VCS Network and/or Internet, including both school-owned hardware/equipment/devices and items brought on-site by Users. This list is not exhaustive and VCS reserves the right to modify and amend the list as seen necessary.

- An adult supervisor must be in the room when the Internet is being used or written permission must be given for a student to be using these connections without direct supervision
- Logging onto or using inappropriate web sites is strictly prohibited. Volga Christian School's computers, network, and internet connection shall not be used to view, download, upload, forward, print, copy or file any inappropriate content IE. harmful, vulgar, obscene, pornographic, or unethical websites and images.
- Each User has the responsibility to report offensive material to his/her Supervisor. Attention should not be drawn to this offensive material, subjecting others to its influence.
- Each User/student must have a personal account with a password. The use of another person's account is not allowed.

- All rules and policies in place at Volga Christian School regarding honesty, courtesy, and integrity will apply; all rules which apply to physical classrooms will also apply to online environments (examples include: bullying/cyber-bullying, harassment, use of inappropriate language, sharing of personal information, etc.).
- Students will not install any software or attempt to alter or modify software configuration of the school's computers. Downloading or installing games and music files is prohibited.
- Abusive, vulgar communication is not to be used.
- Users under the age of 18 are prohibited from posting or providing personal student information in electronic format. This includes, but is not limited to, name, age, gender, home address, school address, phone number(s), and password(s). Users are prohibited from using other Users' personal information and/or photos in electronic format, including the prohibited use of "tags" on photos. Users are not allowed to use the Volga Christian School logo and/or school-related photos of employees or volunteers without prior permission; this includes the prohibited use of these items on personal social networking sites.
- All communication, pictures and graphics are the property of the author and may be used only with permission in accordance with specific copyright laws.
- Students will not be allowed to use personal e-mail, instant messaging, or social networking sites such as, but not limited to, Facebook.
- Students in grades K-8 will receive lessons on internet safety, digital citizenship, and cyber-bullying. These lessons will be given through computer class lessons integrated into the curriculum, and indirectly through teacher guidance in each classroom that utilizes digital content as a resource.
- Staff members will receive annual training on internet safety, digital citizenship, and cyber-bullying in order to maximize their level of awareness of state and federal guidelines, as well as inappropriate student activity to be alert to.

Discipline actions for infractions and misuse of Volga Christian School's network, internet connection, software, and/or hardware will include one or more of the following:

- Temporary or permanent loss of privileges for use of these items
  - Account restrictions including increased filtering or time use restrictions
  - In-school suspension
  - Community Service
  - Legal action, if necessary
- VCS reserves the right to respond to each infraction on an individual basis, taking into account the severity of the infraction, the intentions behind the infraction, and the history of the offender.

### **Filtering and Monitoring Rights**

VCS will use hardware and/or software to block and filter, to the extent which it is possible, access to harmful, vulgar, obscene, pornographic, or unethical websites and images. VCS will also use hardware and/or software when possible to block and filter websites that are deemed to be "non-learning: and may interfere with and distract from the learning environment which VCS is trying to maintain.

VCS reserves the right to monitor all online and network activities by the Users (staff and students included). This access includes the right to review, copy, store or delete any electronic communications or files and to share them with authoritative personnel as seen necessary.

*Privileges* - The use of the Internet and VCS email is a privilege, and inappropriate use will result in a cancellation of those privileges. (All users who receive an account will be part of a discussion with a VCS staff member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administrator, faculty, and staff of VCS may request the system administrator to deny, revoke, or suspend specific user account.

*Network Etiquette* – Students and Staff are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite.
- Use appropriate language.
- Use computers appropriately.
- Do not reveal your personal address or phone numbers of students or colleagues.
- No one may use another person's user ID or password
- Know that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property but subject to monitoring.

*Security* - Security on any computer system is a high priority, especially when the system involves many users. Any student who tries to hack through the security systems in place on any school computer will lose the privilege of using VCS computers, and may face other disciplinary action.

Passwords are private and must not be shared with others. Students may not allow anyone else to use their accounts since they are responsible for what happens in their own accounts.

Students may not install software to any school computer. Students may not copy or download executable files to their U:Drive folder, flash drive or the local hard drive without explicit authorization from the school administrator. Only authorized school personnel may install software.

Students will make no attempt to change any computer settings or properties. This includes, but is not limited to, screensavers, wallpaper, resolution and colors, file and folder permissions.

## **DRESS AND GROOMING**

*Foundation* - The mission of VCS is “to enable students to honor God by integrating Christian faith, learning and living through a Christ centered, quality education.” Parents are responsible to determine appropriate dress and grooming for their children in such a way that the Lord is honored and that the educational process is enhanced at VCS. Parents and students are expected to observe what is being worn to school every day and to ask such questions as, “Are these clothes seeking to glorify the Lord?” “How will these clothes appear to or affect others?” “Will these clothes distract from my learning or others’ learning?”

Just as there is appropriate clothing for church, work, etc. in life, there is also appropriate clothing for school and related activities. Although the school will take a close look at what students are wearing, the ultimate responsibility for the enforcement of the school's standards lies with the parents. In general, students have the freedom to wear a variety of clothing to school, provided that their choices

of clothing meet standards of neatness, cleanliness, modesty, and appropriateness. We are all unique creations of God and the way one dresses is a celebration and expression of our personalities. The goal is to show a healthy expression and not to reveal a rebellious spirit. With freedom comes responsibility. ***“Live as people who are free, not using your freedom as a cover-up for evil; but living as servants of God.”*** (1 Peter 2:16). ***“Do not be conformed to this world, but be transformed by the renewal of your mind”*** (Romans 12:2).

The Bible says that ***“Man looks on the outward appearance, but the Lord looks on the heart”*** (1 Samuel 16:7). The Lord knows our spiritual condition by our hearts, but men initially see only the physical body and how it is attired. As such, our dress and grooming policy has three intents. The first intent is to honor the Lord Jesus Christ in our appearance and every area of our lives. ***“So...whatever you do, do all to the glory of God”*** (1 Corinthians 10:31). The second intent is to encourage students to learn discernment in this and every area of life and to reflect favorably on the Christian nature of our school (Philippians 4:8-9). Finally, we want to enhance the educational process. Our goal is to be neat, clean, modest, and appropriate.

**Neat**— properly fitting and in good repair.

**Clean**— not dirty, grungy, or unkept.

**Modest**— should not attract undue attention or be suggestive in any way. Clothing that is meant to reveal and not conceal, is immodest.

**Appropriate**— wearing clothing that fits the occasion, does not hinder the educational process, and does not promote a non-Christian lifestyle.

### **In the unlikely event of student interaction with the administrator about dress policy and grooming, the interactions will take place as follows:**

First interaction—A staff member will alert the administrator about a potential need to address a dress or grooming concern. If deemed necessary, the student will be brought to the office at a class break as soon as the administrator is available. There will be a meeting with the administrator for loving Christian encouragement. Alternate clothing will be made available and, when necessary, a parent will be informed of the need to bring in other clothing. A clear warning will be given.

Second interaction—the pattern mentioned above will be followed. There will be a second meeting with the administrator for loving Christian encouragement; a parent will be informed and invited to attend if they wish. Alternate clothing will be made available and, when necessary, a parent will be informed of the need to bring in other clothing. Time out of class will be unexcused. A detention will be assigned.

Third interaction— again, the pattern mentioned in the first interaction will be followed. A meeting will be set up with at least one parent to discuss the situation and determine the next course of action.

### **Dress Policy Guidelines**

- 1) Clothes or shoes that are too revealing, too short, too skimpy, too tight, too sloppy, too smelly, too dirty, too raggedy, or too worn are unacceptable
- 2) Clothing may not be more than three inches above the top of the knee
- 3) Coats, hats, bandannas, scarves worn on the head, gloves, sunglasses, and other forms of outerwear apparel, etc. are not to be worn in school

- 4) Any attire, jewelry, or accessories that advertise, promote, or depict alcoholic beverages, tobacco products, drugs, gangs, negative musical groups, sex, or profanity are prohibited
- 5) Visible body piercings (except ears for girls) and tattoos are not permitted. Pins or rings affixed to the nose or any other areas are not to be worn
- 6) Boys may not wear tank tops or sleeveless shirts. Undergarments must not be visible
- 7) Girls' necklines, backs of dresses, and shirts/blouses must be modest, with midriffs and chests (cleavage) covered even when bending down. Midriffs may not be exposed at any time a student is standing, sitting, or raising hands above the head. Sleeveless tops must have a shoulder width of at least two inches. Tops with a single strap over one shoulder or spaghetti straps are not permitted. Extremely tight tops are not permitted. Undergarments must not be visible
- 8) Hair must be clean, neatly combed, and not a distraction to those around you
- 9) Shoes or sandals are to be worn at all times

***“Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things” (Philippians 4:8).***

## **SECTION THREE – IMPACTING GOD’S WORLD**

### **Church Attendance**

Believing that our role at VCS is to assist the home and the Church in the task of training young people, we feel that it is of utmost importance for all our students, with their families, to be in regular attendance at their Church. (*Hebrews 10:25*)

### **Mission Trips/Service Opportunities**

Starting in Preschool, VCS is deliberate in giving students opportunities to make an impact on God’s world. This is done through connecting with community care homes and with churches in the Volga area. An example of connecting with the community is during Christian Education Week cleaning yards of the elderly. The point of these various activities is to give our students real world practice at impacting God’s world for His glory.

### **Parent Involvement Policy**

VCS functions off of volunteers, tuition, and donations. VCS assumes that there will be active and substantial parental involvement in the education of their children. By volunteering with fundraising efforts, VCS is able to offset tuition fees to families to keep the cost affordable. The actual tuition *per student* at VCS is \$6200 per year.

### **Parent-Teacher Fellowship (PTF)**

The Parent-Teacher Fellowship meets at least five (5) times per year. PTF meetings provide a time for parents to get to know each other and teachers, as well as to act on important school issues. The PTF also hosts fundraisers periodically throughout the year. Parents will also participate by serving on one of the committees and circles.

### **Harvest Festival**

The Annual Harvest Festival is held the first Saturday in November. It is the major fundraiser for VCS. Parents are expected to help out by donating food for the meal, soliciting items for the auction from local businesses, working in the kitchen and serving on committees/circles. This fundraiser keeps the tuition cost affordable and Christian education available.

### **Old Time Carnival**

The Annual Old Time Carnival is held in February. Parents are asked to help run a game during an assigned time. This event has become an extremely fun event for the community. All families are expected to help out by donating time, baked goods for the Cake Walk and desserts for the concession stand. This fundraiser raises money for tuition assistance.

### **School Cleaning**

All parents who have students enrolled in the current school year are responsible to help clean school during the summer following the school year. The Administration will assign each family to a particular area of the school during set dates during the summer. If parents are unable to clean school during those dates, a \$200.00 fee will be charged.

**Volga Christian School Society**

VCS Society is made up of supporters of VCS. This may include alumni, grandparents, parents, teachers (both former and current), Administrator, or any person with an interest in the functioning and well-being of VCS. Meetings are held at least one (1) time per year in August prior to the coming school year. The school board can call a special Society meeting at any time they deem necessary. Issues important to the school are discussed, new board members elected, and the school budget is reviewed and approved at this meeting.

## **SECTION FOUR – OTHER POLICIES**

### **Backpacks**

Students are encouraged to use a backpack to carry materials to and from school. These bags should be able to fit within their locker. Backpacks are to remain inside of students lockers throughout the school day.

### **Food and Beverages**

At the elementary level, water bottles are encouraged within the classroom. In most classes, a scheduled snack time occurs daily. At the middle school level, water bottles are encouraged within the classroom. A morning break is provided so that students may eat a quick snack if they desire. Food and beverages (in appropriate containers) are allowed within the students' lockers, but not in the classroom.

### **Hours of the Normal School Day**

The school day for grades Preschool, Kindergarten Prep, K-8 is Monday, Tuesday, Thursday and Friday 8:20 AM-3:20 PM. Wednesday 8:20 AM-2:10 PM.

### **Preschool Hours**

VCS has three (3) Preschool options. Three (3) day (Kindergarten Prep) option: Monday, Wednesday and Friday, run the regular school hours. Monday and Friday from 8:20 AM-3:20 PM and Wednesday from 8:20 AM to 2:10 PM. Preschool: Tuesday and Thursday AM option is from 8:20 AM to 11:45 AM. Preschool: Tuesday and Thursday full time option is from 8:20 AM to 3:20 PM.

### **Supervision of Students**

Supervision of students on school property is provided from 8:10 AM to 8:20 AM on the playground, after which the students will line up for opening pledges and prayer. Students are not to be in the classrooms or commons area before 8:20 AM. The students will also be supervised from 3:20 to 3:30 PM out in front of the school. We ask that parents make arrangements to pick up their children at 3:20 PM. From 3:30 to 4:00 PM, students will be in the office and parents will need to come in and get them. During these times it is understood that the student is the responsibility of the school, and as such, we retain the authority to exercise supervisory or disciplinary measures.

### **Calendar**

The school calendar will be set up at the beginning of each academic year and made available on the school website.

**Website Address:**      <http://www.volgachristianschool.org>

### **Bus Service**

Transportation is provided by the Sioux Valley Public School System to those living within the Sioux Valley School system. Students will follow established bus rules of Sioux Valley Public Schools. To contact the bus drivers to notify of changes in pick up or drop off procedures, call 605-627-5523 or 605-651-3956 between 7:00 AM and 7:45 AM. There is an answering machine in the bus shed if no one is there.

### **Sioux Valley Bus Procedures:**

- Students must be on time at the designated bus stops. If privilege is abused, use of busing will be revoked
- Students must **NOT** stand in the traffic lanes while waiting for the bus
- Students must await the signal from the driver to cross a road or highway. The crossing must be made approximately 10 feet in front of the bus and in full view of the driver
- Students getting off at a different stop than usual must present written permission to the driver from their parent/guardian
- Animals are **NOT** allowed on the bus
- Students should always get permission from the bus driver ahead of time when you have friends going home with you on the buses or when they may ride to school in the mornings. There needs to be room

### **Sioux Valley Bus Rules:**

- Passengers will obey all instructions of the bus driver
- Hands and head **must** remain inside the bus and students remain seated at all times
- No profanity
- Keep the bus clean
- Weapons/dangerous items and violence are prohibited
- Do not destroy property
- For your own safety, do not distract the driver through misbehavior
- The bus driver may assign seats to students

### **Misbehavior on Bus:**

The first time a written notice goes home to report bus misconduct; the student will be suspended for a period of five (5) days. Upon the second notice a student will be suspended for a period of ten (10) days and on the third notice the student will be suspended from all bus riding privileges for the remainder of that school year. The procedures outlined above may be altered to handle serious infractions, which require immediate suspension or expulsion from school

### **BATA Transportation**

VCS has partnered with BATA this school year to provide after school transportation to Brookings for families outside of the Sioux Valley Public School bus service. Parents are required to fill out the BATA transportation release form and submit it to BATA. The student(s) would be picked up at VCS and then ride the bus to the Boys and Girls Club as the drop. Parents would be required to pick their child up from the Boys and Girls Club parking lot around 4:15 pm or contact the Boys and Girls Club to enroll your child in their program for after school care.

### **Lunch Program**

VCS does not have hot lunch available. Please send a sack lunch with your child daily. Limited microwave use is available for warming food up. We will limit the amount of time to warm up food to 3 minutes per student. There is a refrigerator available to keep perishable food cold during the morning. Milk for lunch will be available for students. Parents will be required to purchase punch cards for their

student(s) to have milk during lunch. Milk will be provided for all students during the morning break at no cost to the parents.

### **Field Trips**

Field trips are planned for their educational value. Parents will be informed regarding the details of the trip. Parents may be invited to participate in field trips, but it should be understood that the supervision of the students is the teacher's responsibility and he/she will retain full right to exercise authority in the administration of supervisory and disciplinary measures.

### **Drivers: Parents and Others**

Our insurance company has advised us that we have on file copies of the following for all parents and others (staff members, grandparents, etc.) who drive for field trips:

- Driver's License
- Proof of Insurance

These must be submitted to the office before driving for school activities.

### **Parties at School**

We will have various occasions for parties throughout the year. Parents may be asked to help furnish various items and/or supervise the activities.

### **School Supplies**

Supply lists for each class will be posted on the school website by August 1<sup>st</sup>.

### **School Pictures**

School pictures will be taken on Registration day, August 6<sup>th</sup>, 2018 for all students and teachers. Picture retakes are scheduled on September 6<sup>th</sup>, 2018 for those unable to have pictures taken on the first day of school or those unhappy with how the pictures turned out. Pictures are available to siblings also.

### **Playground Rules**

Students in our Preschool through grade 4 have daily recesses. Any equipment taken out of the shed by students must be returned by the person removing the equipment. Children may not ride their bicycles during recess times. All bicycles ridden to school must be parked in the bike rack in the front of the school during the school day. No baseballs will be allowed to be used during school hours. No tackle football or throwing snow balls. Students will help to keep the playground clean and picked up. Students will use the playground equipment in a proper and safe manner, jump ropes and scooters are not permitted to be used in any combination. Students are not permitted to climb on the outside of the tube slide, on top of the monkey bars or to go into the trees at the south end of the school property.

### **Staying in at Recess**

A signed note from the parents/guardians is required if you choose to have your child stay in at recess due to illness, etc. Children will be required to be outside in the winter months unless the temperature or wind chill is below 0° F.

### **Fire and Safety Drills**

Throughout the year there will be unannounced fire drills, two (2) per semester. When the fire alarm sounds, all persons in the building will file out in a quiet, orderly fashion. All doors must be shut, lights

turned off, and absolutely no talking. Each student is to remain with his classmates at all times. All classes will have an "assigned exit" through which they are to pass. A signal will be given to reassemble in the classroom.

There will also be safety drills for tornadoes. Finally, throughout the year there will be two shelter in place drills practiced. One shelter in place drill will occur while students are in class and the other will occur while they are in the hallways, between bells. The students will be given adequate practice in these drills to assure orderly and safe exit to the designated safety areas. Be sure to familiarize yourself with the proper exit plans in each room.

### **Closings for School Emergencies**

Occasionally, emergency conditions make it necessary to close the school. In most cases this will be due to snow or icing conditions which make the roads impassable or unsafe. In case of emergency closing, such information will be broadcast over 1430 AM/93.7 FM KBRK, 910 AM/102.3 FM KJJQ-Brookings and on KELO TV website. Calls will also be made to families via Sioux Valley's School Reach automated phone notification system. The decision to close school will rest with the Superintendent at Sioux Valley Public School.

### **Parking**

Students and staff are expected to park in the spots to the east of the sidewalk. Once those spots are filled, the far west parking spots will be utilized. The parking spots closest to the door will be left open for parents dropping off students and picking them up.

### **Cell Phone and Telephone Usage**

Student cell phones must remain in their lockers at all times. Students are able to check their phone, at their locker, in between classes, during break, and before and after lunch, as long as their phone remains in their locker. Students and teachers will not be called out of class for a phone call, except in case of emergency.

### **Lost and Found**

Please label all clothing, lunch boxes, and supplies. This expedites the search for the rightful owner. All items found should be turned into the office. Lost items which are not claimed will be donated to a local charity.

### **Visitors at School**

All school visitors during the school day (including parents and family members) must check in at the school office, sign in and get a visitor lanyard. Visitors may not visit students while they are in class. Parental consent, either by telephone or a written note, must be given to the administrator before any outside visitor may remove a student from the school. Parent visitation at school is always welcome. If you wish to visit school, please contact the office, preferably a day in advance, to be sure the class isn't planning activities away from school.

### **Background Checks for Volunteers**

Volunteers play a very important role at VCS. We are extremely grateful for all of the time that our volunteers give to the school each and every year. In the cases where volunteers will come in direct contact with students, they may be required to undergo a background check.

### **Change of Address or Phone Number**

If you change your address, phone number, or work location, please notify the school office. It is important that the "emergency location" be current. VCS sends this information to Sioux Valley Public Schools so they can update their automated School Reach messaging system. If your information is not current at VCS, then weather related notifications will not be relayed.

### **Building Use Policy**

- Unsupervised use of school facilities is strictly prohibited.
- Supervised use of school facilities is defined by the presence of an adult in the school, in the location which is in need of supervising. (Example-if an activity is in the common area, then the supervisor must be in the common area).
- An adult is defined to be an employee of the school, or anyone 21 years of age or older that has been previously approved by the administrator and shall normally fulfill the following criteria:
  - The individual must have a staff member's recommendation
  - The individual must have a credible profession of Jesus Christ and have the ability to take responsibility for both himself/herself and others.
  - The individual must in some way be affiliated with the school (Example: parent, coach, alumnus, etc.)
- Supervisors are to remain in the building until all students are gone.
- All designated supervisors should be aware of and enforce the Building Use Policy and additional school policies as they pertain to their situation.
- The building must be left neat and orderly with all equipment returned to proper storage.
- Irresponsible use of the facilities may result in disciplinary action. Fines may be assessed in order to replace broken or damaged items. Offenders may be banned from the school.
- Supervisors are responsible for checking all exterior building doors and turning off all lights prior to leaving.

### **Keys Policy**

- All keys and the holders of those keys will be documented in the office
- Staff members in need of building and/or specific room keys will be assigned them as needed and as they pertain to their job description
- A staff member is defined as someone currently employed by the school
- Other temporary staff members or volunteers may be assigned keys as necessary
- All key agreements will be reviewed annually
- Any misuse of keys or duplication of keys will result in paying the cost of re-keying

### **Asbestos Hazard Emergency Response Act**

VCS has on file a complete and updated Management Plan for asbestos. The Management Plan is available for viewing by interested parties, Monday through Friday, 8:00 AM to 3:30 PM or by appointment thereafter at the VCS office. Copies will be available for \$35.00 within five (5) days of a written request.

## **HEALTH SERVICES**

### **Injury to Student**

The staff of VCS will attempt to exercise reasonable judgment for the care of students in the case of physical injury. In those cases where an injury appears to be serious, we retain the right to seek professional help, including ambulance, doctor, and emergency room services. Parents will be responsible to pay for the services obtained in the child's behalf. Medical consent forms need to be filled out and available in all student files.

### **Illness during School Hours**

If a student becomes ill during the day, s/he may be excused to go home by the school office. Before any student is excused, however, a parent will be contacted by the school office. For this reason it is important that the school have the correct home and office telephone numbers of both parents.

### **First Aid Procedures**

First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection. Parents will be notified if first aid is administered. If they can be consulted immediately, efforts will be made to find out where the child should be taken. This information will be on file on the "Emergency Information Forms" for each student in case the parents cannot be reached. A representative of the school faculty should stay with the child until the parent assumes responsibility.

### **Contagiousness**

A student is considered contagious and must stay at home for 24 hours from the last episode of vomiting and/or diarrhea or a temperature of 100<sup>0</sup> Fahrenheit. Should the student be diagnosed with bacterial conjunctivitis (pink eye) or strep throat they **must** be on antibiotic eye drops or antibiotics for 24 hours before returning to school. If your child has contacted a communicable disease, please inform the school personnel so they can take preventative measures at school to combat the spread of the illness. Examples of communicable diseases are: chicken pox, impetigo, head lice, scabies, ring worm, pink eye, rotavirus and whooping cough.

### **Chronic Conditions**

The School will evaluate on a case-by-case basis whether or not it is able to meet the medical needs of students who have chronic medical conditions which require the care of licensed medical personnel.

### **Immunization Policy**

South Dakota law provides for compulsory immunization of elementary and high school students. The law stipulates that pupils be immunized or vaccinated, or be in the process of receiving this protection at the time of opening of school in August. A record of these immunizations must be presented at the school office - unless a certified/authorized physician's exemption is on file. The immunization program must be completed and dates on file in the office no later than the 15th day of school or the student will be excluded from school until the program is completed.

### **Health Examinations**

Health examinations are given at VCS by the County Health nurse each school year as follow: First Grade – vision; Third Grade – vision; Fifth Grade – complete health assessments; Seventh Grade girls – Scoliosis screening; Eighth grade boys – Scoliosis screening. Kindergartners are examined as part of their Kindergarten screening.

### **Medical Emergency Procedures—Minor and Major**

At the beginning of each school year all students are asked to fill out the emergency contact information which is on the “Enrollment Application.” This includes the name and phone number of the parents and an alternate person to be notified if the need should arise. Emergency services shall be utilized as deemed necessary by the administrator or staff on duty. In case of minor illness VCS has a room in which students may rest until the parent releases the student from school. In case of a more serious illness, the family will be contacted by phone and requested to come to pick up the student within the hour. Student will not be allowed to leave school without the consent of parent or guardian.

### **Head Lice Policy**

If one or more student is identified with head lice, a general letter will be emailed to all of the VCS families at the appropriate grade levels. In addition to this, a more specific letter, including preventative measures to take, will be sent home with the grade level of the student(s) identified.

The students within the classroom of the student identified will be checked as well as siblings and other close contacts. The school will decide if the checks need to go beyond this measure. Students found to have head lice will be sent home for treatment for a minimum of 24 hours. Twenty-four hours after treatment, students are welcome back to school. They will be re-checked before they are sent back to class. In the case that they are able to return to class, they will continue to be rechecked weekly as a preventative measure for up to a month for possible re-infestation.

## **PART FIVE: MISC. INFORMATION**

### **Tuition for the 2018-19 School Year**

Preschool ½ day (Tuesday/Thursday mornings)	\$1000.00 or \$100/month
Preschool full day (Tuesday/Thursday)	\$1750.00 or \$175/month
Kindergarten Prep (Monday/Wednesday/Friday)	\$1950.00 or \$195/month
1 student (K-8)	\$3750.00 or \$375/month
2 students (K-8)	\$6000.00 or \$600/month
3 students (K-8)	\$8250.00 or \$825/month

\*Second and third student rate applies to student in Kindergarten to 8<sup>th</sup> grade

### **Delinquent Tuition Policies**

When parents paying tuition on a monthly basis become delinquent by two (2) months, the board will send a reminder letter. After three (3) months delinquent tuition, without prior arrangements having been made with the board, students will be removed from the school roster. All other payment plans previously arranged with the school board will not be delinquent provided payments are received as previously arranged. All new families will be required to make financial arrangements by school registration.

Enrollment for the next school year will be denied if delinquent tuition has not been paid as of the end of the fiscal year (July 31<sup>st</sup>) or no suitable plan for past or future tuition has been established with the board.

### **School Board**

A five member board governs VCS. Board members each serve a three year term. New board members are elected each year at the annual VCS Society meeting in August. Present board members are:

Jonathan Kleinjan	President	605-651-0588
Justin Olson	Vice President/Buildings & Grounds	605-690-6393
Kevin Triebwasser	Secretary	605-695-4266
Katherine Hofinga	Expense Treasurer	307-689-8834
Erin Weinkauff	Revenue Treasurer	605-690-6484

### **PTF Board**

A four member board governs the PTF. Board members serve a three year term. New board members are elected in the spring before school is dismissed. They then begin their term at the September meeting in the fall. If a parent holds an office on the PTF board, they are not eligible to hold an office on the School board. Present board members are:

Ginger Post	President	605-690-9199
Jackie Top	Vice President	605-881-3065
Angela Gross	Secretary	605-690-7709
Tanya Triebwasser	Treasurer	605-695-8093

**2018-19 Volga Christian School Staff**

Richard Brubakken	Administrator
Beth Eich	Administrative Assistant
Stephanie Dick	Preschool and Kindergarten Prep Teacher
Maria Schlueter	Kindergarten Teacher
Jennifer Hosmer	1 <sup>st</sup> and 2 <sup>nd</sup> Grade Teacher
Jessica Kaemingk	3 <sup>rd</sup> and 4 <sup>th</sup> Grade Teacher
Elizabeth Christensen	5 <sup>th</sup> and 6 <sup>th</sup> Grade Teacher
David Novak	7 <sup>th</sup> and 8 <sup>th</sup> Grade Teacher
Hope Gauger	PS – 8 Music Instructor
C.T. Hosmer	Custodian

***Mission of the Volga Christian School is to enable students to honor God by integrating Christian faith, learning and living through a Christ centered quality education***

***“By this everyone will know that you are disciples, if you love one another.”***

***John 13:35***