



# **VOLGA CHRISTIAN SCHOOL**

**ESTABLISHED 1949**

## **Student / Parent Handbook**

Approved February 2024

**The 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.**



**“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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## MISSION

To enable students to honor God by integrating Christian faith, learning, and living through a Christ-centered, quality education.

### We believe....

- The Bible is the inspired and inerrant word of God. It clearly teaches all we need to know for life with God now and forever. It is the only standard for faith and life.
  - 2 Peter 1:21, 1 Corinthians 2:13, 2 Timothy 3:16, Luke 11:28, John 5:39, Psalm 119:105
- There is only one true God. In the Bible God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called Triune. All three persons are fully God, equal in power, glory, and in every quality. It is God who created, redeemed, and sanctified us.
  - Deuteronomy 6:4, Matthew 28:19, Genesis 1:1, 1 John 2:2, Romans 15:13
- At the beginning of time God created heaven and earth and all creatures. He did this in six days, using his almighty word to create all things. Man and woman are God’s special creation.
  - Genesis 1:1, Genesis 1:31, Exodus 20:11, Psalm 33:6-9, Psalm 124:8, Mark 10:6, Hebrews 11:3
- The first man and woman, Adam and Eve, lost the image of God when they gave in to the temptation of Satan and sinned by disobeying God’s command. Since that time the whole human race is corrupted by sin, making all people guilty before God and subject to damnation. We are therefore dead spiritually and unable to make ourselves right with God by our own efforts and deeds.
  - Genesis 2:17, Psalm 51:5, Ephesians 2:1, John 3:6, Psalm 5:4, Romans 5:12, Romans 8:7-8
- The message of the gospel is the good news that our loving God sent his Son, Jesus Christ, to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the gospel promises.
  - John 1:17, Romans 1:16, John 3:16, Colossians 2:13, Luke 2:10-11, 2 Corinthians 5:21
- Jesus Christ is the Savior of everyone. He is the eternal son of God, equal to the Father and the Holy Spirit. He is also the son of the Virgin Mary. He became man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay the price sufficient for everyone’s sin. After rising from the dead, Jesus ascended into heaven. On the Last Day he will judge all the people who are still living and those whom he will raise from the dead.
  - 1 John 5:20, Matthew 1:23, Ephesians 1:7, Galatians 3:13, Hebrews 4:15, Romans 1:4, Acts 10:42
- God declared all sinners righteous in his sight when Jesus Christ died on the cross for us. God declared everyone free from the guilt and punishment owed for our sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but only by faith worked by the Holy Spirit.
  - Eph. 2:8-9, 2 Corinthians 5:19, Romans 3:22-24, Romans 3:28, Mark 16:16, 1 Corinthians 12:3
- As believers in Jesus, Christians will seek to grow in knowledge and faith through the study of the Holy Scriptures. The Holy Scriptures will be their source of comfort, security, guidance, encouragement, and hope (confidence) for the future.
  - Psalm 119:105, 1 Peter 2:2-3, John 20:31, John 5:39, 2 Timothy 3:15
- As believers in Jesus, Christians will strive to show their love to God by using their gifts and talents to help spread the Word of God. They will help their fellow Christians and all people in every possible way.
  - John 14:15, 1 Thessalonians 2:8, Galatians 5:22-23, 1 Corinthians 10:31, Matthew 28:19-20
- The Lord gave parents the primary responsibility for the Christian training of their children.
  - Ephesians 6:4, Psalm 78:1-7, Deuteronomy 4:9-10, Deuteronomy 6:6-9
- The Lord gave to his Church on earth the responsibility to train its children according to the Scriptures.
  - Acts 20:28, Matthew 28:20, John 21:12-17, 1 Peter 5:2
- The Lord’s Church through its various agencies calls pastors and teachers to function in its midst as public ministers of the Word of God. These ministers strive to honor their Lord by serving their students and parents by performing the privilege of their ministry faithfully.
  - Acts 1:21-26, Ephesians 4:11-12, Romans 10:12-15, 2 Timothy 4:2, Matthew 25:14-30
- Baptism is a sacrament, a sacred act instituted by Christ. Using water and God’s Word, it offers and

gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth brought through baptism.

- Matthew 28:19, John 3:5-6, Titus 3:5, Mark 10:14, Acts 22:16, Mark 16:16
- Holy Communion is a sacrament instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe.
  - Matthew 26:26-28, I Corinthians 10:16, I Corinthians 11:27-28, I Corinthians 10:17
- God commissions his people to go into the world with his word. In this way God's people praise him and share the way of salvation with others. God uses this law/gospel message to bring people to faith and equip them for lives of service.
  - Mark 16:15, Matthew 28:19-20, 1 Peter 2:9, 1 Peter 3:15-16, Romans 10:13-17, Ephesians 4:11-12

### **About Volga Christian School**

Volga Christian School is owned and controlled by a society of Christian parents who seek to provide an education whereby the Word of God is an all-pervading force in the curriculum and the learning process both in and out of the classroom.

It is the goal of VCS:

- To glorify God and enjoy Him forever
- For the Bible to become meaningful and alive in children's lives.
- To meet academic standards of the state.

### **Board Members**

- Mrs. Tanya Triebwasser
- Mr. Brandon Ridgeway
- Mrs. Ricki Boyle
- Mrs. Victoria Waldner
- Mr. Justin Olson

### **Administrator**

- Dr. Kimberly Kludt

### **Teachers**

- Preschool / Music: Ms. Darian Bush [darian.bush@k12.sd.us](mailto:darian.bush@k12.sd.us)
- Kindergarten / Discipleship: Mrs. Maria Schlueter [maria.schlueter@k12.sd.us](mailto:maria.schlueter@k12.sd.us)
- First and Second Grade / Art: Mrs. Alyssa Haufschild [alyssa.haufschild@k12.sd.us](mailto:alyssa.haufschild@k12.sd.us)
- Third and Fourth Grade / Library: Mrs. Abby Hawks [abby.hawks@k12.sd.us](mailto:abby.hawks@k12.sd.us)
- Fifth and Sixth Grade / PE: Mr. Chance Goodfellow [chance.goodfellow@k12.sd.us](mailto:chance.goodfellow@k12.sd.us)
- Seventh and Eighth Grade / Technology: Mr. John Falcone [john.falcone@k12.sd.us](mailto:john.falcone@k12.sd.us)
- School Coordinator: Mrs. Angie Andreasen [angie.andreasen@k12.sd.us](mailto:angie.andreasen@k12.sd.us)

### **Academic Standards**

Volga Christian School believes 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 who are Christian in philosophy and lifestyle, and (3) class sizes which enable the student to derive maximum benefit from his/her academic exposure.

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

**Arrival at School**

Students are welcomed upon arriving at school and should drop off backpacks, etc. in their lockers upon arrival and then go outside. Supervisors will be on duty at 7:50 a.m. Prior to 7:50 a.m., students are unsupervised, so parents should stay to supervise their own children if they must drop off prior to that time.

**School Dismissal**

Monday, Tuesday, Thursday, Friday — School is dismissed at 3:20 p.m.

Wednesday — School is dismissed at 1:35 p.m.

Students remain in the cafeteria until transportation arrives, and the door attendant dismisses them.

**Assessments and Achievement Tests**

Throughout the year, students are assessed in a variety of ways to determine their level of progress. When applicable, achievement test reports will be sent to the parents. Parents can access school-level achievement data via the School Improvement Plan on the school website.

**Grading Scale**

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

Kindergarten to 2nd Grade	
<u>Letter Grade</u>	<u>Percentage</u>
E	95% - 100%
S+	87% - 94%
S	77% - 86%
S-	70% - 76%
N	0% - 69%

3rd to 8th Grades	
<u>Letter Grade</u>	<u>Percentage</u>
A	95% - 100%
A-	93% - 94%
B+	91% - 92%
B	87% - 90%
B-	85% - 86%
C+	83% - 84%
C	79% - 82%
C-	77% - 78%
D+	75% - 76%
D	72% - 74%

**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. Students may be asked to review some of the passages learned from previous years. Required passages are:

- Preschool/K Prep .....Psalm 100
- Kindergarten .....Psalm 23
- First Grade ..... Ten Commandments (Exodus 20:1-17)
- Second Grade ..... Luke 2:1-20
- Third Grade .....Books of the Old and New Testaments, John 14:1-6
- Fourth Grade ..... The Beatitudes (Matthew 5:3-12), Psalm 1
- Fifth Grade ..... 1 Corinthians 13, Ephesians 6:10-18
- Sixth Grade .....Isaiah 53:1-12, John 1:1-18
- Seventh Grade ..... 1 Peter 1:3-9
- Eighth Grade ..... Matthew 28:16-20, Apostle’s Creed

## **Attendance**

In order to be in compliance with the Federal Elementary and Secondary Education Act (ESSA), VCS will alert parents/guardians when their child is missing school. Compulsory education laws mandate school attendance. Truancy laws will be enforced for extended unexcused absence.

Class attendance is necessary for students' learning. Please do your best to not schedule appointments, vacations, etc. during school time. The School Board Adopted Calendar is sent home at the start of the year and can be found on our school website. We appreciate you taking this calendar into consideration when planning out-of-town events.

Attendance is taken quarterly each day and absences are reported in quarter increments: at 8:30, at 10:00, at 12:00 and at 2:00.

## **Permission to Leave Classroom**

Students should be in class and are required to have teacher permission to leave the classroom during class time. Band and sports' students must provide the school with a schedule of the activity and a slip signed by the coach or instructor and the parents. Any unscheduled activity will require a special permission slip in advance. In the case of a student leaving school for an extra-curricular event, schoolwork will be completed in advance. The privilege to participate in a release-time activity will be revoked due to unfinished schoolwork, failing grade in one or more subjects, or disciplinary problems.

## **Tardiness**

Students arriving at school after pledges and opening prayer will be considered tardy. Students riding the bus are not counted tardy if the bus is late. Parents/guardians bringing in late students should come into the building and check their child in at the office.

## **Absence Procedures**

If your child is going to be absent from school or late to school, please call the office at 605-627-9286 or email your classroom teacher before 8:30 a.m. VCS will call if parent contact has not been made.

Excused absences will be allowed for the following reasons:

- physical or mental illness
- illness in the family
- death in the family
- inclement weather

A student may also be excused for other exceptional reasons with the approval of the school administration. Students who are excused must fulfill school requirements for advancement.

## **Extended Tardy/ Absence Incidents**

- After 8 tardies, parents/guardians will be notified via a letter.
- After 8 absences per semester, parents/guardians will be notified via a letter.
- After 10 absences per semester, absences will be referred to the School Board.

Parents/guardians can check the number of absences through Sycamore School or by contacting the school. The School Board will be informed if a student has reached 10 absences in a semester and truancy may be filed in accordance with SDCL 13-27-19.

## **Illness**

A student will not be allowed to return to school until he/she has a fever less than 100<sup>0</sup> for 24 hours without medication. Students exhibiting signs of illness such as diarrhea, vomiting, severe coughing, communicable disease (pink eye, ringworm, measles, mumps, rubella, chickenpox, flu), and/or lice will not be allowed at

school for 24 hours. Illness or injury requiring more care than staff can provide will also require a student to not be at school.

### **Medication**

VCS will administer over-the-counter medications on an as needed basis, provided that a student's parent/guardian has signed a written permission for the school to do so: cough drops/medicine, acetaminophen, and ibuprofen. Parents must provide the medication in its original container, labeled on the outside with the name of the student. Prescription medications will be dispensed by school staff provided the parent/guardian has completed a Medication Consent form, medication is provided in its original container, properly labeled with name, dosage amount, and time of administration.

### **Sending Children Home**

Students will not be allowed to return home for forgotten items: homework, projects, instruments, music, etc. They may call from a school phone and have those items brought from home.

Students needing to leave the school because of sickness, doctor appointment, etc. are to be picked up by a parent, legal guardian, or anyone the parent/guardian has properly authorized, and/or police and child welfare workers with legal authorization.

<b>School-wide Behavior Expectations: Be Polite and Respectful to Others</b>
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### **Behavior Policies**

We have high expectations for our student behavior and expect our students to make the correct choices when given the opportunity. When a student's choices cause a problem for themselves or others, they will be given the opportunity to practice the expected or desired behavior during non-instructional time.

### **Bus Expectations**

Sioux Valley School District owns and operates the bus service. Contact the school at 605-627-5523.

1. Clean up trash.
2. Keep your hands inside the bus.
3. Say "thank you" to the bus driver.
4. Close windows when you leave.
5. Sit down correctly and remain seated.
6. Report any unsafe or inappropriate behavior to supervising adults.
7. Follow all bus driver's directions and bus rules.
8. Follow school rules.
9. Call the bus driver when not riding.
10. Use the appropriate "inside" voice.

### **Hallway Expectations**

1. Silence (catch our bubble)
2. Walk
3. Hands and feet to self

### **Lunchroom Expectations**

1. Enter quietly.
2. Pick up lunch pails and milk.
3. Sit at the table assigned by the supervisor.
4. Use good table manners and quiet voices.
5. Clean your eating area when finished.
6. Wait quietly at your table until dismissed for recess.

## **Playground Expectations**

1. All personal items are the student's responsibility. (We encourage the students to keep their personal belongings at home or in their backpack.)
2. Play fair and include everyone.
3. Use sportsmanship, courtesy, and fellowship in all activities.
4. Stay out until the bell rings.
5. Remain within the defined playground area.
6. Stay off of poles, posts, fences, and trees.
7. Keep balls away from windows.
8. When entering the building, be quiet and keep hands and feet to yourself.
9. Bring everything back into the school you took out.
10. The following are not allowed:
  - a. Snowballs or hard balls (hard baseballs/softballs, wood or metal bats, etc.).
  - b. Dangerous objects or toy weapons.
  - c. Games involving tackling, pushing, wrestling, kicking, "piggyback" riding, etc.
  - d. Profane or obscene language (students using profanity will be sent to the office and asked to call their parents).
  - e. Gum, candy, or food.

## **Technology Expectations**

1. Ask permission before going on your device.
2. Keep the device away from dangers.
3. Practice internet safety.
4. Be a good digital citizen.
5. Carry your device with two hands.
6. Report all device trouble to your teacher.
7. Stay on your assigned task.
8. Never share your username or password.
9. Keep food and water away from your device.
10. Do not mess with the settings of your device.

## **Minor Behavior Violations**

The supervising adult will instruct the student on appropriate behavior. Students will correct their behavior and comply with school guidelines.

## **Major Behavior Violations**

The supervising adult will instruct the student on appropriate behavior. Students will correct their behavior and comply with school guidelines. The supervising adult will contact parents/guardians, and it may result in detention and/or suspension. In all above cases, class time missed will be made up by the student as determined by the classroom teacher and school administration.

The School Board or designated personnel have the authority to invoke in-school or out-of-school suspension. Following any in-school or out-of-school suspension, a conference will be held involving the student, teacher, and parent/guardian before the student is readmitted. A board member may be present if required.

## **Definitions**

1. Bullying = action which involves words and actions intended to pick on, hurt, and control others. "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself. An interpersonal relationship characterized by an imbalance of power."



2. Fighting = physical violence in an angry or quarrelsome manner with intent to harm another person.
3. Harassment = teasing, taunting, bullying behavior.
4. Inappropriate Comments = swearing, use of obscene, threatening or flagrantly disrespectful oral or written language, and gestures.
5. Insubordination = refusing to obey, failure to follow instructions or directions of an adult; defiance, rebelliousness, or lack of cooperation.
6. Intimidation = threatening attitude, words, looks, gestures, and/or sexual harassment of students and teachers.
7. Threats = words or behavior that indicates the intent to harm.
8. Vandalism = willful or malicious destruction, defacement of public or private property.
9. Violence = actions which inflict or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings, or possessions; any mean word, look, sign, or act that hurts a person's body, feelings, or things.

### **Bothering, Conflict, and Bullying**

It can often be hard for both adults and children to discern the difference between bothering, conflict, and bullying. Below you will find some of the characteristics of each of these behaviors. It is important for both adults and children to be able to discern between these three actions as it will help to inform them of the next steps to take when a concern arises.

Bothering	Conflict	Bullying
Bothersome behaviors may be uncomfortable, but they do no harm to the other person.	Conflict is mutually competitive or opposing action.	Bullying, harassment, and intimidation are one-sided.
Bothersome behaviors cause a person to become annoyed or irritated, but the behaviors do not cause harm or fear.	Conflict can be the result of or include disagreements, arguments, and fights.	Bullying is an imbalance of power between the offender(s) and the recipient.
Bothersome behaviors can be inadvertent or done without intent.	Conflict may occur in both directions.	Bullying includes the intent to physically and/or emotionally hurt someone.

When someone says or does something intentionally hurtful and they **KEEP DOING IT**, even when you tell them to stop or show them you are upset, that's **BULLYING**.

### **Cell Phones**

All cell phones and smart watches must be turned into the office during school hours. Phones found in students' possession during school (except in special circumstances and with prior permission) will be brought to the office. A parent or guardian will be required to pick up the cell phone.

### **Change of Residence, Telephone Number, or Transfer**

Please notify the office of any change in address, telephone number, or work number. Please notify the office of any change in emergency contact information as well.

### **Communication Between Parents and Teachers**

Parents interested in arranging a conference with a teacher should communicate directly with the teacher to schedule an appropriate time. 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.

**Note: In the absence of a paid school administrator (as has been the case for the past few years), the public school superintendent assisting VCS and the school board president share administrative point-person duties.**

### **Conferences**

Parent-Teacher conferences are held in the fall and in the spring, and the school calendar will provide yearly dates. Any parent wishing additional conferences should call their child's teacher to schedule a conference at any other time during the year.

### **Curriculum**

Curriculum VCS uses is selected to align with the school's mission and philosophy and provide an appropriate scope and sequence in all content areas.

The following criteria guide curriculum selection:

- The curriculum effectively integrates God's Word into the subject matter.
- The curriculum addresses and meets the South Dakota State Adopted Content Standards.
- The curriculum facilitates the learning of important skills, concepts, and knowledge of the subject.
- The curriculum fosters the spiritual growth of students.
- The curriculum enhances the ability of 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.

Students are responsible for their textbooks and other curriculum-related materials and should damage or loss occur, they or their parents will be held accountable to reimburse VCS.

### **Distribution of Non-School Information**

The distribution of non-school, community, or student organization information must be pre-approved by the administration prior to distribution or display in the building. Materials intended for placement within the school or distribution to students should be submitted for approval at least 24 hours in advance of requested distribution. Copies of requested materials may be submitted via paper or email to the school coordinator. Materials must comply with all district policies and state/ government laws and regulations.

### **Dress Code**

Students must dress appropriately for the weather and activities in school. Clothes that do not fit the child or create a distraction from the education of our students will not be allowed.

Examples of inappropriate dress or grooming include:

- clothes that inappropriately and/or immodestly expose the body or undergarments
- extremely short skirts or shorts
- bare feet
- chains
- pants that don't fit and/or worn below the waist
- clothes that display drug, alcohol, tobacco, gang affiliation/symbols, or inappropriate language
- hats/bandanas in the building

### **Dress Code for Winter Recess**

- Children will be outside for recess unless the temperature/wind chill is below 0<sup>0</sup> Fahrenheit.
- When snow is on the ground:
  - Grades K-Prep through 4 — snow pants and waterproof boots required.

**Please: Slip on boots if your child is not tying his/her shoes.**

- Grades 5-8 — Waterproof boots required (snow pants required if students are playing in the snow)
- Also required for winter weather:
  - Caps/hats
  - Gloves / mittens
  - Coats
  - Separate pair of shoes for inside
- General Guidelines:
  - Below 45 degrees — winter clothing (see above)
  - 45-54 degrees — light jacket or long sleeve sweatshirt
  - 55 degrees and higher — student choice (short sleeves okay)

## Facebook

A school-managed Facebook page provides insights into our school for parents and the Volga Christian School community to see the day-to-day lives of students and teachers at VCS.

## Health Services

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Division of Health and Medical Services - South Dakota Department of Health

Community Health Services / Disease Prevention / Family Health / Health Promotion / State Epidemiologist  
1310 Main Ave. S STE 105                      Brookings, SD 57006                      (605)688-5802 or (605)688-5803

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### Parental Notification - School Health Assessments

Volga Christian School has contracted for health screenings with the South Dakota Department of Health (DOH), which is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requires that the DOH provide access to our Notices of Privacy Practices. You may view the DOH notice on our website at <https://doh.sd.gov/documents/HIPAANotice.pdf> or request a printed copy by contacting us at 1-800-305-3064.

- Screenings that will be provided each year include:
  - Vision Screening for students in Grades K, 1, 3, 5, 7 & any child on referral
  - Hearing Screening for students in Grades 5 & any child on referral
  - Physical Assessments for students in Grades K, 5 & any child on referral
  - Scoliosis\* Screening for girls in Grades 5, 7 & any child on referral
  - Scoliosis\* Screening for boys in Grades 8 & any child on referral

\*Abnormal curvature of the spine is usually first noticed at the beginning of the adolescent growth spurt. Often, early detection and appropriate treatment can prevent progression. The screening procedure takes about 30 seconds and may require the student to remove his/her shirt or blouse in order that the spine can be visually observed by the Community Health Nurse.

A child not included in the grades/service listed above can be screened with the written consent of the parent/legal guardian. Please contact the school or the Community Health Nurse to arrange for your child's screening.

The parent/guardian will be notified of any concerns identified during the health screening so the child can be further evaluated by the provider of their choice.

The Community Health Nurse can discuss with the school classroom teacher possible accommodations in the classroom that can be made for the benefit of the child if a vision or hearing screen indicates a need for additional follow up.

If you agree to your child's participation as indicated above, no further action is needed. If you want to Decline Screening services, please contact the school or the Community Health Nurse for further discussion. A form to Decline Screening will need to be signed.

The Community Health Nurse Office phone number is 605-688-5802.

### **Instrumental Music Programs**

Fifth through eighth grade students can take individual band lessons and participate in band and jazz band at Sioux Valley School. This is an elective course, so it is the responsibility of the parents 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.

### **Library**

VCS students in grades K-8 have a regularly scheduled library time once a week, utilizing the books in the VCS commons with one of the teachers supervising the check out process.

### **Lost and Found**

Articles found should be turned into the office. Students should report lost articles as soon as possible. If your child is missing articles of clothing or other items, please check the office or the lost and found basket in the corner of the cafeteria. At the end of each semester, the items remaining in the lost and found will be donated to a local agency for those in need.

### **Lunch and Milk Program**

VCS does not have a daily hot lunch available. Please send a sack lunch with your child. Microwave use is available for warming food up; however, we must limit the amount of time to warm up food to 2 minutes per student, so all students are able to use the available microwaves. There is a refrigerator available to keep perishable food cold during the morning.

### **Recess**

It is assumed that if students are well enough to be in school, they are usually well enough to participate in recess. School personnel will use their judgment along with consulting with the WeatherBug.app before taking students outside for recess during winter months. Please be aware of weather conditions and to dress your children accordingly.

### **Report Cards**

Report cards are available on the Parent Portal system within Sycamore School. They also will be sent home with children at the end of each grading period.

### **School Closing due to Inclement Weather**

When schedule changes must be made due to inclement weather (no school, late start, early dismissal, etc.), the following methods will be used to get out the information:

- Brookings Area Radio (KJJQ 910 am / KBRK 1430 am and 93.7 FM / The Hawk 107.1 FM / K Country 102.3 am)
- Dakota News Now School Closings
- KELO Closeline

In addition, VCS sends out a text message notifying parents when closing school. Please contact the school coordinator at 605-627-9286 to be placed on the list.

### **School Activities / Field Trips**

Permission slips signed by parents/guardians are required for students to participate in field trips. Teachers are

ultimately responsible for student supervision, but they may enlist the help of additional chaperones. Good behaviors of students enhance the public image of our school.

### **School Neutrality & Parent Responsibility**

Volga Christian School shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce) as it is the intent of the school to promote the best interests of each student enrolled in partnership with both parents, unless otherwise directed by Court Order. It is the responsibility of the parent wishing to restrict a parental right to notify the VCS of any Court Order affecting student contact/visitation and/or student records by submitting a certified copy of the Court Order to the school coordinator. Strict confidentiality will be followed.

### **School Phone**

The school phone is for business purposes. Students with a legitimate reason may use the classroom phone with permission from their teacher. Teachers and students will not be called from class to answer the telephone except in an emergency. Telephone messages will be delivered when calls are received prior to 2 p.m. You are encouraged to arrange after-school plans with your children before they leave for school in the morning.

### **School Supplies**

The list for each grade is sent out via email and available at the School Society Meeting. Parents can request another copy to be sent by contacting the office at [Volga.Christian@k12.sd.us](mailto:Volga.Christian@k12.sd.us).

### **Schoolwork at Home**

Homework is defined as schoolwork done outside of the classroom. Homework may consist of, but is not limited to, daily reading or daily math practice to support what is learned during the day. Homework may also be work that a student did not complete during the school day.

Parents are expected to notify the classroom teacher of a planned absence. Classroom assignments will most likely be asked to be completed prior to the absence. Upon returning to school the student is expected to check with the teacher for any missed assignments.

### **Student Retention**

A student's grade placement is based on several factors including academic progress, age, and maturity. If retention is considered, the parents and school staff will meet to determine the proper course of action. If the parents and school cannot agree on the best grade placement for the child, the administration and teacher will determine grade placement.

Parents must be informed of the possibility of retention well in advance (usually by the third reporting period) during a face-to-face meeting. Although teachers may recommend retention, all retentions will be formally assigned by the School Board. Teachers, in recommending retentions; or administration, in assigning them; will provide detailed information as to why they feel the student should be retained. If parents or guardians wish to challenge the retention decision, they must request to meet with the School Board.

### **Valuables Brought to School**

At certain times, your child may want to bring an item for show-and-tell that is of significant value. We recommend children do not bring valuable items to school. Students are responsible for their own items. The school will not be held responsible for lost, stolen, or damaged items.

### **Visitors in the Building**

Parents are welcome and encouraged to visit the school at any time. We believe instructional time is extremely important and ask parents to contact teachers before visiting classrooms. Outside doors are locked and all visitors must request access before gaining access. All visitors are required to stop in the office before being

allowed in other areas in the building. This is a safety precaution as we need to be aware of outside visitors who have no purpose being in the building. Students from other schools or friends of students may not come to school for any part of the school day. They are welcome for special programs or events.

### **Volunteers**

We encourage parents and grandparents to volunteer at the school. We value the involvement of those adults who are interested in supporting the learning process and willing to share their time and talents when possible. We genuinely appreciate moms, dads, and grandparents who help. Please contact your child's teacher or the office if you would like to volunteer.

## **IMPORTANT VOLGA CHRISTIAN SCHOOL POLICIES**

### **Nondiscrimination/Accessibility**

Volga Christian School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

- Dr. Kimberly Kludt by writing to 223 E 6<sup>th</sup> Street / PO Box 375, Volga, SD 57071 or by calling (605) 627-9286.

For further information on notice of non-discrimination, please contact the Office for Civil Rights: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106, Telephone: 816-268-0550, FAX: 816-268-0599, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Please visit the school website to view the following School Board adopted policies and necessary forms:

- Bullying Policy
- Complaints Against School Employees
- Dangerous Weapons and Look-Alike Weapons Policies
- Family Education Rights and Privacy Act (FERPA) Guidelines
- Protection of Pupil Rights Amendment (PPRA)
- Restraint and Seclusion Policy