

# RAPID CITY SEVENTH-DAY ADVENTIST ELEMENTARY SCHOOL HANDBOOK

2020-2021



## Adventist Education

A JOURNEY TO EXCELLENCE

*To know CHRIST and to make HIM known*

1636 Concourse Ct.  
Rapid City, SD 57703

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Telephone: (605) 343-2785

Website: <http://www.rapidcitysd.adventistschoolconnect.org>

Fruit Website: [www.rcadventistfruit.com](http://www.rcadventistfruit.com)

Dear Christian Parents /Guardians:

We are asking you to sit down with your child(ren) who will be attending the Rapid City Seventh-day Adventist Elementary School to read and discuss this handbook. It is important that parents and students agree with the concepts presented before making a commitment to be a part of our school family.

The Rapid City Seventh-day Adventist Elementary School is designed to provide children and youth with a learning environment alive with Christian love and reflective of Seventh-day Adventist standards. The school board and staff intend to create a quality academic environment with the greatest sensitivity to the holistic development of the individual: physical, mental, social, and spiritual.

Our hope is that the contents of this handbook will assist parents, students, and teachers to understand and appreciate the framework that supports the direction of our school. We trust that the guidelines and procedures outlined will help home and school to function in a harmonious manner as we strive to help you bring up your child in the training and instruction of the Lord (Ephesians 6:4).

Changing circumstance sometimes necessitates amending policies and/or procedures during the school year. Actions voted, at any time, by the School Board shall have equal weight to, or at times, supersede statements published in this handbook. These changes will be communicated to students and parents in the form of verbal and/or written form.

Sincerely,

School Board and Staff

**Staff, School Board, and Special Committees**

NAME	POSITION	TELEPHONE
Jennifer DeFluiter*	Head Teacher	605-646-5567
Jamie Howell*	Teacher	269-240-7113
Matt Kale*	Board Chair	701-610-6661
	Vice Chair	
Richard Chancellor	Treasurer	
Nora Veit	Secretary	
Darren Purdy*	Pastor	
Rebecca Egemo	Home & School	
Nina Clark	Member at Large	

NOTE: Members of the Disciplinary Committee are marked above with an \*  
Other Committees on an as needed basis will be appointed when appropriate.

**School Website:** [www.rapid22.adventistschoolconnect.org](http://www.rapid22.adventistschoolconnect.org)  
**Fruit Website:** [www.rcadventistfruit.com](http://www.rcadventistfruit.com)

## **Mission Statement**

The Rapid City Seventh-day Adventist Elementary School family exists to enable learners to develop a life of faith in God, and to use their knowledge, skills, and understandings to serve God and humanity. Our objective is to inspire our students to excel spiritually, mentally, socially, and physically. We realize that, although ours is a Christian school endeavoring to operate with Christian principles, every student may not yet have surrendered their life to Christ. It is our prayer that each student will come to appreciate God's character more fully and will choose to serve Jesus by serving their fellow men.

## **Motto**

To know Christ and to make Him known

## **Colors**

Blue, gold, and white

## **Purpose and Objectives**

1. To encourage our children to have a relationship with Jesus through daily prayer and Bible Study.
2. To inspire young people by example and instruction to accept Christ as a personal friend and Savior.
3. To cultivate in our students a spirit of devotion, respect, and reverence toward God.
4. To promote a Christ-centered curriculum.
5. To instill in the students the ideals of integrity, honesty, purity, dependability, neatness, and punctuality, thus encouraging each student to be willing and faithful to carry out duties and obligations which life requires of them.
6. To acquaint the student with the great themes and truths of the Bible.
7. To promote in each student the ideals of self-respect and of mutual respect and cooperation rather than competition and rivalry.
8. To promote participation in physical fitness and the teaching of healthful living habits.
9. To expose the student to the variety of life experiences and develop his or her capabilities to their fullest potential.

10. To encourage in the student the development of creativity and independent thinking.
11. To develop in each student a sense of responsibility of his or her behavior, thus cultivating self-discipline and self-control.

## **Admission Information**

### **Application Documents**

Prior to or at registration the following items should be present:

1. Completed Application Form
2. Consent-to-Treatment Form
3. Financial Agreement Form
4. Photo Release Form
5. Student Pick-up Authorization Form
6. Signed Commitment Contract
7. Trip Authorization Form
8. Home School Exemption Form
9. Copy of Birth Certificate
10. Release of Student Records (new students only)
11. Immunization Records
12. Physical Examination (Kindergarten, 1<sup>st</sup> and 7<sup>th</sup> grades only)
13. Media Agreement
14. Parent questionnaire (New students only)

### **Non-Discrimination Statement**

The Seventh-day Adventist K-12 School System of the Dakota Conference of Seventh-day Adventists admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded and made available to students at the school. The Seventh-day Adventist School System of the Dakota Conference does not discriminate on the basis of race, color, and national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and other school administered programs.

To be admitted, a student must have a completed admission form, which goes before the school board for official acceptance. All previous school records must

be transferred to the Rapid City SDA School upon the students being accepted into enrollment.

**Entrance Age**

The General, Union, and Local Conference Education Code specifies no child be admitted to the first grade unless the age of six years will be attained by September 15 of the current school year. These codes also specify that no child be admitted to Kindergarten unless the age of five years of age will be attained by September 15 of the current school year.

**Financial Information**

The Rapid City SDA School exists to provide a Christian education to all who desire a Christ-centered environment. It is the purpose of our school to keep the cost of Christian education as low as possible, thereby making an education at Rapid City SDA available for all young people who wish to attend. Rapid City SDA School also needs to be a financially viable institution that reflects Christian responsibility. The following information outlines general financial policies that are important to both students and parents/financial sponsors. It has been found that strict adherence to these policies is in the best interest of both students and the school.

<b>Fees</b>	<b>Per Student</b>		<b># of Students</b>	<b>Total</b>
<b><u>REGISTRATION</u></b>	\$250.00	X	_____	\$ _____
<b><u>ANNUAL PAYMENT PLAN</u></b>				
Annual Tuition for One student	\$1,500.00	X	1	\$ 1,500.00
Annual Tuition for Additional	\$1,250.00	X	_____	\$ _____
TOTAL ANNUAL TUITION CHARGES				\$ _____
Full Year Payment Discount 10%				\$ _____
 TOTAL DUE AT REGISTRATION				 \$ _____

**MONTHLY PAYMENT PLAN\***

Monthly Tuition for One student	\$125.00	X	1	\$ 125.00
Monthly Tuition for Additional	\$105.00	X	_____	\$_____
TOTAL DUE AT REGISTRATION				\$_____

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\*A monthly statement will be mailed or emailed to the parents. Payments are due by the 10th after which they become delinquent are subject to a late fee of 5%. Outstanding balances must be paid prior to the second semester for the student to remain enrolled. If you have any questions, please contact the School Board Treasurer at (605) 517- 0787.

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**Payment Options**

The Rapid City Seventh-day Adventist Elementary School operates on a ten month payment schedule, August-May. Tuition is due by the 1<sup>st</sup> day of each month except for August, which is due the night of registration. Checks or money orders should be made payable to the Rapid City Seventh-day Adventist Elementary School. Payments may be mailed to the school or delivered to a teacher. Tuition rates are subject to change so please refer to the student application packet for the current year's rates.

**Delinquent Accounts**

Accounts will be considered delinquent on the 10<sup>th</sup> day of the month and a late fee of 5% will be charged. Accounts must be current at the end of each semester. A student with a delinquent account will not be admitted for the following semester.

**Music Program**

Our music program is provided by Batchelder's Plummer Piano and Organ. A five dollar general charge is built into the tuition for each month to cover the cost of this.

# **Medical Information**

To help protect our students, we ask that parents keep their child home when they are sick. Do not bring them to school for twenty-four hours after the last time they threw-up or had a fever. Any student with a fever or an infectious or contagious disease should stay home for the duration of the illness. If such an illness is noticed at school, the parent will be contacted and asked to take their child home. This includes head lice.

If for health reasons a student is to be excused from physical education class or from going outside to recess, a written note from a parent/guardian is to be presented to the teacher. If a child has a chronic condition requiring excuse from exercise or the outside temperature, a doctor's written statement is required.

## **Medications**

State and federal laws state that no medication may be taken by a student without supervision. This includes aspirin, cough suppressants/drops, and over-the-counter drugs. If a student needs to take medicine during school hours, the parents/guardians must provide the teacher with the medication in the original container and with the written instructions for frequency and dosage. All medications to be taken by students during school hours must be administered and held by the teacher. This includes Tylenol, Midol, or other medications.

## **Health Records**

Health records and immunization records must be available and updated. If your child has specific health problems, they should be indicated in writing and turned in with the registration form. Students entering Kindergarten, 1<sup>st</sup>, and 7<sup>th</sup> grade are required to complete a physical and submit documentation upon registration.



# General Policies & Information

## **School Schedule**

Morning procedures begin promptly at 8:00 a.m. No student should arrive on campus before 7:40 a.m. and doors will remain locked until then. This is in place so the teachers can have planning time before school. When students arrive they must stay in their respective classrooms as there will be no supervision on the playground. Parents should arrange to have their children picked up by 3:10 p.m. each day. Parents will be contacted if students remain past 3:30 p.m., unless other arrangements have been made.

The school hours are as follows:

Monday – Thursday: 8:00 a.m. – 3:10 p.m.

Friday: 8:00 a.m. – 12:00 p.m.

Weekends: Occasional music and speaking programs at surrounding churches are a part of our program and attendance is required.

Seventh-day Adventist Church,  
4703 S. Canyon Road  
Rapid City, SD 57702

Please remember that our teachers are busy and the time after school is very valuable for meetings, meeting one-on-one with students needing extra help, parent conferencing, and planning and preparing for the next school day. Therefore, it is important that parents are prompt when picking up their children from school.

## **Academics**

Each child is assigned to a specific teacher and classroom. Incomplete coursework assignments must be completed within the timeframe given by their respective teacher. If work is not completed within those limits, the incomplete becomes an F. It is the student's and parent's responsibility to see that the work is made up. Each year the following content and skill areas are emphasized:

- Bible
- Math
- Social Studies (history/geography)
- Language Arts (reading/spelling/phonics/grammar/library)
- Science

- Physical Education
- Technology
- Fine Arts

## **Attendance**

We believe that classroom experience cannot be duplicated. Valuable classroom interaction will be missed when absences occur. Punctuality is important to character building and morning worship is one of the most important parts of the day. Our school day begins promptly at 8:00 a.m.

All medical and dental appointments should be made outside of school hours. Friday afternoons are good times for appointments. Where this is not feasible, parents should notify the teacher in advance of an anticipated absence.

In the event of an absence, work must be made up. The student will need to make this work up in a timely manner according to their respective teacher. If the class work is not made up in the time period given, the student may receive an F for the work missed.

## **Truancy**

Parents/guardians are responsible for seeing that their elementary child attends school. Failure to do so is considered educational neglect. Any absence will be considered unexcused unless the teacher is notified by phone or by a note before 8:15 a.m. on the day of the absence.

If a student accumulates 5 or more unexcused absences during the school year, the situation will be referred to the school board and may jeopardize the student's continued attendance at the school.

If a student accumulates 7 unexcused absences during the year, South Dakota State Law Chapter 13-27 states that Social Services must be notified.

South Dakota law also states that over 15% in absences (28 days per year), excused or unexcused, may be cause for retaining the student.

## **Accident Coverage**

Rapid City SDA School participates in a student accident insurance program that provides medical coverage for the student after the parent's own insurance pays first. Details of this coverage are available from the school.

## **Bicycle Policy**

Students riding bicycles to school must park them when they arrive and remove them only after school dismissal. The school cannot assume responsibility for bicycles stolen or taken without permission. Skateboards, rollerblades, roller skates, and shoes with wheels are not allowed on the school grounds.

## **Bullying**

Rapid City SDA School is a part of a conference-wide initiative to stop bullying on our campus. We are working to implement the Olweus Bullying Prevention Program along with the other schools in the Dakota Conference.

Rapid City SDA School strives to provide a safe, positive learning climate for students; therefore, bullying and cyber bullying in any form are not tolerated.

The definition of bullying as stated in SDCL 13-32-15 is: Bullying is a pattern of repeated conduct that causes physical hurt or psychological distress on one or more students that may include threats, intimidation, stalking as defined in chapter 22-19A, physical violence, theft, destruction of property, any threatening use of data or computer software, written or verbal communication or conduct directed against a student that:

1. Places a student in reasonable fear of harm to his or her person, or damage to his or her property; and either
2. Substantially interferes with a student's educational performance; or
3. Substantially disrupts the orderly operation of a school.

Bullying also includes retaliation against a student for asserting or alleging an act of bullying.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassment, teasing, intimidation, threatening, or terrorizing someone by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including social networking sites and blogs) which has the effect of bullying as listed above.

Students who violate this policy will be subject to disciplinary action, as outlined in this handbook.

Students who feel bullied may tell any teacher or staff member directly or anonymously write a note and put it in the designated box in each teacher's classroom.

## **Conduct & Discipline Procedures**

Since no list of rules can be all-inclusive, students are expected to understand the governing principles of acceptable behavior.

1. Respect God and His Word.
2. Respect and obey those in authority.
3. Respect the rights of others.
4. Practice the Golden Rule.
5. Dress modestly, neatly and appropriately.
6. Keep a clean mind and body.
7. Be prompt in attending classes and appointments.
8. Be friendly and considerate.
9. Be consistent and use common sense in daily decisions.

When a bullying incident is reported, the appropriate staff members will be informed, and take action to investigate the incident. At the conclusion of the investigation, teacher(s) will follow the procedures listed below:

### **Category 1 Offenses:**

Students will be disciplined by their classroom teacher when any of the following infractions occur:

- Tripping, shoving, or any act that injures, degrades, or disgraces a staff member or student
- Disruptive noises or talking without permission
- Defacing or destruction of school property
- Using school property without staff approval
- Unacceptable language (verbal abuse, name calling)
- Being out of assigned area
- Gambling or betting
- Lying

### **Category 1 Three-Strike System:**

1. Warning
2. Pink Slip (Student Behavior Worksheet)-completed by student  
Discipline Report-completed by teacher and filed

3. Phone Call Home-notification of next steps should offenses continue

**Category 2 Offenses:**

Students will be disciplined by the faculty or School Board, and may be immediately suspended from school for the following reasons:

- Possession or use of alcohol
- Possession or use of tobacco products
- Possession of weapons
- Possessing, handling, or furnishing illegal drugs
- Use of profane or sexually explicit language
- Destruction or defacing of property
- Disrespect to staff
- Physical fighting
- Cheating
- Stealing
- Persistent or chronic violation of school rules
- Inappropriate social sexual behavior
- Possession of pornographic material
- Willful deception
- Any act deemed major and agreed to by faculty and school board

**Category 2 Three-Strike System:**

1. In-School Suspension-1 Day
2. At Home Suspension-1 Day
3. Recommendation to discipline committee

Students who engage in physical fighting and/or threatening behavior/language and aggression will immediately have their parents called and be sent home for the rest of the day. The student will be put on probation for two weeks. Any additional incidents of fighting or aggression will result in suspension or dismissal for the student, to be determined by the discipline committee.

If a student's behavior continues to be detrimental to the school family after repeated warnings and parental counseling, he/she will be placed on probation. A student placed on probation by the school board, must not violate any school rules, and must demonstrate a positive attitude in all school activities. This is a serious step, followed only by dismissal. After the probationary period is completed the student will be reinstated or dismissed depending on the student's behavior and attitude.

The suspension policy is for a student to serve a one-day in-school suspension for undesirable behavior. This will be followed by a one-day out of school suspension for undesirable behavior that occurs within sixty school days of the first offense. If a third undesirable behavior occurs within sixty school days of the first offense, a recommendation from the faculty will be made to the School Board regarding further action or expulsion.

If a student willfully runs off from school, the following procedure will be followed:  
Step 1: Inform the other teacher and make sure all other students are accounted for.  
Step 2: Try to de-escalate the situation if the student is still within sight.  
Step 3: Call 911 and then call the parents.

### **Care of Books**

Students will be charged for damage to textbooks according to the value of the books when issued at the beginning of the year. Students will be fined for careless handling of schoolbooks. The cost of textbooks damaged beyond repair, lost, or not returned will be charged to the student's account at the end of the school year.

### **Cell Phones**

Cell phones are not allowed at school. If a student needs to contact a parent for a valid reason, permission will be given to use the school business phone. Violation will result in confiscation of the cell phone which will need to be picked up by a parent.

### **Cold Weather/Recess**

If your child is too ill for recess, he/she probably should be kept at home. Please have your child dress for inclement weather. A cap, coat, mittens and proper footwear are necessary. It does not hurt to leave a cap and gloves in his/her backpack at all times. During cold, inclement weather, students may have a shortened recess or no outside recess at all. Children should arrive no earlier than 7:40 a.m. If the wind chill factor is zero or below, we will have recess in the gym.

## **Dress Code**

Students are expected to wear acceptable, modest clothing to school. All students are expected to adhere to this dress code during school, as well as on field trips and other school-sponsored events. The simple rule of thumb is that if an item of clothing raises a question in your mind, do not wear it. Areas of dress not mentioned or defined below will be left to school personnel for interpretation and enforcement.

The following guidelines pertain to both boys and girls:

1. All clothing is to be modest, clean, and in good condition.
2. Sleepwear, particularly pajama bottoms and tops, are not to be worn.
3. Any words, messages, or brand names on clothing must be tasteful and in agreement with Christian standards.
4. Tank tops (spaghetti straps) and cut-away sleeves are not to be worn.
5. Shoes or sandals are to be worn at all times for safety, health, and insurance reasons. Closed toe shoes are required for PE class.
6. Sunglasses, hats, and head coverings are not to be worn in the school building.
7. Hairstyles must be neat, orderly, and of a natural hair color. Extreme styles are not acceptable. Acceptable hairstyles are open to interpretation by the staff.
8. Clothing should not be sheer, skin-tight, revealing, or of an immodest length.
9. Shorts need to extend past fingertips when arms are down at the side and fingers are extended.
10. Excessive jewelry, makeup, nail polish, and other accessories will be handled at the discretion of the teacher.
11. It is recommended that each student keep an extra set of clothes at school for emergencies, especially during winter.

## **Electronics**

Personal electronic devices must stay at home and not be brought to school or on any field trips. Any violation of this rule will result in the confiscation of the device which will need to be redeemed by a parent.

## **Emergency**

In the event that an emergency occurs while the students are in school custody, the school will implement the following emergency procedures:

1. Attempt to contact the parents or emergency listed person.
2. In the event that the parent or emergency listed person is unable to take custody of the student and the school structure is undamaged and secure, the school personnel will provide for the child's shelter and safety until further arrangements can be made with the parent.
3. In the event that the school structure is damaged and insecure, the school personnel will make every attempt to transport the child to safety and provide for the child's needs.

## **Field Trips**

Written permission, signed by the parent or guardian must be on file with the teacher before the child will be permitted to participate in field trips. Parents will be notified as soon as possible regarding upcoming field trips. Some field trips such as skiing require a fee to be paid. Parents who choose not to permit their child to participate in a field trips are responsible for providing supervision of their child during the field trip and are responsible for making sure that assigned, alternate schoolwork is completed and turned in to the teacher.

## **Harassment**

Faculty and students of Rapid City SDA School are to exemplify a Christ-like life and should avoid any appearance of wrongdoing. They must never place another person in a position of embarrassment or disrespect due to sexual, racial, or religious overtones. To do so would be a violation of God's law and the law of the land, which protects human rights. Everyone at our school has the right to feel respected and safe.

Harassment includes but is not limited to:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature affecting an individual's academic standing.
- Unwelcome sex-oriented comments or gestures (kidding, teasing, jokes, etc.)
- Subtle pressure or requests for sexual activity.



- Unnecessary and/or unwelcome touching of an individual (patting, pinching, hugging, etc.)
- Demand for sexual favors.
- Threatening notes or cartoons.
- Offensive or graphic printed material.

Religious or Sexual harassment consists of conduct that ridicules or otherwise intimidates an individual based on religious beliefs/practice or race. The conduct may be physical or verbal in nature.

Complaints of harassment shall be investigated promptly. On determining whether alleged conduct constitutes harassment, the administration or appropriate official shall look at the record as a whole and the totality of the circumstance.

Students or employees who engage in harassment or violent acts on school premises or off school premises at a school sponsored activity will be subject to appropriate discipline, including suspension/expulsion, or in the case of an employee, job termination.

Violence towards others, as well as harassment, whether it be religious, racial, disability, age, sexual, ethnic, or gender related is against the law.

If harassment is found to exist, faculty shall take prompt corrective action. Depending on the severity of the act, the discipline may range from Category 1 Consequential procedure or advance immediately to Category 2 in-school suspension or immediate dismissal.

If anyone uses words or actions that makes a student feel uncomfortable or fearful, the student is to immediately notify a teacher, the principal, or another responsible adult. It is the school's policy to maintain strict confidentiality and privacy.

## **Lunch**

High quality performance is closely related to good nutrition and eating habits.

1. Parents, please remember the importance of giving your child a good breakfast before coming to school.
2. Parents/guardians are responsible for providing a nutritious, caffeine-free lunch for their own student(s) each day.

3. Eating at times other than the scheduled lunchtime is not permitted unless required for a medical reason.
4. On Wednesdays each week, we may have a hot lunch choice at the approximate cost of \$5.00 per lunch. In the event that students do not wish to participate in this lunch, they are welcome to bring a lunch from home as usual.

## **Telephone**

The telephone is for business use. A student may only use this telephone with the permission of the teacher. Student calls should be limited to such matters as illness, injury, or other extenuating circumstances. Teachers and students should not be called during the school hours. In cases of emergency, please call or text the teacher's cell phone. The best mode of communication during the school day is a text to the teacher.

## **Testing**

Students will be given the MAPS test in the fall. Students in 4<sup>th</sup> and 8<sup>th</sup> grades take the Stanford (SAT) Test in the spring. These tests are given to help measure the progress of each student. It is important for students to get plenty of rest the night before and to eat a healthy breakfast so that they may do their best on the tests. The results will be shared as soon as they are available.

## **Snow Days**

As a general rule, if the Rapid City Public Schools close due to the weather conditions, we will be closed also. Parents should use their own discretion as to the safety of sending their children. When it becomes necessary to close school, the head teacher will notify each parent by 7:00 a.m. If the school should close early because of bad weather, parents will be notified.

## **Student Agreement**

Students should realize that when they present themselves for admission to this school, they thereby pledge to observe willingly all its regulations and to uphold the Christian principles upon which the school is founded. Therefore, some practices cannot be tolerated:

1. The use of profane or vulgar language, including trash talk.
2. The possession of any obscene material or material that does not uphold Christian values.
3. Dishonesty, including theft and cheating.

4. Insubordination to a teacher or supervisor, disrespect or disobedience by a student toward a teacher or supervisor.
5. Vandalism or willful destruction of any school property. School property damaged by student abuse or misuse will be charged to the student responsible.
6. Illegally entering any part of the school building.
7. Possession of radios, toy guns, knives (including pocket knives), weapons, iPods, iPads, tablets, mp3 players or CD players, fireworks, cigarettes, cigarette lighters, matches, drugs or alcohol.
8. Threatening, fighting, or engaging in any acts of physical aggression either by word or action.

Disciplinary action may be expected for the disregard of any regulation in this handbook.

## **Visitors**

Research shows that parent involvement is a key component to student success. The Rapid City SDA School values our partnerships with students, parents, and community members. In an effort to provide a safe and secure environment and to protect instructional time, our school visitation procedures are outlined below. It is the responsibility of all staff members at the Rapid City SDA School to direct persons who are on school property during school hours to follow these procedures.

Parents/Guardians wishing to observe their child's class must make arrangements with the teacher at least 24 hours in advance. Parents/Guardians are asked to plan any visit so that they arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or attempt to have a conference with the teacher. Parents/Guardians wishing to observe longer than one class period must have this approved by an administrator prior to your arrival. Children under school age, or students enrolled in another school may visit the Rapid City SDA School when prior arrangements have been made with the principal and teachers involved.

## **Mutual Cooperation and Responsibility**

The successful operation of the school is a responsibility shared by the Dakota Conference Board of Education, the teachers, the parents, the students, and the school board. A child's first and most important teacher is the parent. As your child's school family, we are honored to become part of the educational

partnership. The school's purpose is to support, help, encourage and strengthen that bond between parent and child. The school board and teachers invite close interaction and communication between all those involved in the exciting process of learning.

Parents are encouraged to communicate with the teacher at any time regarding their child's progress.

The Rapid City Seventh-day Adventist School follows the principles of Matthew 18:15: "If your brother or sister sins, go and point out the fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."

It is our goal to withhold judgement until careful investigation of the situation, to prevent undesirable outcomes. Any parent wanting to discuss concerns or misunderstandings should proceed with the following steps:

1. Arrange a meeting with the teacher involved to resolve the situation.
2. If the situation is still unresolved, arrange a meeting with both the teacher involved and the head teacher.
3. If the situation is still unresolved any party can arrange to meet with the teacher involved, head teacher, and school board chair.
4. If the situation is still unresolved the school board chair will contact the conference superintendent of education.

## **Rapid City SDA School COVID Safety Measures**

Every morning upon arrival a teacher will be at the school entrance to take student temperatures. Students are not allowed to enter past the school office until cleared by a teacher. Students may not be admitted to school for the day if they arrive later than 8:05 unless they have made arrangements with the teacher via text or phone. This is because teachers will be busy beginning the day in their classrooms and may not be available for taking temperature. If a student has a temperature of 100 degrees or higher, they will be sent home and allowed to return to school after 72- hours (3 days) of non-medicated, fever-free time.

Throughout the day teachers will require students to either wash their hands or use hand sanitizer at different times. Some of these times will include before leaving and returning to the classroom for recess & lunch, after coughing or sneezing, and after using the bathroom.

Students and teachers will distance as much as possible when doing different activities throughout the day.

Microwaves will no longer be available for student use. Students will need to bring non-microwavable food in their lunches. Students will be grouped by families at the tables to ensure proper distancing.

Each day teachers will sanitize doorknobs, sink handles, toilet knobs, and any other high-traffic areas throughout the school.

If a student or teacher tests positive for COVID-19, that individual and any other family members attending RCSDA will be required to quarantine for 14 days. In that event the school building will close for 1 day for sanitizing and schoolwork will be sent home with non-quarantined students. This schoolwork will be required to be finished and brought back on the next school day. The quarantined students will receive a schoolwork packet and instructions from their classroom teacher along with a due date.

Should there be a state-wide closing of schools a distance learning plan will be put in place and outlined at that time for all students who attend RCSDA.

