

Valley Christian

Elementary School Handbook

2023-2024

“And He is the head of the body, the church. He is the beginning, the firstborn from the dead, that in everything He might be preeminent.”

- Colossians 1:18

Valley Christian School

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Mission Statement: Valley Christian School exists to partner with Christian families who desire educational excellence, taught through a Biblical worldview, so their children will be prepared for a lifetime of authentic faithfulness and service to Jesus Christ.

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Table of Contents

Introduction	3
Statement of Faith	3
Core Values	5
Attendance Procedures	5
Academics	8
Dress Code	10
Policies, Procedures & Programs	11
Discipline Procedures & Consequences	19
Permission to Treat & Medical Info	21
Statement on Ministry of Teaching	24
FERPA Rights	25
Standard Response Protocol (SRP)	27
Student Pledge	29
Signature Page	29

Introduction

Our purpose at Valley Christian School is that Jesus Christ might be preeminent in all things. (Colossians 1:18) We believe that true freedom, abundant life, and joy can only be found in Him. While we will always address sin, it is our desire that students, parent/guardians, and visitors recognize the distinctiveness of a loving and forgiving atmosphere at VCS. Our faculty and staff are committed to this end. We believe that all truth is God's Truth. He is the author of Truth and says of Himself that He is the Truth (John 14:6). Our students need to be good students of God's Word so that they become "like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither. Whatever he does prospers." (Psalm 1:3)

Valley Christian exists for the following reasons:

- To provide an excellent academic education where Christ is preeminent. (Colossians 1:18)
- To provide an educational experience in which each child is challenged by the truth of God's Word.
- To challenge each child to memorize God's Word. (Psalm 119:11)
- To prepare young people to live in the world without being part of it. (Matthew 5:13-16)

Statement of Faith

- We believe the entire Bible to be the inspired, the only infallible, authoritative, Word of God for faith and life.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return to power and glory.
- We believe that man was originally created in the image of God, that he fell into sin through the first Adam and that he is responsible for all sin that he has committed. Because of sin all mankind is separated from God and lost eternally apart from salvation through Jesus Christ.
- We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. We believe in the spiritual unity of believers in our Lord Jesus Christ.
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- We believe that the Church is the body of Christ, a spiritual organism of born-again believers displaying spiritual unity under the headship of the Lord Jesus Christ.
- 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.
- We believe that God 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 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.

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Valley Christian School's faith, doctrine, practice, policy, and discipline, our Board of Directors is Valley Christian School's final interpretive authority on the Bible's meaning and application.

The Distinctives of Valley Christian School:

- We believe the Biblical truth that "the fear of the Lord is the beginning of wisdom." (Proverbs 9:10)
- We believe that children are to honor their parents. (Ephesians 6:2)
- We believe the family must teach their children to obey God. (Deuteronomy 11:19)
- We believe in the principle of respect for authority. (Romans 13:1-7)
- It is our conviction that discipline is an expression of love. (Hebrews 12:1-11)
- We are committed to a structured approach to learning.
- We believe in the Matthew 18 principle when there is conflict. (i.e. If there is an issue with a teacher, go directly to him/her first as opposed to going to the principal with the complaint.)

This Elementary Handbook is intended to serve as a convenient source of information about Valley Christian School and how it operates. We encourage families and students to read it through carefully and keep it as a reference during the year. The following policies and procedures represent the most recent update from the administration on how VCS will run this year. It is by no means a comprehensive handbook. To assure that VCS achieve and maintain the purposes of this handbook under changing conditions, the administration, with Board approval, reserves the right to modify, suspend or revoke any and all policies, procedures, and statements contained in this handbook at any time.

The last page of this handbook is a signature page which parent/guardians and students must sign and return soon after school begins. If you have any questions regarding the school's policies or procedures, please direct them to the principal.

Valley Christian School endeavors to create an environment where Christ is honored every day and where there are few distractions to learning. It is expected of all students, whether on or off campus, that their conduct would honor Jesus and bring glory to His name. We count it a privilege to partner together with families in the education of their sons and daughters. We look forward to this year ahead.

Core Values

Centering on Christ (Revelation 4:11; 5:9)

- Providing a Christ-centered, God-honoring environment (Colossians 1:18)
- Encouraging each student to develop a personal and growing relationship with Jesus as Lord and Savior (Colossians 2:6-7; Hebrews 10:24; 2 Thessalonians 5:14-15)
- Fostering compassion in the hearts of students as they learn to treat those around them with love and respect (Romans 12:10; Matthew 7:12; John 13:34-35)

Teaching the Truth (John 17:17; 2 Timothy 3:16)

- Recognizing that the Bible is God's truth and the authoritative Word of God (John 1:17; 2 Peter 1:20-21; 1 John 5:20)
- Integrating a Biblical worldview into all areas of the curriculum and school programs (Psalm 19:1-6; Proverbs 1:7; John 14:6)
- Encouraging students to hide God's Word in their hearts, discern the truth based on Scripture, and apply Biblical wisdom to every part of daily life (Psalm 119:11; Proverbs 3:5-6)
- Preparing students to share the Gospel with others (Matthew 28:19-20)

Striving for Excellence (1 Corinthians 10:31; Colossians 3:23)

- Pursuing excellence in who we are and all that we do for the glory of God (Colossians 3:17)
- Equipping students to develop a Biblical worldview through critical thinking, communication, study, and academic skills needed for future educational and occupational success (Ephesians 4:1-16)

Partnering with Parents (Proverbs 22:6)

- Recognizing parents as a child's primary educator (Deuteronomy 6:7)
- Collaborating with parents who affirmatively support and cooperate with the school's Christian philosophy of education, core values, mission, and vision (Ephesians 6:1-4)
- Encouraging families in their relationship with Jesus Christ (Hebrews 10:24-25)

Attendance Procedures

Regular attendance is fundamental in order for each student at Valley Christian to experience all that the Lord has for him or her. It goes without saying that something of genuine significance happens in each class, every day. Assignments can be made up, but it is our conviction and confidence that the Lord will give each teacher something special in each class

that can never be made up. Each teacher prays to that end, and, we believe, that is our distinctive. Therefore, though every student might experience an absence at any given time, it is very important that arbitrary absences be discouraged and kept to an absolute minimum.

Daily Schedule:

The school day runs from 8:10-3:38. The drop-off and pick-up location is the east parking lot unless otherwise determined by the classroom teacher. No student may be in the building unsupervised after 3:45.

Preschool 3yr and 4yr Half Day Dismissal – 11:30

Kindergarten Half Day Dismissal – 12:00

Preschool and Kindergarten Full Day Dismissal – 3:20

1st/2nd Grade Dismissal – 3:25

3rd Grade Dismissal – 3:30

4th/5th/6th Grade Dismissal-3:38

Please adhere to our staggered pick-up times and pick up your child promptly when they are dismissed. If you have more than one child to pick-up, please arrive at the earliest pick-up time. Any child not picked up at their pickup time will be sent After-School Care and will be charged accordingly.

When dropping-off or picking-up, escort your child across the main crossing area in front of the doors. Please do not cross in between vehicles. If you are driving through the parking lot, be alert to other cars that may be pulling out or children that may be crossing the parking lot to their cars.

All elementary students must be picked up from the elementary parking lot. Elementary students are not allowed to wait in the high school building for their sibling or in front of either building. We do not have supervision for either of those areas. Students who are waiting for an older sibling will be sent to After School Care. They will not be charged for this service as long as their sibling picks them up by 3:45. Any student left in after care after 3:45 will be charged accordingly.

Please help us maintain a safe and efficient traffic environment for your child by observing the following:

- The two “quick stop” lanes are for **immediate** drop-off or pick-up only. Please do not park, stop, wait, or exit your vehicle if you are in either of these two lanes.
- If you are planning on exiting your vehicle or have to wait for a child, we ask that you PARK your car in a designated parking spot and escort your child to/from the car.
- Please be kind to any staff member who may remind you of these or other guidelines. Our number one priority is the safety of the children.
- All elementary students are to be picked up from the elementary building. Any student who is being picked up by an older sibling is to go to After-School Care until the older student can pick them up.

Before and After School Care:

- Before-School Care is held in the library for students in PreK-6th grade from 7:30 am to 8:00 am.
- After-School Care is held for PreK-6th in room 14B in the North Building and is offered beginning at 3:15 until 5:30. There is no after-school care available for our part time preschool and kindergarten students.
- Students being picked up by their older siblings must report directly to After-School Care, and these families will not be charged until after 3:45.
- Students must have verbal or written parent/guardian permission submitted to the school in order to receive this service.
- Families will be charged a flat rate of \$3.00 for the morning care, and \$6.00/hour for the After-School Care. Any student picked up after 5:30 will be charged a late fee.
- We ask those students not utilizing this supervised care not to arrive before 8:00 am and to leave by 3:35 pm.
- Please call the After-Care number to pick up your child. That number is 406-544-0045.

Checking Out from School:

- VCS has a closed campus policy. All visitors and parent/guardians must check in at the Office.
- Students may not leave campus without a parent/guardian checking them out.
- When checking your child out of school, you must do so from the North Office.
- Students must always check in at the office if they come late or if they are returning to school.

Tardies:

- Students are tardy when they are not inside the classroom door with the appropriate materials when the tardy bell rings.
- The first bell rings at 8:05 a.m. and the tardy bell rings at 8:10 a.m.
- Students who arrive late for school must check in at the North Office.
- Students will only be allowed 6 unexcused tardies per quarter.
- The principal will contact parent/guardians to schedule a meeting for habitually late students.
- The following is a list of excused tardies:
 - Medical appointment (accompanied by a note from the health care provider)
 - Family emergency
 - Bad road conditions due to weather *School Approved
 - Car trouble
 - Accident
- All other tardies will be unexcused. Any student who was sick that morning should not return to school for 24 hours.

Absences:

- In the event a student is absent, parent/guardians must call the school office by 8:45 a.m.

- If a student accumulates more than 5 unexcused absences, they will be contacted by the principal.
- The following is a list of excused absences:
 - Medical appointment or medical absence (accompanied by a note from the health care provider)
 - Family emergency
 - Accident
 - Bad road conditions due to weather *School Approved
 - Sickness *see Sick Child Policy
 - Any other school approved absence
- Avoidable absences include those resulting from activities such as family trips and oversleeping. The principal will make this determination.
- School sponsored absences will not count towards the 5 unexcused absences. Please note that a school sponsored absence does not apply if a sibling is participating in an outside sports event. If a student misses school to attend a sibling's game, it will apply towards the 5 unexcused absences.
- In the case of a planned absence, a pre-arranged absence form must be filled out and turned into the office. This does not guarantee that the absence will be excused.
- When planning family trips, please plan according to the school calendar.
- Excessive absences will affect a student's grade.
- It is the responsibility of the student and/or parent/guardian to notify the teacher well in advance in order to collect any work they might miss and complete the work prior to leaving or upon their return.
- Call the office as soon as you know your child will be absent. If a student is sick and the parent/guardian wishes to pick up their work, we ask that you wait until the end of the school day in order for the teacher to have enough time to put it together.

Attendance Codes:

- A: Absence Excused
- A/2: Half-Day Absence Excused
- AU: Absence Un-excused
- AU/2: Half-Day Absence Un-excused
- TE: Tardy Excused
- TU: Tardy Un-excused
- SS: School Sponsored Absence
- D: Disciplinary School Suspension
- N/S: No School
- E/O: Early Out
- P: Present

Academics

Grades and Report Cards:

- Valley Christian uses the school management portal system, RenWeb, to help keep parent/guardians apprised of their children's grades, communicate announcements, and much more.
- For instructions on how to access ParentsWeb, contact the North Office, or follow the instructions given on our VCS website.
- All students will have a copy of their report card emailed or sent home with the student

quarterly.

- Parent/guardians are encouraged to view their child's grades on ParentsWeb on a regular basis and contact teachers directly with any questions or concerns they may have.
- The VCS Administration reserves the right to retain any student who is performing academically below grade level by the end of 3rd Quarter.
- If a learning disability becomes apparent after admission, the school reserves the right to cancel enrollment if we are unable to meet their child's needs.

Homework Policy:

- Homework consists of work not completed in class, studying for tests and/or quizzes, special projects, and reading assignments. We believe that homework needs to be kept in balance with family time and other important aspects of life.
- In order to support local church youth groups, as a general rule, homework will not be assigned on Wednesday evenings and major tests on Thursdays will not be scheduled.
- Teachers will use the following guidelines as recommended maximum homework times. The amount of homework may vary based on how much work is accomplished during class time and the academic abilities of students.

Kindergarten	5-10 minutes
1st grade	10-15 minutes
2nd grade	15-20 minutes
3rd grade	20-30 minutes
4th grade	30-40 minutes
5th grade	40-50 minutes
6th grade	50-60 minutes

In-House Accommodation Plan (IHAP):

Valley Christian School does not have a Special Needs Program. Students with a diagnosed Specific Learning Disability may be offered an In-House Accommodation Plan.

- The accommodations offered to the student will be decided by the principal, and teachers.
- Students with an IHAP, diagnosed or an un-diagnosed learning disability will be accepted on a case-by-case basis.
- If a student has been diagnosed while enrolled at VCS the administration will determine if the school will be able to accommodate the student. We may not be able to accommodate or serve all students, based on academic, socio-emotional, or behavior challenges. IHAPs reviewed annually.
- Accommodations are subject to change and re-enrollment is not guaranteed.

Parent Teacher Child (PTC) Conferences:

- PTC conferences are scheduled in the fall and in the spring.
- Parent/guardians AND students are required to attend PTC conferences.

Plagiarism:

- Plagiarism is the act of taking another's ideas, writings, pictures, etc. and passing them off as one's own. (Webster's New World Dictionary, 1968)
- Infractions will result in consequences and the opportunity to redo a plagiarized paper for credit will be up to the discretion of the teacher and principal.

Probationary Policy for New Students:

- All new students will be on probation for the 1st Semester they are attending.
- Students will be held accountable to Discipline Procedures and Consequences.
- If at any time during the probationary period, the students display behavior that is not consistent with the Code of Conduct the Administration will review their enrollment at VCS.
- You agree that the work you are submitting is your original work and no portion of it has been generated using artificial intelligence.
- The Administration has the right to move a child to a previous grade or cancel their enrollment if they're academically not prepared for the grade they are enrolled.

Testing Program:

- All Kindergarten – 6th grade students will take the standardized Iowa Tests of Basic Skills test in the spring.
- Reports for those tests usually will be sent home to parent/guardians by the end of the school year.

Dress Code

Our dress code is neat, clean, modest, and moderate. We expect students to dress appropriately at all school sponsored activities, both on campus and at off campus venues. This includes sporting events, graduations, programs, or anything that is a VCS sponsored activity. It is the responsibility of parent/guardians to ensure their student(s) follow the school's dress code. If you are not abiding by the dress code at any of these events, you will politely be asked to comply or leave.

Neat & Clean:

- Hair must be kept neat, clean, and out of the eyes. Boys' hair must be above the collar; cultural exceptions may be granted through the administration.
- Clothing must be in good repair without rips or holes.
- Facial hair must be kept neat and trim.

Modest:

- Pants should ride at the waist.
- Jeans, dress pants, pants or skirts/dresses must be neat, clean, modest, and moderate.
- Minimum skirt length is at the top of the knee. Slits in skirts must not be more than the top of the knee.
- Shorts are allowed (no shorter than 2" above the top of the knee) but are not to be

worn with leggings or tights underneath.

Moderate:

- Nothing tight, short, see-through, or revealing (showing undergarments, midriff, or cleavage).
- Loosely woven sweaters and sheer or lace tops must be worn with a sleeved undershirt.
- No questionable or objectionable messages/images.
- Shoulders must be covered.
- Hair coloring must appear natural.
- No hats, beanies, stocking caps, etc. may be worn during school hours.
- No visible tattoos or body piercing. Pierced ears are acceptable for girls (no earrings for boys).

Dress Code Violations:

- If students are not appropriately dressed for school, parent/guardians will be notified and asked to bring in approved clothing for the student.
- A second offense for PK-4th will result in a loss of recess, a parent/guardian phone call, and a change of clothes.
- A second offense for 5th-6th will result in a detention, a parent/guardian phone call, and a change of clothes.
- Upon a third offense the parent/guardian will meet with the principal.
- In the event of a “judgment call”, the administration reserves the right to make the determination on whether a student has violated the school’s dress code.
- Further consequences for dress code infractions depend on the severity and frequency of the offense.

PE/Sports Events:

- Students may change out into PE attire if they wish, but they must change back into their school clothes before returning to class.
- Students must have a separate pair of no-black-mark tennis shoes for PE.
- Any student participating in PE must remember they must follow the dress code:
- Athletic shorts must be 2” above the knee or longer.
- No yoga pants, leggings, or tights.
- No tank tops or sleeveless shirts.

Policies, Procedures, and Programs

Animals:

- Only Service Dogs or Police Dogs are allowed on campus at any time.
- Administration must approve any other animal on campus.

Boy-Girl Relationships:

- We believe the Christian school is the place where good, caring, and healthy relationships should be developed between young men and women.

- We strongly discourage all girlfriend/boyfriend relationships.
- Students may not pair up and seclude themselves in classrooms or other areas of the school.
- We do not allow physical displays of affection during school, on campus, or at school events.

Bus riding:

- In addition to obeying all school rules, students should strive to set an example for others in behavior and courtesy.
- The bus driver is in charge and should be treated with respect.
- Students are expected to follow all rules set in place by the chaperones/adults on the bus in accordance with the rules of this handbook.
- Boys and girls are not allowed to ride in the same seat.
- Students help with bus clean-up by picking up trash and removing all personal effects.
- Cell phone usage is not allowed on the bus. Students may utilize a cell phone for a medical issue that has been documented and approved by the administration.

Chapels:

- Elementary Chapel is every Wednesday.
- Kindergarten-5th grade meets from 8:15-8:55.
- Our desire in our chapel program is to worship the Lord, praise Him for who He is and learn from His Word.
- We encourage our students to dress nicely for chapel.
- Students in 2nd grade and above are required to bring their Bibles.

Courtesy and Respect:

- We want everyone at our school (students, teachers, visitors) to know this as a place where they will be treated with respect.
- When an adult visits a classroom, students are asked to stand respectfully.

Communication:

Positive communication needs to be the hallmark of our school if we are to be in line with Biblical principles. We will always adhere to the Matthew 18:15-20 principle when dealing with others when we may have a conflict. The purpose of this communication procedure is to assist our school in working respectfully through all issues for the good of all those involved. Our goal is to glorify God through our service in this ministry.

- When there is a difficulty, go directly and privately only to the individual involved.
- Do not gossip or involve other parent/guardians, faculty, staff, or others. Destructive criticism is to be avoided.
- Parent/guardians are not allowed to question or correct any student who is not their own.
- When addressing a person in public or private, always reference the VCS Core Values. Do not belittle, shame, or humiliate the individual.

- If the situation is not resolved, go to your principal.

Electronics/Cell Phones:

Phone Use:

- School phones are business phones and must be used for school business only.
- If a cell phone is on campus, it must be turned in to the teacher at the beginning of the school day.
- If parent/guardians need to get in touch with their sons or daughters, they need to call the school (549-0482 Ext 200). In the same way, if a student needs to contact their parent/guardians, they need to use the phone in the Elementary Office.
- Wrist cell phones and smart watches are not allowed on campus.
- Cell phone violation: The cell phone will be confiscated and given to the principal to be picked up at the end of the school day. The principal will contact the parent/guardians.
- Students may utilize a cell phone for a medical issue that has been documented and approved by the administration.

Other Electronics / Toys:

- Personal electronic devices are not allowed in the classroom. Any exceptions are subject to principal approval prior to use.
- Students are not to use any portable music device during school hours.
- Music devices may not be used on school-provided transportation unless permitted by the immediate supervisor.
- Ear buds, headsets, headphones, or other listening devices are not to be used without administration permission or for a teacher-led instructional lesson.
- No recording devices should be used without express permission from the administration or as a teacher led instructional activity, and only with parent/guardian permission from everyone being recorded.
- Chromebooks that have been borrowed by the students are for educational use only. Chromebooks are not to be in the lunchroom, lockers, or taken home.
- Using phones or other electronic devices to access pornography, cyber-bully, or sexting is strictly forbidden.
- Toys, stuffed animals, and the like are not allowed on campus, unless for show and tell or other teacher designated activity.

Emergency Procedures:

- Every student must have an emergency contact list on file with the school. The parent/guardians are responsible for informing the school of any changes to the emergency contact list.
- Each parent/guardian must be sure to maintain updated information, including a phone number and a current email address in RenWeb.
- Emergency drills are conducted throughout the year in accordance with state mandates. Teachers will inform students of the correct protocol for each drill.

Field Trips:

- Students must have written permission to attend field trips.
- Parent/guardian drivers must have completed the approved driver form, submitted a copy of driver's license and insurance, and have a cleared background check on file, prior to drive. The Approved Driver's Form is renewed annually. An updated insurance must be on file.
- No driver may be alone in a car with a student that is not their own child.

Harassment, Bullying, Sexual Harassment:

- Harassment pertains to actions, words, or other verbal, non-verbal, and physical interactions of a derogatory, hostile, or offensive nature based on an individual's sex, race, color, national origin, ancestry, age, disability, or any other category protected by law.
- Bullying is hostile behavior that a student intentionally or knowingly directs toward another student. It involves verbal threats such as teasing and name-calling; cyber-bullying through electronic media; physical hostility through pushing, shoving, kicking, or hitting another student; and relational hostility by excluding a student from a group or gossiping against another student.
- Sexual Harassment refers to any type of behavior of a sexual nature, intentional or unintentional, that is unwelcome and that has the purpose or effect of creating an environment that is hostile, offensive, or coercive. It includes but is not limited to unwelcome sexual advances or favors, discussion of one's sexual activities, inappropriate petting, touching, or pinching, sexually suggestive language, or gestures.
- Harassment, bullying, and sexual harassment go completely against what the school stands for and will not be tolerated. It is important for students who think they have suffered harassment, bullying or sexual harassment to report the incident to the principal or another school staff member. In addition, any other student who suspects or has knowledge of an incident of harassment, bullying or sexual harassment is required to report that information to the principal or another school staff member.

Library:

- The library is to be a quiet place of study.
- Library computers are for research and word processing.
- If students are disruptive or unruly in the library, they will lose the privilege of working there.
- No food, candy, or beverages are allowed in the library at any time without permission.
- Students may check out up to 3 items with a two-week checkout period per item.
- Fines are assessed at \$.10 per day (weekdays only).
- If an item is missing/damaged, there will be a minimum charge of \$5.00 or the actual replacement cost of the item.
- At the end of the school year, students with outstanding fines and/or overdue books will be charged for those items unless arrangements have been made with the librarian.

Locker Regulations – 6th grade:

- Each 6th grade student will be assigned a locker.

- Students are responsible to keep their lockers clean.
- Students may post pictures on the inside of their lockers; however, no pictures that are in any way offensive to the name of Jesus will be allowed.
- Students are strongly encouraged NOT to leave their valuables in overnight or during the weekend. The school is not responsible for missing or stolen items.
- Students may choose to have a lock on their lockers as long as they furnish the key or combination to their teacher.
- The school maintains the right to enter a student's locker at any time.
- Students are not to write in their lockers.

Missing Money & Valuables:

- Valley Christian School accepts no responsibility for missing, lost, or stolen money or valuables.
- Valley Christian School often rents their buildings to outside groups. It is highly recommended that students do not leave gym bags, money, or other valuables at school overnight or on the weekends.

Parent Alerts:

- Parent Alerts will be used to communicate weather delays and closures, school lock downs and other emergency procedures.
- Please **do not** reply "stop" as you will not get further alerts.

School Equipment and Buildings:

- Everything we have at Valley - books, tables, projectors, etc. - has been given to us by the Lord. Knowing that, we desire that each student and staff member treat all school materials with great care.
- Students are responsible for all materials they use and will be required to pay for repairs or damages to those materials.

Severe Weather:

The following information outlines the communication procedures. All parent/guardians, faculty and staff should look to this information between the hours of 6-8 a.m.

- School closure/cancellation information will be posted by 7:00 a.m. The school will also send out a message via our Parent Alert system by text, phone, and email.
- The media will only announce school closures when authorized by the Head of School.

Student Facility Use:

- Students may not be in the school facility, including the fitness room, before or after normal operating hours without faculty or staff supervision.
- Students may work in the school outside of normal operating hours only if accompanied by a faculty or staff member. They may not admit any non-approved person during their approved use of the facility.
- Students should never be in possession of any school keys.

Student Store:

- The Student Store operates under the guidance and supervision of the VCS Business Office to sell school materials, retail food, and maintain a clean lunchroom.
- Lunch orders: Students may pre-order food from the Student Store using ParentsWeb. All orders must be in by 9:30 a.m. The food ordered will be prepared in time for the student's lunch period. Payment is due at the time of service; no IOUs are allowed.
- Lunch accounts: Students may open a pre-paid lunch account in the Store for \$15, \$25, or \$50.
- Lunch accounts may be used to purchase food items only. Make checks payable to "Valley Christian School" or "VCS." The Store accepts credit/debit cards with a minimal usage fee. Account reminders will be sent home when the student's account reaches, or goes below \$5.00.
- Home warm-ups: Students may bring food from home to be warmed up in the Store. In order to provide warm-ups at no charge, families are responsible for sending everything needed for the warm-up from home. Student warm-ups are heated in high-powered, commercial microwaves. Food sent in plastic storage bags or in a product package should be accompanied by a microwaveable container or paper plate.
- Warm-up guidelines:
 - Send the warm-up in a covered, microwaveable safe container or accompanied by a paper plate/bowl.
 - Send forks, spoons, napkins, and/or cups from home.
- If you have ordered for your child and they are absent you have until 9:30 a.m. to cancel or you will be charged.
- The Student Store has hot water available daily for soup preparation or drinks. Refer to the warm-up guidelines when sending a "hot water" item.
- Students assist with lunchroom clean-up by clearing their own table area. Lunchroom guidelines include sitting properly in a chair at the table, using good table manners, talking quietly, and eating his/her own food.

Teacher's Lounge:

The teachers' lounge along with the microwave and refrigerator, are for teachers use only.

Technology Acceptable Use Policy:

Technology plays an important role in the education of our students in this digital age, this VCS policy was developed to guide the use of this technology by students. Students and their parent/guardians must agree to the following stipulations to be allowed to use technology at VCS. (The acknowledgment of this policy in the student handbook will serve as an agreement between both parent/guardian and student.)

- Students will use the Internet and all forms of school technology responsibly. School technology includes, but is not limited to, computers, tablets, printers, copiers, cameras, and interactive web resources that serve educational purposes. This agreement extends to the use of technology that students may be able to use off-site.
- Students will respect the rights of copyright owners by limiting copying to essential materials and providing attribution (citations) for images and text. Students will avoid

plagiarism by ensuring that their papers and projects reflect their thoughts and ideas as well as cited paraphrases, summaries, and quotations. Students will ask teachers or media staff for assistance if they have questions regarding these terms.

- Students may not use a personal device on the school network or at VCS. Special accommodations may arise so that an exception to this rule may be permitted upon review from the principal, counselor, and/or IT Department (all school policies apply to them, and this privilege may be limited or revoked).
- Students will understand the network is a valuable resource for teaching, learning, and many other forms of productivity for students, staff, and parent/guardians. Students will not download large files or attachments, view videos, or listen to music. Doing so will compromise network speed and they will avoid this type of activity without permission (this includes using a personal device). Students will limit their use of downloading large files to classroom lessons and research. Students engaging in schoolwork will be given priority when accessing school technology.
- Students will understand that their participation in school interactive web resources--using a personal device or not--must represent what is expected from a student at VCS. Therefore, anything that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, podcasts, social networking sites, messaging/chat sites, or other digital communication tools. Additionally, students will promptly inform a teacher or administrator if any messages received, or material reviewed is inappropriate.
- Students will understand that the Harassment, Bullying, & Sexual Harassment policy found in the student handbook applies to online behaviors, and they will comply with all provisions of that policy.
- Students will understand that school-provided access to the Internet must be filtered. If they need access to a blocked site, they will work with their teachers to explore the options available. Students will not attempt to bypass any blocked sites or circumvent the filter in any manner. **(See Filter Section below for details.)**
- Students will not impersonate nor attempt to impersonate another nor use or attempt to use somebody else's accounts on any device. Students will not delete or tamper with anyone else's files, folders, or work. Students will not let another student use their accounts on any device.
- Students will understand that files, services, and devices provided by and/or managed by the school are not private. There is no expectation of privacy when students use the school district's network, devices, and/or services. Anything they do can be viewed by the administration at any time.
- Students and their families will understand that they will be liable for full repair and replacement costs for damage to school property, whether intentional or through negligence, including electronic devices.
- Students will understand that attempts to override, disable, alter, or circumvent security restrictions, management systems, or device firmware will be considered intentional damage.

Students will understand that should they be found in violation of this policy, the consequences could include, but are not limited to; restricting access to the device, disabling device features or applications, the revocation of all network access, suspension, or expulsion from school, or

legal action by the public authorities. Students or parent/guardians should contact the school administration if they have any questions about this agreement or its implementation.

This policy is to be reviewed, revised, and/or updated every three years or when it becomes necessary due to significant changes in technology access or usage by students.

Filter:

Under the Children’s Internet Protection Act (CIPA), schools are required to restrict minors’ access to internet-based materials. VCS has licensed a commercial internet filtering package that meets or exceeds the CIPA requirement for student protection.

With respect to any school device with Internet access, the school will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

- Violent or Obscene.
- Relating to Bullying
- Pornographic, or
- Harmful to minors.

The term “harmful to minors” means any image, graphic image file, or other visual depiction that, when taken as a whole and with respect to minors, appeals to a vested interest in nudity, sexuality, and/or violence.

An administrator, supervisor, or other person authorized by the Head of School may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VCS will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Visitor Policy:

- Our doors are unlocked at 8:00 in the morning and re-locked at 8:10.
- All parent/guardians, visitors and guests must check into the North or South Office upon arrival.
- Visitors must introduce themselves, sign in, pick up and wear a visitor’s badge.
- VCS operates as a closed campus.
- Do NOT prop doors open. This is a security risk.
- Parent/guardians and student should not admit other people into the building. Please direct them to the front offices.

Website:

- Valley Christian School has a website located at valleychristian.org.
- The website contains school forms, the school calendar, and more information regarding our school. Please submit any suggested changes/additions/pictures to the high school office manager for approval.
- The VCS parent/guardian portal, ParentsWeb, gives families access to grades, behavior reports, schedules, homework, and announcements. Parent/guardians can create a

user account and access ParentsWeb from the VCS website. To create this account, click on ParentsWeb, create new account. Check your email, including the Junk folder and follow the set-up instructions.

- The Family App brings everything about Valley Christian to your fingertips. You can check the calendar, receive announcements, receive alerts if the calendar changes, order lunch, and much more!

Discipline Procedures and Consequences

Behavior Report:

A behavior report will be documented in ParentsWeb. Behavior related offenses include but are not limited to:

- Disobedience/Defiance
- Deception/Lying
- Excessive absences or tardies
- Inappropriate language or behavior
- Cheating/Plagiarism
- Verbal confrontation between students
- Unprepared for class
- Dress code violations
- Verbal, written, or implied threats

Code of Conduct:

Since our goal at Valley Christian is the preeminence of Christ in all areas of a student's life: academic, sport, social or personal life. It is always expected of all students that their lives strive to reflect Biblical morals and values. Based on that expectation we all Junior High and High School students must agree to the following code of conduct both in school and out of school - including summer break:

1. I agree to conduct myself in a manner worthy of Christ to please Him. (Col. 1:10-12)
2. I will not conduct myself in a way that has an adverse effect on the name of Christ.
3. I will not engage in the illegal use or possession of drugs, alcohol, tobacco, to include vaping products.
4. I will not engage in any form of immorality.
5. I will not engage in inappropriate social media.
6. I will not engage in criminal activity of any kind.
7. I agree to not live-in flagrant rebellion to my parent/guardians.
8. I will not physically harm another person.

Classroom discipline plans must be followed.

Individual situations that conflict with this standard will be evaluated in a case-by-case basis with an attempt to find the best solution for the individual and the student body as a whole.

This may result in school disciplinary action including suspension, expulsion, community service, and/or denial of re- admittance.

Consequences:

- Minor disturbances that prevent school or classroom order and instruction are generally under the control of the teachers.
- Offenses are handled in a progressive manner which may result in a warning, loss of privileges, restrictions, in school or after school detention, parent/guardian notification, parent/guardian/teacher conference or parent/guardian/teacher/principal conference.
- Major offenses may result in a more severe consequence.

Discipline Consequence Guidelines:

- We want all our students to reach their God-given potential. Toward that end, we strive to have organized classroom settings and a predictable routine where respect, manners, and obedience are taught.
- John 14:23 says, "If anyone loves me, he will obey my teaching." Our goal is to encourage our students to "Listen and Obey God's voice in their heart". We will continually use God's Word and prayer to instruct the children in that truth.

Probation:

A student is placed on disciplinary probation after 3 detentions or for the following reasons:

- Demonstration of a negative attitude or influence
- Failure to comply with the policies of the school
- Conduct outside of school that has an adverse effect on the name of Christ.

Suspensions:

Valley Christian uses two types of suspension for disciplinary measures: in-school suspension (ISS), and out-of-school suspension (OSS).

- ISS is usually used for less severe disciplinary infractions. The student is required to come to school but does not participate in classes, lunch, or other school day activities. ISS can run for a part of the school day or the entire school day. School work will be gathered from teachers to be worked on by the student during the day.
- OSS is used for the more severe disciplinary infractions. During the time a student is in OSS, they are not allowed to come to school or participate in any school-related activities including sports practices, sporting events, assemblies, etc.
- No credit may be given to a suspended student for material covered during the days he/she is suspended. Teachers may, however, require that the missed work be made up.
- It is the responsibility of the student, not the school, to contact teachers and ask for assignments or missed work.
- An OSS will be recorded in a student's permanent file.
- Not meeting academic and/or disciplinary probation requirements.

Suspension (ISS/OSS):

May result from actions/behaviors which are not all-inclusive:

- Obscene, vulgar, or profane language (taking God's name in vain)
- Direct disobedience
- Harassment, bullying, sexual harassment

- Cutting class
- Inappropriate physical displays of anger (i.e., wrestling, punching, pushing, shoving)
- Vandalism
- Physical displays of affection
- 4 detentions in a school year
- Stealing
- Leaving campus without permission
- Vaping

Expulsion:

The Valley Christian School Board makes all decisions regarding student expulsions. A student involved in the following may be considered by the school board for expulsion:

- Illegal use or possession of drugs, alcohol, or tobacco to include vaping products.
- Engaging in any form of sexual immorality. This includes but is not limited to premarital sex, pornography, or homosexual activity.
- Participating in sexting or inappropriate use of social media.
- Being involved in criminal activity of any kind.
- Living in flagrant rebellion to parent/guardians.
- Ongoing misbehavior that disrupts the learning processes or is scornful towards the Lord or the school and what it stands for.
- Excessive absences.
- Weapons and/or threats of violence

Substance Abuse:

- The illegal use or possession of drugs, recreational marijuana, alcohol, or tobacco, to include vaping products, is strictly prohibited for Valley Christian students.
- If a student engages in such activity, it will result in immediate expulsion.

Weapons and Threats:

- Students may not bring knives, guns, or any other weapons to school.
- All knives, guns, or any other weapons will be confiscated immediately, and the student will be disciplined appropriately.
- No lighters, matches, nor incendiary devices of any kind may be brought on campus or taken to any school-related activity. Any such items will be confiscated, and appropriate disciplinary measures taken.
- Any threats of verbal, written, or physical harm will be met with appropriate discipline.

PERMISSION TO TREAT and MEDICAL INFO

Immunizations:

- All students are required to have documentation of immunization according to the Montana Immunization Law of July 1, 1989, upon date of entry into Valley Christian School. The certificate of immunization on every student is assessed and recommendations made to the parent/guardians where a student does not meet the requirements. A report is submitted

annually listing the names of students who are categorized according to a) conditional attendance (those who have not met the admission requirements and are in the process of receiving immunizations), b) religious exemptions (those with a notarized affidavit), and c) a medical exemption (those with a certificate of immunization signed by a physician).

Illness Guidelines:

- Students who return to class after an illness will be given a reasonable amount of time, no more than five school days, to turn in work assigned during the period of illness. The amount of time allowed will be at the discretion of the individual class teacher.
- Refer to our Daily Health Assessment and Process for Returning to In-School Instruction.

Medication:

- Our school offices have Tylenol, Ibuprofen, Tums, cough drops, and Band-Aids available to treat minor ailments. We also have Benadryl in case of an allergic reaction, but we do not dispense this medication to students for seasonal allergies. For us to be able to treat your child, you need to have checked the Permission to Treat on your family application or enrollment form. You will receive an email each time we dispense medication.
- We would prefer any prescribed medication (antibiotics, etc.) be given at home before or after school. Should your child need medication given at school, a note from the doctor is required and the medication must be dispensed in the school office.
- Any student who requires medication during school hours must come to the North Office.
- A student who must take prescription and/or over-the-counter medication during the school day must bring the medicine and a written request to administer medication signed by his/her parent/guardian to the office.
- The prescription medicine must be in its original container and the container label must clearly show the student's and physician's names and instructions.
- The office must have a letter from a physician for any student with a medical condition which requires the use of a medical device such as an EpiPen or an inhaler.
- Parent/guardians are asked to contact the office to make sure that all current medical information is updated on RenWeb.

Inhalers:

- For your child to have an inhaler at school, we will need a DOCTOR SIGNED asthma action plan with clear instructions on when to use the inhaler. The inhaler will be kept in a secure location in the classroom or the locked cabinet in the office. In cases of severe asthma, the doctor's note must state that it is to be carried on the student at all times.
- Should your child need to use his/her inhaler during the day, they will be asked to notify the office so we can document it and notify you. Contact the elementary school office for the asthma action plan form.

Epi-pens:

- If your child is highly allergic and needs an Epi-pen at home, we need one here at school as well.
- It will be kept locked in our medicine cabinet and if needed can be taken home each

night.

- Please inform our office and your child's teacher should the potential exist for an anaphylactic reaction.

Lice:

- Should your child be found to have lice; we will ask you to come and pick your child up to begin treatment.
- The entire class will be checked, as well as any siblings of the affected student. If siblings are found to have lice, their classes will also be checked. The lice screening will be done as private as possible.
- Upon return, your child will be screened again to make sure no nits are present. Should nits remain, we will ask you to take your child home and retreat him/her.
- Just a reminder, lice has absolutely nothing to do with a person's health or cleanliness.

Sick Child Policy:

- In an effort to prevent the spread of illness to classmates and faculty, we ask that you please keep your child(ren) home from school if they are sick.
- The illness guidelines for some of the more common illnesses are listed below.

Colds:

- Please keep your child home if they have a low-grade fever (temperature over 100.4°F) and they are experiencing discomforts that would interfere with their ability to perform at school. Examples include the following:
 - Consistently goopy/runny nose or eyes
 - Severe lack of energy
 - Uncontrollable coughing, or
 - Any other symptom you would not want your child around.

Fever:

- Any student who has a temperature of over 100.4°F should remain home.
- If your child develops a fever during the day, we will ask you to come and pick them up.
- To return to school, your child must be FEVER FREE for 24 hours without use of a fever reducing medication like Tylenol or Ibuprofen.

Vomiting/Diarrhea:

- A child with vomiting or diarrhea should stay at home and return to school after being SYMPTOM FREE FOR 24 HOURS.
- During the school day, your child will be sent home should they have one episode of vomiting, or an episode of diarrhea with other symptoms (fever, increased discomfort, vomiting, or if clothes are soiled).

Strep throat:

- Students may return to school after receiving 24 hours of antibiotics and are fever free for 24 hours.

Health Assessment and Process for Returning to In-School Instruction:

If your child is sick with any of the following, please keep the child home.

- Fever greater than 100.4°F
- Diarrhea
- Cough, sore-throat, and body aches
- Cough and difficulty breathing
- Nausea and throwing up

For your child to return to school they must be 24-hour symptom free. If their symptoms lasted more than 72 hours, a student must have a written note from a Healthcare Provider.

Vision and Hearing Screening:

- Students are screen annually for vision and hearing. Announcements will be made as to which grades are screened.
- Should a student fail a test, the results will be given to the parent/guardians. The parent/guardians will be encouraged to have the student evaluated by a physician or appropriate health care provider.

Statement on The Ministry of Teaching

All teachers, school administrators, staff, coaches, and volunteers at Valley Christian School are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered his disciples and others around him and taught with such conviction and truth that the “many who heard him were astonished, saying, ‘Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hand!’” (Mark 6:2). His apostles, likewise, were teachers and gave witness “with great power,” through their words and their deeds, and “gave their testimony to the resurrection of the Lord Jesus, and great grace was upon them all” (Acts 4:33).

The ministry of teaching obligates the teacher to assist his or her students in understanding not only mathematics or physics, but how the order and discipline of mathematics or physics reveals the mind of God. It obligates one not only to instruct in geography and history, but to inculcate the faith by helping the students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and to learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order. The ministry of teaching requires one not only to help students acquire skill in spelling, reading, grammar, and writing, but to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and sacred Scripture itself—all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul’s admonition:

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of

praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you (Phil. 4:8–9).

Teachers, administrators, staff, coaches, and volunteers at Valley Christian School must be ever mindful that they instruct not only through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. Therefore, all teachers, administrators, staff, and volunteers, even before their first meeting with students, must subscribe to the school's Statement of Faith. Therefore, all teachers, administrators, staff, and volunteers are required to give a godly example, both at school and away. All staff must teach truth and avoid falsehood. "Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another. ... Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear" (Ephesians 4: 25, 29).

Teachers, administrators, staff, coaches, and volunteers are ministers to the student body by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians to "Let all bitterness and wrath and anger and clamor and slander to be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you" (Ephesians 4:31–32). All staff also model the Christian life by being active in their own church community and by serving as an intermediary assisting the student body in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parent/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parent/guardians or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parent/guardians or eligible students to review the records. Schools may charge a fee for copies.

Parent/guardians or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/guardian or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent/guardian or eligible student in order to release any information from a student's education record. However, FERPA allows

schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parent/guardians and eligible students about directory information and allow parent/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parent/guardians and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Source: <https://studentprivacy.ed.gov/>

The administration reserves the right to adjust any policy, upon receiving Board approval, in this handbook, at any time, that does not violate our Mission Statement or our Core Values.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

- Students** are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
 - Do business as usual
- Adults and staff** are trained to:
- Close and lock the door
 - Account for students and adults
 - Do business as usual



SECURE

"Get Inside. Lock outside doors"

- Students** are trained to:
- Return to inside of building
 - Do business as usual
- Adults and staff** are trained to:
- Bring everyone indoors
 - Lock the outside doors
 - Increase situational awareness
 - Account for students and adults
 - Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

- Students** are trained to:
- Move away from sight
 - Maintain silence
 - Do not open the door
- Adults and staff** are trained to:
- Recover students from hallway if possible
 - Lock the classroom door
 - Turn out the lights
 - Move away from sight
 - Maintain silence
 - Do not open the door
 - Prepare to evade or defend



EVACUATE

"To a Location"

- Students** are trained to:
- Leave stuff behind if required to
 - If possible, bring their phone
 - Follow instructions
- Adults and staff** are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
 - Lead students to Evacuation location
 - Account for students and adults
 - Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

- Hazards** might include:
- Tornado
 - Hazmat
 - Earthquake
 - Tsunami
- Safety Strategies** might include:
- Evacuate to shelter area
 - Seal the room
 - Drop, cover and hold
 - Get to high ground
- Students** are trained in:
- Appropriate Hazards and Safety Strategies
- Adults and staff** are trained in:
- Appropriate Hazards and Safety Strategies
 - Accounting for students and adults
 - Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

“Get Inside. Lock outside doors”



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

“Locks, Lights, Out of Sight”



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



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Valley Christian School

Parent/Guardian and Student Agreement

One Voice Model We agree to partner with the VCS staff, faculty, and administration. Our family believes in the One Voice model, that our child will hear the same voice – at home, at school, at church. We acknowledge that all VCS employees are ministers of the gospel and are ambassadors for Christ.

Academic Standards I agree to try my best to fulfill my obligation as an academic student by working hard, studying consistently, and completing all homework on time. I also commit to seek help when it is needed, communicate concerns to my teachers as they arise, and always respect my classmates.

Christian Lifestyle I agree to attend church and/or a church youth group, as these are an important part of leading a Christian life and to growing in my relationship with Jesus Christ. I commit to making regular attendance a personal goal.

Christian Conduct I agree to live my life in a way that is pleasing to God, on and off campus while I am enrolled. This includes abstaining from the use and possession of illegal drugs, alcohol, tobacco (in all forms), to refrain from immoral and illegal behavior, and to follow the dress code in modesty and moderation.

I agree to support a healthy and safe environment for all students by not using profanity, promoting or participating in gossip, and lying or abusing the trust of others.

Student Safety I agree to honor God with my words and my actions. I agree not to bully another student physically, verbally, or socially, and to immediately report any bullying I become aware of to the principal.

Full Transparency I agree to be held accountable to the VCS Code of Conduct, the student handbook, and its standards. I will respectfully receive correction from the Valley Christian staff and faculty.

I agree to follow the example of Jesus Christ in Matthew 18 when I have an offense against or have been offended by a fellow student, staff, coach, or faculty member. I understand every student is on a one semester probation period.

We have read and agree to the VCS Statement of Faith, Purpose, and Mission as stated in the Valley Christian School Elementary Handbook. By our signatures below, we acknowledge our commitment to these policies and to Christian education.

Student Name: _____ Student Signature: _____

Parent/Guardian Signature

Relationship to Child:

Parent/Guardian Signature

Relationship to Child: