

Valley Christian

Junior High/High 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

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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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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 JH/HS 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 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)

Expected Student Outcomes:

Expected Student Outcomes (ESO's) are expectations for Valley Christian School graduates.

Spiritual Life:

- Graduates will understand and commit to a personal relationship with Christ and pursue ongoing personal Spiritual growth, through prayer and studying the Word
- Graduates will have a clear understanding of the essential truths as laid out in the Scriptures and know how to effectively dialog with those who hold other worldviews.
- Graduates will be able to articulate their spiritual convictions and their basis for these.
- Graduates will appropriately apply Biblical principles and knowledge to facts, theories, and ethical issues in life.
- Graduates will understand the Gospel of Jesus Christ and have an understanding to be able to lead someone to Christ.
- Graduates will demonstrate discernment and wisdom in making decisions while recognizing the importance of seeking God's direction.
- Graduates will be able to explain being created in the image of God, and understand that God has a unique purpose for them.
- Graduates will demonstrate a Christ-centered life, by displaying obedience and producing fruits commensurate with that life.
- Graduates will understand their roles and responsibilities within their families as laid out in God's Word.

Academics:

- Graduates will be critical thinkers who are able to read, write, and to express themselves effectively in English.
- Graduates will be able to communicate orally, in writing, and present to an audience at a basic level in Spanish.
- Graduates will be able to apply necessary math skills for problem solving and the gathering, processing, and analyzing of data.
- Graduates will have a basic understanding of the Biblical principles of financial stewardship, budgeting, and debt management.
- Graduates will demonstrate an understanding of the Christian worldview and apply the scientific method, concepts and theories to investigations and current topics.
- Graduates will have a knowledge of the evolutionary theories, and be able to combat these arguments with the truth of God's Word.
- Graduates will know how to responsibly access media to find, analyze, and evaluate information for research purposes.
- Graduates will experience literature and the arts and understand how they express and shape values and beliefs through the lens of Scripture.
- Graduates will have a knowledge and understanding of events and movements of history and the cultures of people and places.
- Graduates will be able to articulate and defend a historical position, using evidence, whether verbally or in writing.
- Graduates will demonstrate knowledge of cause and effect thinking in all academic

disciplines.

- Graduates will be able to distinguish between fact and fiction, truth and fallacy, and real and fake news.
- Graduates will possess intellectual and technical skills that ensure opportunities to enhance career and satisfaction.

Citizenship:

- Graduates will recognize that we are first and foremost citizens of God's Kingdom.
- Graduates will understand and respect different cultural expressions and traditions in order to share Christ's love.
- Graduates will show initiative and self-discipline, and demonstrate dependability and responsibility in both the home and workplace.
- Graduates will show Christ-like character and self-discipline while online.
- Graduates will relate to authority with understanding and respect.
- Graduates will have the tools necessary to approach and resolve conflict appropriately.
- Graduates will be able to process and express emotions in a healthy manner.
- Graduates will demonstrate humility in their actions and speech.

Servant Leader:

- Graduates will understand and appropriate the Biblical mandate given by Jesus to take care of people's spiritual, emotional, and physical needs. (Mathew 25:31-46)
- Graduates will be exposed to mission work either by personal experience or being part of a team in a service project.
- Graduates will be able to acquire and develop leadership skills and collaborative work skills to approach a mission or service project.
- Graduates will seek to improve the lives of those within their sphere of influence by designing and implementing service projects to fulfill a need in a local community or abroad.
- Graduates will work within the body of Christ according to the variety of gifts in the body.

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.

Absences:

Attendance is a major component of the VCS mission for educational excellence.

- Students are required to be in class 1,080 hours for grades 7-12.
- Seniors must be enrolled as full-time students semester one of their senior year.
- Those seniors who have met the total number of credits for graduation along with the completion (C grades or above in Semester 1) of their required courses may, in their final semester, be allowed to leave campus after their core classes are completed for the day. This will be determined on a case-by-base basis by the administration. A parent/guardian meeting and permission form must be completed before being allowed. Attendance policies will be in effect for all classes in which seniors are enrolled.
- Per Board Policy, students in grades 7-12 who miss more than 10 class periods per class per semester will lose credit in that course. Students who lose credit will be required to satisfactorily complete one or more character education packers to be able to receive credit for the courses which have passing grades at the completion of that semester.
- Seniors are given 3 days per semester for college visits.
- Students who miss more than the 10 allowable absences will lose credit for that semester, unless they complete the terms of their academic probation.
- A student who reaches 22 days (approximately $\frac{1}{4}$ of the semester) absent in any course will automatically lose credit in that course and be dropped from it. (Administrative discretion may be used.) If a student has multiple dropped courses, the student may be withdrawn from attending VCS.
- For a school-sponsored absence, the student must make up for the work missed.
- School-sponsored absences are not counted toward the student's 10 allowable absences.
- In the case of a planned absence (school-related or other), fill out the planned absence form available at the office or on the website. It is the responsibility of the student to notify his/her teachers, collect any missed class work and complete the missed work, prior to leaving or upon his/her return. Parent/guardians should communicate for any extenuating circumstances.
- All students who are in sports are expected to keep up with their work. Students who miss classes due to sports are responsible to contact the teacher for any assignments.
- Mission Trips up to 5 days will be without penalty; any day after that will count towards the 10 allowable absences.
- Family trips and sibling's sports are not excused absences.
- All excused absences for illness will be allowed one additional day to turn in work unless prior arrangements have been made with the teacher.
- Call the office as soon as you know your child will be absent. Excused absences are for the following reasons:
 - 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
- Any student showing up more than 10 minutes late will be marked absent from class.
- Parent/guardians are responsible for making sure their child's absence is called in, with the reason, within 24 hours.

Attendance Codes:

- A: Absence Excused
- AU: 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

Checking Out from School:

- Students may not leave campus without checking out through the South Office. And in the same way, students must always check in at the South Office if they come late or if they are returning to school after an appointment or lunch.
- Only Juniors and Seniors may check out during lunch. A Lunch Checkout Waiver is required to be on file for Junior/Senior lunch checkout. This form must be renewed each year.
- Students may ride together when leaving the school property but must have a Passenger Waiver on file.
- Students in grades 7-10 may not check out for lunch unless accompanied by their own parent/guardians or have written permission for another adult to take them.
- Voice contact or written permission from a parent/guardian is required for all checkouts.

Daily Schedule:

- The school day runs from 8:10 a.m. to 3:38 p.m. No student may be in the building unsupervised after 3:45 p.m. without making prior arrangements with administration.
- The JH/HS front door (NW door, B1) will be unlocked at 7:40 a.m. Doors will be locked at 8:15 a.m.
- Students are to enter the NW door, B1 by the office in the morning and at lunch.
- The West door, B2 in the parking lot is an emergency exit only.
- The school provides no supervision for students before 7:40 a.m. or after 3:45 p.m. Parent/guardians need to make arrangements to have their children picked up by 3:45 p.m. each day.
- Any student remaining on campus at 3:45 p.m. will be sent to After Care and charged

accordingly.

- Students with later in the afternoon sports events, practices, events, etc., will need to leave campus and may return at the event start time. Students may not “hang out” in the foyer or on school property awaiting the starting time for sports or other events.
- Students who arrive early to school must remain in the foyer until 8:00 a.m./or until faculty devotions are finished. At that time, they will be dismissed to go to their lockers and prepare for class.

Tardies:

- Students who arrive late for school must check in at the South office.
- Students who arrive late for school or class will be tardy.
- On the 5th unexcused tardy, the student will be given detention and a detention for each additional tardy, up through the 8th tardy. 9 or more tardies, the tardy rubric will be followed.
- Any student showing up more than 10 minutes late will be marked absent from class.
- 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. Refer to the Health Assessment and Process for Returning to In-School Instruction.

Academics

Dropping and/or Adding Classes:

- The last date for a student to add or drop an academic class is the 5th school day after the start of the new semester.
- If a student wants to drop a class after the 5th day, the student must receive approval from the teacher and principal. In addition, arrangements must be made to make up any missed assignments in the class they are entering.
- Students dropping or withdrawing from a class after the 5th day will receive an F.
- Classes added past the 5th day will be approved at the discretion of the counselor or principal.

Grades and Report Cards:

Valley Christian School communicates through the school management 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 South Office, or follow the instructions given on our VCS website.

- Students receiving a GPA of 3.50 to 3.99 are recognized as being on the Honor Roll.
- Students with a 4.0 are recognized as having “Highest Honors, for Honor Roll”
- High school credits are granted as follows: one semester equals .5 credit, and two semesters equal 1.0 credit. With passing grades of 60% or above.
- High school students will receive 2 semester grades which will be reflected on their transcripts.
- Junior High students will receive 4 term grades.
- Junior High report cards will be emailed out at the end of each term.
- Parent/guardians should view their child's grades and behavior reports in ParentsWeb on a regular basis and contact teachers directly with any questions or concerns they may have.

Grade/GPA Calculations:

A+/99-100/4.0

A/92-98/4.0

A-/90-91/4.0

B+/89/3.3

B/82-88/3.0

B-/80-81/3.0

C+/79/2.3

C/72-78/2.0

C-/70-71/2.0

D+/69/1.3

D/62-68/1.0

D-/60-61/1.0

F/59 & below/0

Graduation Requirements:

The **Core Program** is the minimum required of all students who graduate from Valley Christian School. It provides a solid academic base with opportunities for further development in several areas.

It is important that students and parent/guardians work closely with the guidance counselor throughout the academic process. Students have the option to complete the Core or Honors Program.

- Bible - 4 credits
- English - 4 credits
- Math - 3 credits (must include 1.0 credit Financial Math)
- History - 3 credits
- Science - 2 credits (must include 0.5 credit Basic Chemistry)

- Foreign Language - 1 credit
 - Business Tech - 1 credit
 - Health/PE - 1 credit
 - Fine Arts - 1 credit
 - Electives - 6 credits
- Total of 26 Credits**

Honors Program:

The **Honors Program** provides a more intense academic preparation and includes AP® (Advanced Placement) and/or Honors courses. Students who graduate from the Honors Program will be recognized at graduation. In -addition, students must maintain a 3.5 cumulative GPA. Only Honors Program students will be considered for the Val/Sal.

- Bible - 4 credits
 - English - 4 credits
 - Math - 4 credits (must include 1.0 credit Pre-Calculus and 1.0 credit Financial Math)
 - History - 3 credits
 - Science - 3 credits (must include 0.5 credit Basic Chemistry)
 - Foreign Language - 2 credits
 - Business Tech - 1 credit
 - Health/PE - 1 credit
 - Fine Arts - 2 credits
 - Electives – 4 credits
- Total of 28 credits**

A student in the Honors Program must take at least or a mix of 2 AP® classes or 2 Honors classes in two different disciplines during their high school years. Students will be able to receive college/university credit for each AP® course by passing the AP® Exam with a score of 3 or higher.

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.

Junior High 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.
- The amount of homework may vary based on how much work is accomplished during class time as well as the academic abilities of students.

Late/Missing Work:

- It is the student's responsibility to keep track of his/her work and turn in assignments on time. All students are expected to complete homework on time.
- If a student misses school or class for any reason, it is his/her responsibility to pursue the teacher for any notes, assignments, or class information missed. Follow classroom procedures.
- Assignments are expected to be turned in on time. An assignment that is turned a day late will receive a grade no higher than 50%. Two days late will result in a 0% for that assignment, though the work should be completed to gain the knowledge intended with the assignment. Teacher discretion is allowed.
- Teachers may allow extra time for completing work ONLY under extenuating circumstances (such as an illness, death in the family, late night hospital visit, etc.). It is the responsibility of the student to approach the teacher. Sports or other extra-curricular activities do not constitute extenuating circumstances.

National Honor Society (NHS):

- The National Honor Society is an organization designed to create enthusiasm for academic scholarship, stimulate a desire to render service, promote leadership, and develop character in high school students.
- Selection to membership in the Valley Christian School chapter of the National Honor Society is a high honor.
- To be eligible for membership, a student must:
 - Be a member of the sophomore, junior, or senior class and have been at Valley Christian for at least one semester prior to selection.
 - Have at least a 3.5 GPA to qualify for the academic requirement. (A 3.5 GPA does not guarantee one's selection into NHS.)
- In addition to academics, selection is based on the faculty evaluation of the student's leadership, service, and character.
- Students who transfer into Valley Christian School who were members of their former school's NHS, will be accepted into Valley Christian School's NHS provided there are no reservations from the faculty that would disqualify them.

Parent Teacher Child (PTC) Conferences:

- PTC conferences are scheduled in the Fall and Spring.
- Parent/guardians AND students are expected to meet with their student's teachers on scheduled PTC days to discuss the student's progress in school. These meetings are critical and essential for student success and improvement.

Planners:

- Students should use a planner.
- Planners should be used for both daily and long-term assignments. This encourages personal responsibility and the opportunity for students to keep track of homework, projects, quizzes, and tests.

Plagiarism/Cheating:

- 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)
- Cheating is the act of misleading, deceiving, or violating rules. (Merriam-Webster Dictionary)
- You agree that the work you are submitting is your original work and no portion of it has been generated using artificial intelligence.
- Assignments that have been plagiarized will receive a zero, and the student will meet with the teacher and/or principal.
- Assignments that have been completed through cheating, both the cheater and the helper, will receive a zero. Students will meet with the teacher and/or principal.
- The opportunity to redo a plagiarized paper for credit will be left 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 student displays behavior that is not consistent with the Code of Conduct, our Statement of Faith or Core Values the Administration will review their enrollment at VCS. A determination will be made at that time, whether or not to continue the student's enrollment.
- The Administration has the right to move a child to a previous grade or cancel their enrollment if he/she is not academically prepared for the grade he/she is enrolled.

Promotional Guidelines:

7th and 8th grade students must pass each of the core subjects based on the final report card grade. The core subjects are Bible, English, History, Math, and Science. If a core class is failed the promotion will be determined on a case-by-case basis.

9th to 12th grade must pass all of their core subjects. If a student fails, they will not receive credit for the course and will be required to retake the class. If students are not on track for graduation, the administration will evaluate re-enrollment for the next semester.

Student Leadership (SL):

- Our Student Leadership program offers our High School and Junior High students the opportunity to learn to lead and guide their peers while striving to demonstrate compassion, humility, patience, and kindness.
- Our student leaders serve their student body as they seek to encourage unity, fellowship, and community.
- Our High School offers several officer positions; Student Body President, Student Body Vice President, Class Presidents, and Vice Presidents in 9-12th grade, Student Leadership Manager, Spiritual Emphasis Leader, School Spirit Coordinator, and School Mascot. The application and selection process begins in the spring by teacher and staff nominations.

Student Records:

Student records are not to be removed or taken off school property. Parents, legal guardians, and eighteen-year-old students have the right to see their own records. Records requests may be submitted in written form three school days in advance. Written parent/guardian permission is required for others (aside from authorized school personnel) to view student records.

Testing Program:

- All 7th, 8th, and 9th grade students will take the standardized Iowa Assessments in the spring. Reports for those tests usually will be sent home to parent/guardians at the end of the school year.
- All Sophomores will take the PSAT 10 test.
- All Juniors will take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) in October. The PSAT is designed to give students an idea of how they will perform on the college entrance SAT test, and it serves as a qualifying exam for the National Merit Scholarship Program.
- All Juniors will also take the ACT with Writing, provided by the Montana Office of Public Instruction.
- AP® tests will be offered to students completing Advanced Placement classes in early May. Students may take an AP test even if they have not taken the AP class, but for them to be successful, they would need to put in a lot of work and preparation.

Valedictorian and Salutatorian:

Valedictorian and Salutatorian selection will be made by the principal and/or guidance counselor. Students will be chosen on the cumulative GPA through quarter three of the Senior year.

To be considered for selection of these honors, the following criteria must be met:

- The student must have attended Valley Christian for at least their complete Junior and Senior years of high school.
- The student must be on track to have completed all the course requirements for the Honors Program.
- Transfer students may be given special consideration regarding Bible courses.

If all these requirements have been met, the student(s) with the highest GPA will be selected as the Valedictorian; the student with the next highest GPA will be the Salutatorian. If there is more than one Valedictorian, no Salutatorian is chosen.

Both the Valedictorian and the Salutatorian are expected to speak at the Senior graduation program.

Administration discretion will be used for all final decisions following these guidelines.

8th Grade Recognition Program:

Eighth grade recognition is a time to acknowledge a student's successful completion of their Junior High studies. It is a privilege earned by hard work and diligence.

For a student to participate in the 8th grade recognition program he/she must be promoted to ninth grade.

Eighth grade recognition will honor students for their academic achievements, upholding the Code of Conduct, the student handbook and its standards, and have respectfully received correction from the staff and faculty of Valley Christian School. The Valedictorian and the Salutatorian selection is based on the students' running percentage average in Renweb during their 7th and 8th grade years, acceptable coursework including grade level and or advanced classes, and behavior record. It will be pulled on the first Thursday in May. The two highest scores will be selected. If there is a tie for Valedictorian, no Salutatorian will be chosen.

To be considered for Valedictorian or Salutatorian, a student must have attended Valley Christian School for his/her complete 7th and 8th grade years.

Both the Valedictorian and the Salutatorian are expected to speak in the 8th Grade Recognition program.

Administration discretion will be used for all final decisions following these guidelines.

Work Study Class:

Juniors and Seniors who enroll in the Work Study class may be dismissed for work related activities. Please discuss details with the counselor and/or Work Study teacher.

Dress Code Policy

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.
- 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 must be to mid-thigh or lower.

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 only.

Dress Code Violations:

- First: warning given, and student must change into or be given appropriate clothing from the school.
- Second: detention served, and student must change into appropriate clothing.
- Third: detention served, student must change into appropriate clothing, and a parent/guardian meeting.

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.

PE Dress:

- Students must have a separate pair of no-black-mark tennis shoes for PE/gym use only.
- Students must change back into school attire after PE class.
- Any student participating in PE must remember they must follow the dress code:
 - All shorts must be at least mid-thigh or lower
 - No yoga pants, leggings, or tights
 - No tank tops or sleeveless shirts

Athletic Team Dress:

- See Athletic Handbook.

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:

- The Christian school is the place where good, caring, and healthy relationships should be developed between young men and women.
- Students may not pair up and seclude themselves in classrooms or other areas in the school.
- No physical displays of affection are allowed on school 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 while riding the bus.
- The bus driver is in charge.
- 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 must sit in separate seats.
- Students help with bus clean-up by picking up trash and removing all personal effects.
- Cell phone usage is not allowed on the bus unless otherwise directed by the person in charge.

Chapels:

- Students will have chapel once a week as scheduled. All students are expected to attend chapel.
- Chapel programs are designed to worship and praise the Lord and learn to apply His

truths to daily living. Students are to bring their Bibles and a notebook to chapels.

- No food or drinks (except water) in chapel.

Electronics/Cell Phones:

Valley Christian School desires to help educate students to become Godly and discerning users of modern technology. While we understand the importance and benefits of cell phones in everyday life, we have found that they can be detrimental to the educational process if not monitored properly. In addition to students being distracted by sending and receiving data (text messages, photos, etc.), cell phones and other electronic devices can be used to gain unauthorized assistance in testing or other school assignments. Similarly, when using a cell phone, students can also potentially access web sites that are normally blocked on our school computer network. Thus, to maintain an optimal learning environment, Valley Christian School has adopted the following cell phone policy.

Section 1 - Time Frame

Students are to follow the cell phone policy between 8:00 a.m. to 3:38 p.m. each school day.

Section 2 – Permission

Students are not permitted to use their cell phone at any point throughout the day of their own accord. If a student needs to contact their parent/guardians during the day, they may come to the office to place a call from the office phone. Parent/guardians who wish to contact their students in the middle of the day may call the school JH/HS office (549-0482 Ext 201). The office manager will get that message to the student.

Any teacher who wishes to utilize cell phones during the class period must obtain permission from the administration prior to using cell phones for direct-instruction related activities.

Students may utilize a cell phone for a medical issue that has been documented and approved by the administration.

Section 3 – Prohibitions and Guidelines

The following cell phone policy will be in effect when students are under the supervision of Valley Christian School during the time frame set in section 1.

- Students are prohibited from using, whether purposely or accidentally, any cell phone without permission described in Section 2.
- Students may not receive or make phone calls or text messages with their electronic device during the school day.
- Teachers will collect student phones at the beginning of class.
- Phones may be retrieved by the student at the end of the class.

- Any student knowingly taking someone else's phone is subject to disciplinary action.
- If students drive, they may lock their devices in their car.
- Wrist cell phones and smart watches are not allowed on campus.

Section 4 – Disciplinary Actions

Cell phones violations (including, but not limited to):

- First offense: The cell phone will be confiscated and given to the principal/guidance counselor to be picked up at the end of the school day by the student.
- Second offense: The cell phone will be confiscated and given to the administrator to be picked up by the student two days later. (Parent/guardians will be notified.)
- Third offense: The cell phone will be confiscated and given to the administrator to be picked up by the student's parent/guardians after three days.
- Additional offenses: This could lead to a suspension.

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
- Using phones or other electronic devices to access pornography, cyber-bully or sexting is strictly forbidden.
- 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.
- All Chromebooks must be returned to their original cart placement by the end of each class period.
- Chromebooks may not be used during study hall except with a specific intended assignment and will be closely monitored by the study hall teacher.

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 others in criticism, rumors, or negative talk.
- 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.

Emergency Procedures:

- Every student must have an emergency contact list on file with the school. The parent/guardians are responsible to inform 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.

*See Emergency Procedure list. Appendix A. *

Field Trips:

- Students must have written permission to attend field trips. No student is allowed to drive another student during a field trip without a signed waiver (Jr's and Sr's only).
- 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.

Food and Drinks:

- Students are encouraged to bring water bottles to class.
- Food and drinks in the classroom are at the discretion of the teacher.
- Food and drinks are not to be in close proximity to any Chromebooks or electronic devices.
- Any food items delivered or brought to the office will be given to students at the discretion of the office staff. Cell phones are not to be used to order food during the school day (see cell phone use policy).
- All food items must be removed from lockers at the end of the school day.
- Only water is allowed in the Gym or the Auditorium. The only exception to this rule is, activities approved by the administration.
- No food or drinks (other than a water bottle) in the library.

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 repeated 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, pictures 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.

Industrial Arts:

- The Industrial Arts program requires significant attention to safety beyond normal classroom settings. Safety skills are essential both in the classroom and as a necessary skill in the workplace. Therefore, at VCS, safety protocols will be required, monitored, and adhered to with diligence.
- Infractions will be dealt with immediately for the safety of the individual, classmates, and the environment.
- The Industrial Arts instructor's observations and decisions are crucial for the success of this program. Please communicate first with the instructor then the Principal about any concerns.

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.

Lockers:

- Each student in grades 7-12 will be assigned a locker to put their books and other school supplies in.
- Students are strongly encouraged NOT to leave valuables in their lockers overnight or during the weekends.
- Students may choose to have a lock on their lockers if they furnish the key or combination to the administration.
- The school maintains the right to search a student's locker at any time. Periodic locker inspections will be conducted to ensure reasonable neatness and proper care of lockers.
- Students may not switch lockers nor use other lockers to store their belongings.
- Students may display pictures on the inside of their lockers if they are not offensive to the Lord or inappropriate.
- Students are not to write on or in their lockers.
- No stickers on or in lockers.
- The school is not responsible or liable for any missing or stolen items.
- All food items must be removed from lockers at the end of the school day.

Lunchtime:

- Students may eat lunch only in the lunchroom, at the tables in the foyer and the front lawn, in the classroom with a teacher present and steps of the south building.
- Any food orders delivered to the office will stay in the office until lunch time. Cell phones are not to be used to order food during the school day (see Cell Phone use Policy).
- Only Juniors and Seniors can leave campus for lunch provided they have a permission slip from their parent/guardians, and they check out and back into the South office. Students only check out if they are leaving campus.
- No student may drive another student unless he or she is immediate family or has a signed waiver (Jr's and Sr's only).
- If Juniors and Seniors return late to campus, they may lose their off-campus privilege.
- Students in grades 7-10 may not check out for lunch unless accompanied by their own parent/guardians.
- Junior and Senior students may sit in their own vehicles by themselves if checked out during lunch time.

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, Textbooks, and Buildings:

- Everything at Valley - books, tables, projectors, etc. - has been given by the Lord. Knowing that, each student and staff member should 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.

Senior Retreat:

- Each fall the Senior class participates in a two-day retreat.
- The goal of this time together is to encourage spiritual growth, team building, and class unity. All Seniors are required to attend.

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 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 purchase prepared food from the Store during their lunch period. Special order day food must be pre-ordered on ParentsWeb before 9:30am. The Store operates in a concession-style manner. High school students will be served first; junior high students must wait until their designated time. Payment is due at the time of service; no IOUs are allowed. Cash, checks, or credit/debit cards are accepted. Credit/debit cards will be charged a 3.0% service fee.
- 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 3.0% service fee. Students are responsible for keeping track of their own account balance.
- Home warm-ups: Microwaves are available in the lunchroom for student use. Students are responsible for bringing everything needed for the warm-up from home.

- The Student Store has hot water available daily for soup preparation or drinks.
- Students assist with the 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.

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 granted access to VCS facilities for use before and after the school is officially open may not admit any other non-approved friends or persons.
- Students may work in the school outside of normal operating hours only if accompanied by a faculty or staff member.
- Students should never be in possession of any school keys.

Substance Abuse:

- The illegal use or possession of drugs, recreational marijuana, alcohol, or tobacco, to include vaping products and any other paraphernalia, is strictly prohibited for Valley Christian students. If a student engages in such activity, severe disciplinary consequences will follow, up to expulsion.

Teacher's Staff Room:

- The staff room in both buildings, 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, phones, 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.

Vehicles:

- All licensed student drivers must keep a current parking registration form with the office.
- Juniors and Seniors who ride together during lunch must have a waiver, signed by a parent or guardian, on file. Boys and girls are to ride separately.
- Student drivers must park in the far parking spots, near door B3 and along the grass.
- Senior class parking spaces are along the south side of the JH/HS building.
- Students may not sit in vehicles nor be in the parking lot during school hours, including lunch time. Except for Juniors and Seniors. *See Lunchtime

Visitor Policy:

- VCS has a closed campus policy for security reasons.
- All parent/guardians and visitors must check into the South Office for permission to be on campus.
- Parent/guardians and visitors are not allowed in the hallways or classrooms during school hours without prior arrangements.
- Visitors must introduce themselves, sign in, pick up and wear a visitor's badge while on campus.
- Former students who wish to visit campus must contact the South Office.
- 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.

Weapons and Threats:

- Students may not bring knives, guns, or any other weapon onto the school campus. In addition, no lighters, matches nor incendiary devices may be brought on campus or taken to any school-related activity. Any such items will be confiscated, and appropriate disciplinary measures will be taken.
- Any threats of verbal or physical harm will be met with appropriate discipline.

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! Looking for a communication from your coach, it is here too!

Discipline Procedures and Consequences

Discipline is not to be punitive, but to correct, redeem, and restore. In dealing with student discipline, therefore, and especially with the more serious issues, Administration and teachers will work with parent/guardians and try to do what is best for the student, the family, and the student body as a whole.

Academic Probation:

- A student may be placed on academic probation for the following reasons:
- Attendance.
- Attitude/behavior.
- Performance in the classroom.

Students who fail to comply with the guidelines of their Academic Probation, will be subject to suspension and/or expulsion.

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
- Physical interactions (touching to fighting)

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, or 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 touch or harm another person.

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.

Detentions:

- Morning and lunch detention may be used. After school detentions run from 3:40-4:00 p.m.
- The school uses these detentions for a number of minor infractions—being disruptive in class, tardies, not coming to class prepared, dress code violations, etc.
- If a student is given detention but is absolutely unable to fulfill the detention that day,

the parent/guardian must call the school to make other arrangements.

- A student will not be excused from an assigned detention for practice or any school activity.
- Detentions may include cleaning or other school services, assignments, homework, etc., depending on the reason for the detention.
- If a student does not show up for a detention, he/she will serve the following day and an additional detention may be given.
- After three detentions in a quarter, a student will be placed on disciplinary probation. Further detentions may lead to suspension.
- If a student does not show up for three detentions in a quarter, he/she will be given an in-school suspension for a portion of the day.

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.

There are four principles that Valley Christian School uses as the model for discipline:

1. To see with God, love and discipline are not two separate matters. Love is discipline, and Godly discipline is love. (Deut. 8:5; Ps. 94:12; Pr. 3:11,12; Heb. 12:5-11; Rev. 3:19).
2. God shows us that love is not conditioned by behavior. God loves His children equally when they obey or disobey. Disobedience causes the heart of God to grieve, but His love remains constant. So, it must be with us. We must discipline in love. (Jer. 31:3; Mal. 3:6; Jn. 3:16; Rom. 5:8; Eph. 2:4,5; Heb. 13:8; Jam. 1:17; 1 Jn. 3:1)
3. Every Christian child has God's Spirit living in him (Rom. 8-9; Ez. 36:26,27; Jn. 14:17,20, 26; 1 Jn. 2:27). We will relate all behavior to that relationship, i.e. "Did you obey or disobey God's voice in your heart?"
4. Our most immediate objective in all behavior matters is to arrive at the sacrifices of God - a broken spirit and a contrite heart (Ps. 34:18; 51:17; Isa. 57:15, 66:2; Mi. 6:8; 2 Cor. 7:10).

The Christian teacher and administrator and the Christian parent/guardian both have a commitment to the same goal and are compelled by the same motivation

All disciplinary measures taken at Valley Christian School will have these underlying principles and perspectives in mind. Discipline may include a warning, detention or multiple detentions, ISS (1- 4 days), OSS (1-10 days), loss of credit/removal from class, law enforcement contacted, implementation of an Academic or Discipline Probation Plan contract, and/or recommendation

to the Head of School for expulsion. Other disciplinary actions not noted may also be applied depending on the specific situation upon discretion of an administrator.

Discipline Infractions:

Students may be disciplined by school officials, to include suspension and expulsion, for conduct on school property, in school-sponsored activities, or on the way to and from school. Prohibited conduct encompasses any behavior incompatible with the workplace and includes, but is not limited to, the following: disciplinary probation, suspension, and/or expulsion.

Disciplinary Probation:

A student may be placed on disciplinary probation for the following reasons:

- Demonstrating a negative scorner's attitude
- Repeated failure to comply with the policies of the school
- Three or more detentions

Students who fail to comply with the guidelines of their Disciplinary Probation, will be subject to suspension and/or expulsion

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 or OSS) may result from actions/behaviors which are not all-inclusive:
 - Obscene, vulgar, or profane language
 - Direct disobedience
 - Bringing pornography onto campus
 - Involvement with drugs, alcohol, or tobacco, to include vaping products
 - Harassment, bullying, or sexual harassment
 - Cutting class

- Inappropriate physical displays of anger
- Vandalism
- Physical displays of affection
- Stealing
- Leaving campus without permission
- Vaping
- Inappropriate physical interactions (touching or fighting)

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
- 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.
- Not meeting academic and/or disciplinary probation requirements.
- Weapons or threats.
- Excessive absences.

PERMISSION TO TREAT and MEDICAL INFO

Illness Guidelines:

1. 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.
2. Please keep your student(s) home if he/she 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; consistent nasal congestion, severe lack of energy, uncontrollable coughing, or any other symptoms appearing contagious. 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 student must be FEVER FREE for 24 hours without the use of a fever reducing medication like Acetaminophen or Ibuprofen.
3. Vomiting/Diarrhea: A student vomiting or with diarrhea should stay 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.)
4. Strep Throat: Students may return to school after receiving 24 hours of antibiotic therapy and are fever free for 24 hours.

5. Concussion: Student may return to school with a doctor's note. If in athletics, they must be medically released from concussion protocol.

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.

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

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

- Fever greater than 100.4
- Diarrhea
- Cough, sore-throat, and body aches
- Cough and difficulty breathing
- Nausea and vomiting

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

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. This is why all teachers,

administrators, staff and volunteers, even before their first meeting with students, must subscribe to the school's Statement of Faith. This is why 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.



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.

We have read and agree to the VCS Statement of Faith, Purpose, and Mission as stated in the Valley Christian School Junior High/High School 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: