

Valley Christian School Preschool Handbook 2023-2024



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“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

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, parents, 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)

*Note: The use of parent (both singular and plural) in this handbook is inclusive of both parents and legal guardians.

Valley Christian School 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

1. We believe the entire Bible to be inspired, the only infallible, authoritative, Word of God for faith and life.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. 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 in His personal return to power and glory.
4. 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.
5. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is essential.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
7. 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.
8. 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.

9. 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.
10. 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.
11. 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 Preschool 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 ensure that VCS achieves and maintains 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 parents 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

Daily Schedule:

Preschool School hours are 8:10-3:20 (Full-Day) and 8:10-11:30 (Half-Day). The 2023-2024 calendar year is from August 28, 2023, to May 31, 2024.

Preschool 3yr. and 4yr.:

Half Day Dismissal – 11:30 Full Day Dismissal – 3:20

- It is crucial that your student be dropped off and picked up on time. If you have more than one child to pick up, please arrive at the earliest pick-up time. If you are not able to pick up your student on time, please have someone else available to pick up your student for you. Inform the front office/teacher who will be picking up your student and make sure they are on your student's authorized pick-up list.
- If you discover you will be running late to pick up your child, (for example, stuck in traffic, delayed by work) please call/text the teacher or school office before you are late. COMMUNICATION IS KEY!
- Parents that are more than 10 minutes late will need to pick up their child from aftercare (full-day students) or at the office (half-day students). They will also have to pay the corresponding fees.
- Valley Christian School has a structured school day. Doors open at 8:00. Your student needs to be in their classroom by 8:10. Drop-off after this time is very disruptive to the teacher and other students. Please make sure your child has used the bathroom before entering the classroom.
- If you arrive after 8:10 please check in at the office before bringing your child to class.

Before and After School Care:

- Before School Care (BSC) is held in the library for students in PreK-6th grade from 7:30 am to 8:00 am.
- After School Care (ASC) is held in room 14B in the north building and is offered beginning at 3:15 until 5:30. There is no ASC available for our part time preschool and kindergarten students.
- Students being picked up by their older siblings must report directly to ASC. Families will not be charged until after 3:45.
- Students must have verbal or written parental 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 ASC. 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 ASC 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 parents must check in at the office.
- Students may not leave campus without a parent 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.

Absences:

- In the event a student is absent, parents must call the school office by 8:45 a.m.
- In the case of a planned absence, a pre-arranged absence form must be filled out and turned into the office.

- Any changes to a child's schedule must be discussed with the teacher and the principal prior to making the change.

Student Drop-Off/Pick-Up General Traffic Guidelines:

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 to exit your vehicle or must 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.

Arrival, Departure, and Observations:

- The school/teacher assumes care of the student when the child enters their assigned classroom. Once the parent arrives on the premises and has the child in hand or near them, care is transferred back to the parent.
- It is normal for children to be hesitant and sometimes even cry when being dropped off. Please be very brief (no more than 5 minutes) during drop off times. The longer you prolong the departure, the more difficult it becomes for your child. A smile, cheerful good-bye hug/kiss, and a reassuring word that you will be back is all that is needed.
- Parents are welcome to observe their child when necessary; however, it is preferred that observations begin in the second or third month of school to give students time to adapt to their environment. Observations must be scheduled in advance with the teacher. Parents will need to sign in at the front office and wear a visitor pass due to safety regulations. Please observe quietly so as not to disrupt the children's concentration or focus on learning. Please **DO NOT** interrupt the teacher when she/he is teaching.
- While observations can be take place at any time, please remember that observations are not a suitable time to chat with the teacher or speak about any areas of concern. **Attending to the learning of the children in the classroom will always receive 100% of the teacher's attention.** If a parent would like to have a conversation with the teacher, please schedule a time when children are not in class, schedule a phone call, or send an email/text, and the teacher will respond when free to do so.
- Do not allow the child to be left outside unattended during drop-off and pick-up. Do not allow your child to wander, run, or play in the parking lot or school landscaping at pick-up.
- Authorized pick-up (may be different from emergency contacts) - Under no circumstances will the child be released to anyone other than parents or those listed on a child's authorized drop-off/pick-up list without permission from a parent. Please alert the front office/teacher in advance when anyone listed on your authorized list will be picking up.

Parent Teacher Child (PTC) Conferences:

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

Probationary Policy for New Students:

Upon preschool enrollment, a trial period will begin for the first semester they are attending Valley Christian School. This trial period will be used to evaluate your child's readiness for group learning, as well as parent adherence to school rules.

- Children enrolled at Valley Christian School are expected to listen and follow teacher directions, eat/drink/nap/rest at scheduled times, and interact with others and the school environment in a safe manner.
- Preschool students are required to be potty trained.
- Each teacher will be open and honest in the evaluation of each child during this trial period. At the end of this trial period, continued enrollment will be determined upon mutual agreement of parent(s), teacher, and administration.
- The administration has the right to move a child to a previous grade or cancel their enrollment if they are academically not prepared for the grade in which they are enrolled.
- Valley Christian School reserves the right to dismiss students for any emergent reason during this period. There are no refunds for money already paid.

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 IHAP.

- The accommodations offered to the student will be decided by the principal and teacher.
- 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 are reviewed annually.
- Accommodations are subject to change and re-enrollment is not guaranteed.

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 parents 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.

Modest:

- Pants should ride at the waist.
- Jeans, dress pants, pants, or skirts/dresses must be neat, clean, modest, and moderate.

- The minimum skirt length is at the top of the knee. Slits in skirts must not be above the top of the knee.
- Bermuda length shorts are allowed (no shorter than 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).

Preschool Specific:

Though these are the dress code requirements for all students at Valley Christian School, we recognize that toddler outfits and clothes available often consist of leggings which are totally appropriate at this age level. We ask that when dressing your preschooler, you keep these things in mind:

- Leggings are fine as pants, but tights may not be worn as pants.
- All shirts must have a sleeve (capped is fine). Sleeveless shirts require a sweater or some other garment over them.
- Shorts are to still be modest.

Dress Code Violations:

- If students are not appropriately dressed for school, parent(s) will be notified and asked to bring in approved clothing for the student.

PE/Sports Events:

- Students must have a separate pair of non-black-mark tennis shoes for PE.

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.

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.
- Due to safety concerns, 3-year-olds may not ride on the bus.

Supplies Parents Provide

Each preschool student must keep and maintain the following at the school:

- One extra set of clothes
- Slippers (optional)
- Blanket, travel pillow, stuffed animal only for nap time (full day)
- Warm coat, hat, gloves, snowpants, boots for winter
- Weather appropriate, secure, well-fitting walking shoes that child can put on independently. Velcro shoes are preferred if a child cannot tie their own shoes.
- Water bottle
- Daily lunch in lunch box (or lunch order). (Full Day)
- Daily snack per the classroom teacher's instructions
- Yearly school supplies (see list)
- PLEASE DO NOT BRING ANY TOYS FROM HOME OR ELECTRONIC DEVICES FOR THE STUDENT INTO THE SCHOOL

Birthdays/Celebrations

Parents are welcome to bring special food treats for their child's birthday. Please make arrangements with the teacher beforehand as other children may have allergies to specific foods.

Nap/Rest Time:

- Each child is required to have a rest period during the school day. Naps/rest time starts after lunch recess. If your child no longer naps, he/she must rest for the time designated by the teacher, usually 30 minutes in Pre-K 4 and 45 minutes to an hour in Pre-K 3, per the toddler sleep recommendations from the National Association for the Education of Young Children (NAEYC).
- Please send a blanket that will stay at school. Blankets will be sent home for weekly washing. Your child can bring one stuffed animal for nap time, but it must stay at school.
- Please try to avoid dropping off/picking up your child during nap time, as it can be disruptive to the rest of the sleeping group.
- Ask your child's teacher about any additional nap/rest time policies.

Courtesy and Respect:

- We want everyone at our school (students, teachers, visitors) to know this is a place where they will be treated with respect.

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 parents, faculty, staff, or others. Destructive criticism is to be avoided.

- Parents 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. Parents are responsible for informing the school of any changes to the emergency contact list.
- Each parent must be sure to maintain updated information, including a phone number and 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 drivers must have completed the approved driver form, submitted a copy of drivers license and insurance, and have a cleared background check on file, prior to driving. Approved driver's forms are renewed annually. Updated proof of 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, 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 to 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.

Missing Money and 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 Christian - 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 communication procedures for severe weather. All parents, faculty, and staff should watch for 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 pre-order food from the student store using Parents Web. All orders must be in by 9:30 a.m. The food ordered will be prepared in time for the students' 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 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.

Visitor Policy:

- Our doors are unlocked at 8:00 in the morning and re-locked at 8:10.
- All parents, visitors, and guests must check into the North Office or South Office upon arrival.
- Visitors must introduce themselves, sign in, then pick up and wear a visitor’s badge.
- VCS operates as a closed campus.
- Do NOT prop doors open.
- Parents and students 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 portal, Parents Web, gives families access to grades, behavior reports, schedules, homework, and announcements. Parents can create a user account and access Parents Web from the VCS website. To create this account, click on Parents Web, create new account. Check your email, including the junk folder and follow the set-up instructions.
- The Family App brings everything about Valley Christian School 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 Parents Web. Reports will be made in Parents Web when the child is displaying aggressive behavior to themselves, other students, or staff. It will also be reported when disruptive behavior is reoccurring.

School Rules: The following rules are reinforced for the safety and wellbeing of everyone.

- NO running or jumping in the classroom
- NO jumping or standing on furniture
- NO hiding under furniture
- Obscene language is not allowed
- Valley Christian School has a ZERO TOLERANCE POLICY for biting, hitting, punching, spitting, hair pulling, pushing, bullying, or any other disrespectful behavior towards peers/teachers.
- Aggressive behavior will not be tolerated among children at school. If behavior cannot be corrected immediately or in an agreed upon time frame between parent(s)/teacher, enrollment will be terminated (see termination section). Valley Christian School reserves the right to refuse care and/or send a child home immediately if child's behavior is determined to be beyond a manageable level or a safety hazard to others. The safety and well-being of all children comes first. Respectful treatment of other children and all property, materials, toys, and furniture is expected.
- Teachers at Valley Christian School are mandatory abuse/neglect reporters in the state of Montana. All suspected abuse or neglect will be reported to CFSD within 24 hours.

Code of Conduct:

Our goal at Valley Christian School is the preeminence of Christ in all areas of a student's life. At this very young age it is our mission to prepare the child for a lifetime of authentic faithfulness and service to Jesus Christ. It is always expected of our students that their lives strive to reflect Biblical morals and values. Based on that expectation we expect preschool students to strive to follow the following code of conduct:

1. I will listen and be respectful to adults and peers.
2. I will make safe choices.
3. I will follow my classroom rules.
4. I will treat others with the kindness that Jesus desires.

Individual situations that conflict with this standard will be evaluated on 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.

Discipline:

- No child will be physically punished while in the teacher's care.
- The rules of the school will be reviewed frequently so that each child understands the school rules/guidelines.
- If a child is being disruptive, the teacher will redirect them to an appropriate activity. If still having difficulty, a child may be "glued" to the teacher, which means they will be kept in close proximity of the teacher so they cannot be disruptive to or injure other children.
- Children may be asked to "take a break/time-out" or sit in a chair in the hallway (under supervision) if they are not following classroom rules. This gives the child an opportunity to calm down and take a break from the environment.
- If a child develops a persistent behavior problem, teacher(s) will address it with parent(s) and will make a plan.

- If behaviors are determined to be at a level where the health/safety of the child or others is at risk, the school contract may be terminated. Valley Christian School is dedicated to creating an environment where ALL children feel safe.

Consequences:

- Minor disturbances that prevent school or classroom order and instruction are 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 notification, parent/teacher conference, or parent/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.

Permission to Treat and Medical Information

Illness Guidelines:

- Colds: 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.
- 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 student must be FEVER FREE for 24 hours without the use of a fever reducing medication like acetaminophen or ibuprofen.
- 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.)
- Strep throat: Students may return to school after receiving 24 hours of antibiotic therapy and are fever free for 24 hours.
- 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 bandages 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 "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 a doctor is required, and the medication must be dispensed in the school office, unless clear, written, direct instruction is given by a medical professional.
- 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 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.
- Parents are asked to contact the office to make sure 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.

Allergies/Food restrictions

- Please notify the front office/teacher of any food allergies/intolerances and/or foods/food groups that you do not wish your child to consume. In some cases, for children with allergies, parent(s) will need to provide extra food or treats for celebrations.

Epinephrine Pens (EpiPen):

- If your child is highly allergic and needs an epinephrine 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 privately 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) 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
- Any other symptom you would not want your child around.

Fever:

- Any student who has a temperature of over 100.4 should remain at 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 the use of a fever reducing medication like Tylenol or ibuprofen.

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

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

- Fever greater than 100.4
- 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.

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, 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 the 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 parents 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."

Parents 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 parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct their record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent 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 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 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 parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents 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/>

*Appendix A

The administration reserves the right to adjust any policy, upon receiving board approval, in this handbook, at any time, which does not violate our mission statement or our core values.

Valley Christian School

Parent 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.

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.

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 School staff and faculty.

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

Student Name: _____

Parent/Guardian Signature

Relationship to Child:

Parent/Guardian Signature

Relationship to Child: