

Valley Christian

Faculty/Staff Handbook

2023-2024

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

- Colossians 1:18

Valley Christian School
2526 Sunset Lane
Missoula, MT 59804
(406) 549-0482
www.valleychristian.org

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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Faculty/Staff Handbook

Table of Contents

Section	Page
Activities	17
Administrator Expectations	9
Attendance/Tardies	13
Attendance Codes	14
Buddy Rule	9
Campus Safety	25
Cell Phones	17
Chapels	17
Classroom Use of Materials	10
Classroom Supplies/Copy Room	18
Classroom Standards	10
Communication	18
Confidentiality	19
Core Values	5
Crosswalk/Parking Lot Duty	19
Curriculum	10
Declaration of Moral Integrity	27
Devotions	10
Documentation	19
Dress Code	20
Dress Code (Student)	20
Duties	10
Email and Mailboxes	20
Emergency Drills and Standard Response Protocol (SRP)	25 and 30
Employee Code of Ethics	26
Employee Lifestyle Statement	26
Evaluation of Faculty/Staff	17
Events	17
Faculty Expectations	9
Faculty Hours	9
Faculty/Staff In-Service	21
Faculty/Staff Polices	17
Faith Journals	10
Field Trips	12
Food and Drink	21
Forms Central	21
Fundraisers	22
Gradebook/Progress Reports	14
Harassment-Free Workplace	22

Holidays	22
Homework Policy	15
IHAP	15
Injury or Accident Reports	22
Keys/Building Security	22
Late/Missing Work	16
Leave of Absence Procedures	12
Lesson Plans	16
Mandatory Reporting	23
Media	23
Missing Money and Valuables	23
Mission Statement	4
Parent/Guardian Volunteers	23
Parent/Teacher/Child Conferences	16
Philosophy of Life and Education	5
Pick-up	16
RenWeb	15
Retention and Grade Skipping	17
School Safety Procedures	25
Severe Weather Closure Days	25
Social Media	23
Spiritual Expectations	8
Staff Children	23
Staff Parking	24
Statement of Doctrine	8
Statement of Faith	4
Statement on Marriage, Gender, and Sexuality	27
Statement on The Ministry of Teaching	28
Student Store	24
Student Use of Facilities	24
Study Halls	17
Substitute Teacher Procedures	13
Teacher Certification	17
Teacher Load Assignments	17
Technology Usage	25

Each faculty and staff member, are called by God to minister at Valley Christian School, is responsible to support and uphold the Statement of Faith, goals and purposes as set forth in Board policies.

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.
- 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 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.

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.

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)

Philosophy of Life and Education

1. Life View

The life view of Valley Christian School is God-centered and therefore seeks to view life in every dimension as God sees it. Thus, we see man as sinful, responsible to God, and complete only in God (Col. 2:10) who is perfect and not willing that any should perish (II Peter 3:9). The history of man; past, present and future, is under the control of God and directed by Him (Pr. 21:1).

2. God

The existence of God is central to our philosophy, purpose, and goals. He is the God of creation, and the God of revelation. He has revealed Himself through the written Word (Heb. 1:1-2), the Living Word (Jn. 1:1-2, 14), and His creation (Ps. 19:1-2). The purpose of all that God has created is to glorify Him (Rom. 11:36). Our purpose at Valley Christian School is to bring glory to God.

3. Jesus Christ

Jesus Christ, God's only begotten Son, is the mediator between God and man (I Tim. 2:5), and as such brought about the reconciliation between God and man that became necessary because of man's sin (Rom. 5:19). Christ is the Source of wisdom and knowledge (Col. 2:3), the Creator, Architect, and Sustainer of all things (Col. 1:16-17), and the one by whom our thought life is to be controlled (II Cor. 10:5). VCS will provide a sound basic academic education throughout which He (Jesus) is always preeminent (Col. 1:18).

4. The Holy Spirit

It is by the indwelling of the Holy Spirit that a Christian is enabled to live a holy life. The Spirit teaches (Lk. 12:12; I Cor. 2:13; I Jn. 4:6) and guides the believer into all truth (Jn. 16:13) and discerns error (I Jn. 4:6). The Holy Spirit enables the child of God to know that which the natural man can never know (I Cor. 2:14). He is our superintending Teacher.

5. Man

Man was created in God's image (Gen. 1:27). However, the original image has been marred by sin, and the blemish has been inherited by all of Adam's descendants (Rom. 5:12). Man, therefore, is a sinner by nature (Rom. 3:23) and must be born again (Jn. 3:7) and recreated in God's image through Christ (2 Cor. 5:17). In summary, we view each student as: (a) special in God's eyes, (b) lost without Christ, (c) needing Christ, and (d) perfect in Christ. These four factors determine and define all the educational experiences each student will encounter at Valley Christian School.

6. Knowledge and Wisdom

"The fear of the Lord is the beginning of knowledge" (Prov. 1:7) and thus knowledge is not merely a collection of data, but it is data seen in relationship to God as the Sovereign and Almighty One. It comes from God. There are two kinds of wisdom: earthly and heavenly (James 3:13-18). Heavenly wisdom works itself out in deeds done in humility and by a good life. Earthly wisdom, in contrast, is evidenced by bitter envy, selfish ambition, disorder and every evil practice. "But the wisdom that comes from heaven is first of all pure; then peace-loving, considerate, submissive, full of mercy and good fruit, impartial and sincere" (James 3:17).

7. Truth and Reality

God has revealed truth to us, and that revelation has priority over man's reason (Colossians 1:17 John 1:3). Truth is revealed by the Spirit of God through His Word. Other things revealed about truth are:

- Christ is Truth (John 14:6).
- God's Word is Truth (John 17:17).
- All truth is interpreted by God's Word (I Cor. 2:9-16).
- Special truth is revealed to His Saints (Colossians 1:25-27).
- Reality and Truth are knowable through God's general revelation in creation and through His specific revelation, the Bible. Jesus said, "I am the Way, the Truth, and the Life" (John 14:6).
- There is no truth apart from the person or actions of God. All truth is God's Truth, without division into sacred truth and secular truth.
- Jesus Christ is the Truth and He is the source of all Truth, ". . . in whom are hid all the treasures of wisdom and knowledge" (Colossians 2:3).

8. God's Word

God's Word is the totality of truth. God's Word must be integrated into every aspect of a Christian school. A thorough understanding of scripture must be in a place of primary importance. VCS will

provide an educational experience in which the spirit of each child is fed and challenged by the Truth of God's Word.

9. Parental Responsibility

Parents have the God-given responsibility to raise their children in the nurture and admonition of the Lord (Eph. 6:14). God has loaned His children to parents for the purpose of raising a family of children who are just like His dear Son (Ro. 8:28-30; Mal. 2:15). Parents are responsible to provide education that keeps their children in God's presence (Prov. 19:27). Parents desire their children to be educated at home and in school with the knowledge that all truth is God's truth, and that Jesus Christ is central in all truth - in the Bible, in history, geography, music, the arts, and in the universe. The Christian teacher partners with the parents in this endeavor.

10. The Student

We expect teachers to address the individuality of each child and have him or her become all that he or she can be in Jesus.

11. The Teacher

The teacher is one who has a sense of God's will - that teaching is His calling, that the Christian school is His direction and that teaching in the Christian school is His placement.

12. The Board of Trustees

The Board is an autonomous form of government, choosing its own membership. The founding Board unanimously agreed that spiritual leadership in our unique situation as an interdenominational school should not be popularly elected but should be spiritually discerned as the Lord directs. For further information, please review the Board's policy.

13. Unity

The Head of School (HOS) is the direct arm of the Board. The Board hired the HOS as their representative and spokesman. The HOS carries out Board's policy and other directives. All grievances among staff should follow the path of reconciliation as laid out for the believer in Matthew 18:15-20.

14. Education

Education is a two-fold activity: impression and expression (Phil. 4:9). Christian education is the process whereby we learn to see things as God sees them - through the perspective of His Word. As students acquire the mind of Christ, they become like Him in character and conduct. Thus, the ultimate objective becomes the perfect man in Christ. Therefore, at Valley Christian School the impression is the process of revealing God to the student and expression is the student coming into conformity with God's revealed will.

We believe that:

- The Holy Spirit indwells every Christian. He convicts of sin, guides into all Truth, and magnifies Christ.
- The absolute determination of what is morally right or wrong is the prerogative of God alone and derived from His Word.
- Life has a design and purpose,
- Man is to live his life in response to his Creator/Savior, enjoying Him and endeavoring to please him by "doing justice, and loving kindness, and walking humbly with your God" (Micah 6:8).
- The eternal state of man, heaven, or hell is determined by whether that person received Christ.
- Parents are responsible for the education of their children in the home, in the school, and in the church. The home is the center and is never replaced by the school.

- Parents and teachers must have high expectations and goals for students while trying in every way possible to help students reach them.

The above concepts are educationally valid for every age and grade level.

Note: Much of the material in this statement is borrowed directly from "The Philosophy of Christian School Education," Ed. Paul A. Kienel, Association of Christian School International: Whittier, CA 90807.

Statement of Doctrine

Due to the interdenominational position at Valley Christian School and our awareness that the church, the bride of Christ, is composed of saints from all denominations, we desire to have a doctrinal position that will not offend that Body but will rather edify regardless of denominational preference. Therefore, the Board has seen that the following five doctrinal areas could lead to division among us, and they will be handled as stated:

1. **Baptism:** The Board supports the scriptural teaching that baptism is a step of obedience by one who wishes to identify with the death, burial and resurrection of Christ. They will direct teachers to avoid the controversies related to this doctrine.
2. **The Gifts of the Holy Spirit:** We recognize that the Spirit gives gifts to men as He chooses. We also recognize the controversies associated with these gifts. Teachers will be instructed to avoid these controversial issues.
3. **The Filling of the Holy Spirit:** In this matter we will take a stand on Romans 8:9, which teaches that anyone who does not have the Holy Spirit living within them is not of Christ. Therefore, to be born of God is to have His Spirit dwell within. We will go no further than this and will not seek to teach anything about a second blessing or successive filling by the Holy Spirit.
4. **Eschatology:** Here our teaching will be limited to Christ's statement in John 14 that He will come again. We will not go beyond this in terms of establishing a timetable or a sequence of events. We will not seek to establish a position relative to a tribunal or a millennial period of time.
5. **Eternal Security:** The Board recognizes the major doctrinal positions on this matter and takes no official position. Any questions or concerns raised by students will be directed back to parent/guardian.

Spiritual Expectations

- To be a student of the Word, having a Berean's attitude toward the hearing of the Word (Acts 11:17), and to be eager not only to learn, but also to do what the Word would teach him/her to do.
- To pursue the fruit of the Spirit as set forth in Galatians 5:22-23.
- To be examples of Christ Jesus as stated in I Corinthians 11:1.
- To seek to be in agreement with and submission to the leadership of the school.
- To pursue unity and oneness of the Spirit with the rest of the faculty/staff.
- To evidence emotional stability in his/her life.
- To relate to each student as a brother or sister in Christ.

Administrator Expectations

Administrators must strive to:

- Be an example of a dedicated student of the Word and one that is committed to prayer.
- Be committed to becoming a better teacher of the Word each day.
- Be committed to learning how to become a better doer of the Word each day (James 1:22).
- Be committed to being on time for in-service sessions, morning prayer time, school programs, and meetings.
- Be committed to being an example “for the believers in speech, in life, in love, in faith, and in purity” (1 Tim. 4:12).
- Always be committed to a higher standard – in dress, in diligence, in integrity, and in purity.
- Live under God’s authority, in submission to Him, and grow in that submission daily (Mt. 8:9).
- Be an encourager!

Faculty Expectations

Faculty Hours

Full-time teachers are expected to be on campus from 7:40-3:50. Faculty will also be required to attend in-services, conferences, and school events as assigned by their principal. Part-time teachers need to check with their building principal regarding expected hours. Please check with your building principal if you need to leave prior to 3:50.

Teachers and administrators are allowed eight (8) sick days. Sick leave may include emergencies, family illnesses, and family death. Administrators and faculty are permitted two (2) personal days per school year and one (1) professional development day per school year. Personal leave may not be taken during PIR days, the first and last weeks of school, and immediately before or after Christmas, Easter, and Spring Break unless prior arrangements have been made with the principal.

1. Teachers are expected to be on campus during the school day. This includes lunch time and prep periods. If you must leave campus, please check with the administrator.
2. When a teacher needs to be absent, they must contact the principal and provide him/her with complete lesson plans for the period of absence. When a teacher has an approved, planned absence, they have to obtain their own subs from the approved substitute list.
3. If you are ill in the morning, you are responsible for finding a substitute for your class. If you are unable to do so, please call your principal.
4. Every teacher, including BDT teachers are required to attend chapel and sit with their students unless they have been excused by their principal.
5. Teachers are required to be in class when class begins and begin instruction immediately.
6. Teachers must not leave their class unattended at any time while students are present, except in an emergency.
7. Classroom teachers are responsible to enter both praises and disciplinary measures into RenWeb and email parents/guardians after each occurrence.

Buddy Rule

Due to security reasons, whenever leaving the building, elementary students are required to travel in pairs when not accompanied by an adult or other authorized person. Within the building, students in preschool

through 3rd grade are encouraged to have a buddy when leaving the classroom. For JH/HS, it is highly recommended for all students to travel in pairs.

Classroom Standards

Classroom management and control are responsibilities of the individual teacher. Each teacher must establish academic expectations and rules for classroom behavior to create an atmosphere of order, discipline, and academic excellence.

Teachers are responsible for always maintaining appropriate discipline in their classes. Teachers will work carefully with the parent/guardian. The goal of discipline is to center students on Christ, teach God's Truth, and strive for excellence. Work with the child and their parent/guardian before involving the principal.

All major and/or repetitive behavioral and academic issues must be documented in RenWeb under either "Behavior" (which is emailed to parent/guardian automatically) or "P/T Conference".

Classroom Use of Materials

All curriculum materials must be approved by the building principal prior to their use in the classroom. This includes all reading books, speakers, videos, etc. Teachers must preview all material before they submit it to their principal for approval. Movies with "G" or "PG" (7th-12th only) ratings are allowed based on approval by your principal. All movie titles must be listed in weekly lesson plans and communicated with parent/guardian upon approval. Teachers must preview/read all materials used in the classroom, including books, magazines, movies, and online material.

Curriculum

The teacher is expected to follow and teach the curriculum that is assigned. The curriculum director and principals oversee, direct, and develop the school curriculum. Teachers will work with principals regarding curriculum changes. Teachers are not to add to their curriculum without prior permission from their principal. All curriculum will be updated according to ACSI Standards. High School will also follow Montana State Standards. Teachers are required to stay up to date in Curriculum Trak in accordance with the guidelines given by administration.

Faith Journals:

Each teacher will be responsible for having students create two/three Faith Journal pieces each year as directed by the Curriculum Director.

Duties:

1. Make substitute teachers aware of your duty schedule so he/she can cover your area. Give subs a copy of the "Duty Guidelines" for reference.
2. Be attentive. Monitoring students is your primary job for the entire assigned time.
3. Do not be grading papers, holding teacher/student conferences, talking with other adults, be on your phone, or any other business that distracts from monitoring students.

Devotions: Teachers meet from 7:40-8:00 each morning for devotions, prayer, and daily announcements. Faculty takes turns sharing a short devotional. These devotionals should be brief and be kept simple since time is limited; usually 5-6 minutes will be the norm. Devotions can be what you have been learning in your own personal time in the Word.

Morning Hall Duty 7-12: A faculty member is assigned to hall duty from 7:40-8:05 in the South building. Students are to remain in the foyer until the first bell. Duties include being a presence, periodically checking the hallways, and maintaining order. Classrooms should be locked. Do not dismiss the students before 8:02am to the hallway, even if the teacher's morning meeting has been dismissed. The teacher stays on duty until 8:02am or defers duty to the Office Manager.

Lunch-Time Duties 7-12: Review "lunch time" in the Student Handbook. Be aware of expectations for students.
Gym: A teacher is assigned to the gym during lunch. Get to the gym as soon as possible after the lunch bell. You may bring and eat your lunch in the gym. You are responsible for the safety and control of the students. Gym rules must be enforced at all times. If you think an activity is unsafe or is causing a problem, use your authority to stop that activity. Do not leave the gym unattended at any time.

Outside and Hallway Monitor: A teacher is assigned as a roamer during lunch. You can eat in the hallways. You are to circle the hallways and the front lawn area making sure that students are following the rules and expectations in the Student Handbook. While monitoring outside, check the parking lot to ensure students are not hanging out in the parking lot or in their cars. You are to enforce clean-up prior to returning to class.

Lunchroom: A teacher is assigned to monitor the lunchroom. Arrive in the lunchroom as soon as you can after the lunch bell. You can bring your lunch with you. You are to monitor student behavior, volume of voices, and be sure the students clean up after themselves.

Detention Duties 7-12:

Options for Detention:

After-School Detention: A teacher is assigned to detention duty in their classroom. Detention duty begins five minutes after the last bell and continues for 20 minutes. You must sign the detention form and return all yellow slips to the office the next day. Students should be quiet, completing homework or reading silently. They are not to be on any other electronic devices such as cell phones, Chromebooks, etc. Students may utilize a cell phone for a medical issue that has been documented and approved by the administration.

Lunchtime and/or Morning Detention: A teacher is assigned to detention duty in their classroom. You must sign the detention form and return it to the office the next day. Students should be quiet, completing homework or reading silently. They are not to be on any other electronic devices such as cell phones, Chromebooks, etc.

Recess Duty Guidelines Preschool-6th:

- Please be prompt for your duty and for picking up students.
- Move around and be attentive to the students at play.
- Remember this is an important training time as we encourage the students toward Godliness in their speech and play.
- Personal phone calls or texting are not allowed while on duty.
- Be consistent with enforcing playground rules. (See Playground Rules)
- If a student is hurt during recess, send them to the office with a buddy. If you take your class out for a non-scheduled recess, please be consistent in enforcing regular playground rules. Remember that YOU are responsible for supervision.

- All teachers must walk their children to recess and pick them up at the end. Students line up quietly and orderly in their designated spot by the basketball courts at the end of recess.

When assigned to a duty, please refrain from socializing with other adults so that your full attention may be given to the students in your care.

Field Trips

Field trips are an enrichment to what is being taught in the classroom, and they should have clearly defined goals that enhance the curriculum. The teacher will have a written plan that includes pre-trip activities, a detailed agenda, and post-trip activities. The principal will review this material. A Transportation Request form must be completed and approved at least 10 days prior to the event. The official VCS Permission Slip must be completed and turned in for each child. Please do not schedule the majority of your field trips during the last two weeks of school. If you use a parent/guardian as a driver, they must have a Volunteer Form as well as a current Approved Driver Form on file in the North Office.

No child should ride one-on-one with an adult unless the adult is the child's parent/guardian. All off-campus trips must have a completed field trip form.

Leave of Absence Procedures

✓ Planned Leave (ALL personnel)

- Complete Request for Leave form and submit to your Principal/Supervisor asap
- If approved, the Principal/Supervisor or Office Manager will work on finding a sub (they may ask you to help) (NOTE: ONLY SUBS ON THE APPROVED SUB LIST MAY BE CONTACTED)
- You will receive a copy of your approved Request for Leave once it has been approved and a sub has been found
- Faculty absences and their subs are logged by Office Manager on Sub Calendar (posted in each school office)
- Original Request for Leave is routed to the Business Office for payroll purposes and then filed in the employee file
- Have your lesson plans and Sub Binder ready to go in your classroom

✓ Unplanned/Sick Leave (ALL personnel)

- Call or text your Principal/Supervisor as early as possible in the morning, preferably before 7:00am or the night before
- The Principal/Supervisor or Office Manager will complete your Request for Leave form and find a sub (NOTE: ONLY SUBS ON THE APPROVED SUB LIST MAY BE CONTACTED)
- Faculty absences and their subs are logged by Office Manager on Sub Calendar (posted in each school office)
- Original Request for Leave is routed to the Business Office for payroll purposes and then filed in the employee file
- Have your lesson plans and Sub Binder ready to go in your classroom

Substitute Teacher Procedures

- Check in at the office:
 - Sign IN on the Substitute Worker Log
 - Take a substitute badge (& keys if needed)
- Review School Emergency Procedures and Staff Handbook in classroom (in Employee Binder or Sub Binder in classroom)
- Review the lesson plans for the day
- Report attendance, using intercom, to the Office Manager (school secretary) within the first 10 minutes of class
- Lock up room at end of day
- Check out at the office:
 - Sign OUT on the Substitute Worker Log
 - Return substitute badge and keys

Attendance/Tardies

Teachers are required to enter attendance into RenWeb. JH/HS teachers are to enter attendance within the first 5 minutes of each period. Elementary teachers are to enter attendance first thing in the morning and right after lunch.

A student who arrives to school late must get a tardy slip from the office before checking into class. If you are aware of why a student is absent, enter it into the comment section under attendance, and make sure the office knows. If a student misses school, it will be recorded in one of two ways: absent (either excused "A" or unexcused "AU") or school sponsored "SS" (for athletics or other school events).

The following is a list of excused absences and tardies:

- Medical appointment
- Family emergency
- Accident
- Bad road conditions
- Sickness

Consequences for unexcused absences and tardies may include, but are not limited to, loss of privileges, detention, reporting to the Principal, calling home, and/or put on an action plan.

Students who miss more than ten total class periods, not counting school program related absences, in any one class in a semester may not receive credit for that class. Students and parent/guardians should work with teachers for any extended absences in advance.

Elementary Policy

- Students in grades K-6th will only be allowed 6 unexcused tardies per quarter.
- Students who miss more than 4 unexcused absences in one quarter may not receive credit. Unexcused absences include those resulting from activities such as family trips and oversleeping. The principal will make this determination.
- School sponsored absences will not count toward the 4 unexcused absences. Please note that a school sponsored absence does not apply if a sibling is participating in an outside sports event. If a student

misses school to attend a sibling's game, it will apply towards the 4 unexcused absences. Parent/guardian should communicate with the office regarding any extenuating circumstances.

JH/High Policy

- Students in JH/HS will be allowed 3 unexcused tardies per quarter.
- For a school-sponsored absence, the student must make up the worked missed, but will not lose attendance points.
- School-sponsored absences are not counted toward the student's 10 allowable absences.

Attendance Codes

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

Gradebook/Progress Reports

Grades need to be current and updated daily in RenWeb. The exception is recently turned in tests, research papers and/or large projects noted as "in progress" in RenWeb. Teachers need to enter a minimum of one academic grade per course each week for all core classes. A minimum of one attendance/ participation grade, worth at least 5% of the total grade, needs to be entered into RenWeb weekly. Test and Quizzes must equal no more than 50% of the total grade. Teachers should contact parent/guardians if their child is missing assignments or is struggling academically.

It is the parent/guardians' responsibility to check their child's progress on RenWeb, but it is the school's policy never to surprise a parent/guardian with a D or F without contacting them first.

Elementary and Junior High report cards are issued four times a year. Each quarter is considered a "new" grading period (not cumulative). Most courses, however, are cumulative in content. Progress reports will be emailed to K-8th parent/guardian mid-quarter. High School progress reports go out at the end of 1st and 3rd Quarter.

High School report cards are issued twice a year. Each semester is considered a new grading period.

Grade Point Average (GPA) are calculated on a 4-point scale (A=4, B=3, C=2, D=1, F=0). Students receiving a GPA of a 3.50 or higher are recognized on the honor roll. Students with a GPA of 4.0 (straight A's) are recognized with "Highest Honors."

Our grade conversion chart is as follows:

- | | | |
|---------------|--------------|------------------|
| • 90-100% = A | • 70-79% = C | • 59 & below = F |
| • 80-89% = B | • 60-69% = D | |

RenWeb

Our school management system, RenWeb, offers parent/guardian access to a great deal of school and classroom information on a day-to-day basis, as well as simplifying communication with faculty. Our goal is to utilize this website and its accompanying e-mail options as our primary source of communication with our school families. RenWeb allows teachers to post assignments, grades, lesson plans, classroom calendar, classroom announcements, attendance, and discipline. It is imperative for good communication that these are kept current, and consistently utilized by all.

Homework Policy

Homework consists of work not completed in class, studying for tests and/or quizzes, special projects, and reading assignments. Homework needs to be kept in balance with family time and other important aspects of life. Homework time is NOT a place to finish work that you as a teacher did not allow sufficient time to finish in class. It is your job as the teacher to structure your class environment and schedule to complete the tasks that must be completed in school. The teacher must be careful not to let homework replace effective teaching methods.

There are specific time guidelines for homework as follows:

Elementary Homework Guidelines

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

Junior High Homework Guidelines

- Teachers are responsible to communicate with the other teachers about tests and homework given each day. Strive for no more than 60-70 minutes of work per night.

Kindergarten-5th Homework is not to be assigned on Wednesdays to support midweek church activities. Grades 6th-8th will also try to avoid assigning homework on Wednesdays. Homework must be entered into the Gradebook section of Renweb each week.

High School Homework Guidelines

A student's selection of classes will have an important impact on the amount of homework. Teachers must be aware of the events on the school calendar (concerts, basketball games, etc.) and plan accordingly. All tests and quizzes are to be written on the high school office calendar. Homework must be entered into the Gradebook section of Renweb each week.

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 (IHAP). The accommodations offered to the student will be decided by the principal and teachers. Teachers are required to attend all IHAP meetings. Students with an existing IEP, 504, diagnosed or un-diagnosed learning disability will be accepted into VCS 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. IHAP's will be reviewed annually

(beginning of year, mid-year, and end-of-year). Accommodations are subject to change and re-enrollment is not guaranteed. The list of accommodations are available through the administration.

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. Teachers are expected to train students during the first two weeks of school. This is a grace period for this rule.
- Teachers may allow extra time, not to exceed the amount of time gone, 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 extracurricular activities do not constitute extenuating circumstances.

Lesson Plans

Teachers must enter lesson plans into Renweb and turn them into the principal each week. This will enable the principals to keep in touch with what is being taught, resolve scheduling conflicts, better communicate with teachers and parent/guardian, and have materials for substitute teachers.

Each teacher is required to keep a substitute folder/binder up to date with general class information, a classroom management plan, and other information as stated by their principal.

Lesson plans must contain topic, page numbers and/or unit name from both the teacher and student manuals, and resources or materials that are used.

A substitute folder as well as a copy of your lesson plans is required to be on the teacher's desk. Lesson plan booklets are available for those of you who wish to use them.

If a class is done on Zoom or Google Meet, no recording can be done unless you have parent/guardian consent. No recording of students without parent/guardian consent.

Parent/Teacher/Child Conferences

Two parent/teacher/child conferences are scheduled during the year; one in the fall and one in the spring. This is an opportunity for the teacher, parent/guardian, and student to meet in order to discuss student progress. This is a time to teach, rebuke, correct and train in righteousness (2 Timothy 3:16). It might be necessary to schedule additional times to meet with parent/guardian throughout the year if a student is struggling academically or behaviorally.

Teachers are required to keep a personal record in RenWeb of both written and oral contact with parent/guardian. Documentation is vital to ensure that accurate records are maintained.

Pickup

Children are to be supervised at all times when waiting in the parking lot.

Retention and Grade Skipping

The conversation of retention or grade skipping should never be discussed with a parent/guardian without first discussing it with your building Principal.

Study Halls

1. Teachers are responsible for student preparation and productivity in this setting.
2. Chromebooks must be checked out within the first five minutes of class.
3. Teachers are responsible in every class for all student use of computers. Chromebooks are to be used for class work only. Games and email are not allowed. Printing requires prior permission. Teachers may revoke a student's computer privileges if the student has misused a computer in any way.
4. Teachers may not leave study halls unattended.
5. Noise must be kept at a minimum to promote an atmosphere conducive to learning.

Teacher Certification

K-12 grade level teachers and Bible teachers at any level must meet the following requirements:

1. All teachers Preschool-12 must maintain a current ACSI teaching certificate or be in the process of obtaining one.
2. Teachers in grades 9-12 must maintain a valid, current Montana state teaching certificate and must be endorsed to teach in the content areas to which they are assigned.

Teacher Load and Assignments

A normal teaching load can include seven (7) periods of instruction in a traditional schedule or equivalent in a modified schedule. Six classes, one prep, and one study hall are common in grades 7-12. Elementary teacher prep periods are dependent on the schedule. Duties are to be performed as assigned (i.e., lunchroom, recess, etc.).

Faculty and Staff Policies and Procedures

Activities

Teachers may be called upon to minister in school-sponsored activities at some point. All school or grade level programs must be discussed, scheduled, and approved by the administration. All faculty and staff will be required to be present at certain events throughout the year. If your class is expected at an activity, the teacher is required to attend. Fill out an event form or field trip form for EACH activity.

Events

See the school events calendar for all events and what is required of each faculty or staff to attend.

Cell Phones

- Personal cell phones are only to be used in cases of emergency or school business.
- All employees should keep their cell phones with them at all times to receive school announcements and emergency messages.

Chapels

Chapels provide an opportunity for worship and ministry within our program. The building principal must approve all chapel speakers. Chapel Speakers are scheduled with the Office Managers. We seek to involve students in chapel, contingent upon principal approval.

We desire that chapel time is used to collectively speak truth into students as well as worship. Chapel is a time for discipleship as well. Therefore, please follow the guidelines below to get the most out of chapel time.

- Be to chapel on time.
- The role of the teacher in chapel is vital. The teacher is responsible for the behavior of the students and helping them to focus on what God would have them learn. All teachers are to participate in chapel with their students.
- Teachers are to discuss chapel etiquette with students.
- Help your class prepare for chapel by praying with them prior to coming. Perhaps say a few words to help them understand that this is a special time, as they are going to worship the Lord and hear from His Word.
- Have students (grade 3 and up) bring a Bible.
- During worship, be actively involved as an example to your students.
- Work as a team. Please help by responding to any student misbehavior that you see.
- Teachers are to seat themselves (and their TA's) strategically within the classes.
- When it is time to exit chapel or allow, straighten chairs and lead students out in an orderly fashion.

Classroom Supplies / Copy Room

The JH/HS copier is located in the high school office of the south building. Classroom supplies for grades 7-12 can be found in the South Building and in the copy room of the North Building. If you cannot find what you need check with the office manager. Please pick up printed information as soon as possible. When printing tests, quizzes, or sensitive information, pick it up immediately. Do not leave confidential information where others could read/see it.

Classroom supplies for grades PK-6 are located in the copy room. The copy room is located on the lower level of the North Building. For additional supplies, please contact the office manager. The door to the copy room is always to remain locked. TAs or other approved students must check out a key from the North Office or from their teacher for assigned TA time and duties only. Teachers may not give their personal keys to a student at any time. Do not share or make copies of any keys. The following items are located in the copy room:

- Colored paper, cardstock, bulletin board paper, construction paper, copy paper
- Laminator: The light switch needs to remain on while using the laminator. Be sure to turn the laminator off when you are finished. Keaton will replace the laminate as needed. Inform the building principal when it is running low. Please be good stewards, and not overuse it.
- "Cricket" cutter, electric stapler for booklets, spiraled hole punch
(These items are not to leave the copy room at any time.)

Teachers will be required to enter their code to print. If there are issues with the copier, contact the office manager. Staff is required to clean up after themselves and return items to their proper place.

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.

- See Administration Oversight Duties Chart for the chain of command.
- When there is a difficulty, go directly and privately only to the individual involved.

- Do not gossip or involve other faculty, staff, parent/guardian, or others. Destructive criticism is to be avoided.
- Parent/guardian are not allowed to question or correct any student who is not their own.
- When addressing a student in public or private, always reference the VCS Core Values. Do not belittle, shame, or humiliate the student.
- If the situation is not resolved, go to your principal.

Communication with students should always be done through school emails and other formal channels. Teachers should not give out personal cell phone numbers to students. Personal email should not be given out to either students or parent/guardian.

Coaches should have a VCS email but are allowed to communicate with the athletes in the approved athletic app.

When sending a newsletter or correspondence to parent/guardian, we highly encourage you to have someone else edit prior to sending.

Confidentiality

Faculty and Staff must:

- Keep all student records and grades confidential.
- Not discuss behavior, medical, social, athletic, or academic concerns pertaining to a student with anyone other than the parent or guardian, unless they are directly involved with student instruction. This includes other faculty and staff members.
- Not discuss student medical issues.
- Utilize office space for official business only. (Do not discuss school politics, personal issues, other faculty and staff, families, students, and athletics.)

Crosswalk/Parking Lot Duty

There are always two employees assigned to crosswalk and parking lot duty before and after school: one for the north building and one for the crosswalk on Sunset Lane. Morning crosswalk duty begins at 7:45am. They are to report to their area as soon as possible after the final bell. Prior to that time, the crosswalk duty person needs to get the STOP sign and orange vest from the north office. That person is responsible for the safety of all people crossing between the two buildings until 3:45. Keep the traffic flowing as much as possible. Stand in the middle of the street to stop the traffic moving and step up on the sidewalk when traffic is allowed to pass.

The teacher on parking lot duty is responsible for the students crossing the busy parking lot on the east side of the North building. Their job is to direct students in crossing to their parked cars. They will need to stop cars to allow students to cross and will be responsible to prevent students from darting in front of cars as they proceed through the parking lot. The two “quick stop” lanes are for **immediate** drop-off or pick-up only. Please do not allow parent/guardian to park, stop, wait, or exit their vehicle if they are in either of these two lanes. Cordially direct these cars to park and wait for their children in a designated parking spot. Any students who have not been picked up by 3:45 will need to go to after care.

Documentation

Renweb has two areas in which to document student behavior. “Behavior” is accessible to parent/guardian and should be used for positive and negative behavior. “P/T Conferences” is a confidential platform to record communication with a parent/guardian concerning their child. This section can be emailed to parent/guardian. Documentation is imperative in order to keep clear records on student performance, and for administrators to

support future interactions. Any consequence should be emailed to parent/guardian and/or the parent/guardian should be contacted by phone.

Dress Code (Faculty/Staff)

The image we present to students, parent/guardian, and visitors is important and should reflect the standards we are attempting to uphold. Faculty and staff members should dress in clothing appropriate and suitable for their profession. Business-casual attire is preferred.

Faculty/staff need to dress professionally, modestly, and observe the dress code guidelines as follows:

1. Men's Wear:

- Slacks and navy blue or black jeans (faded, frayed, or torn jeans are not acceptable).
- Collared shirts, sweaters, or other approved shirts
- Loafers, dress shoes, dress boots or clean sneakers
- Facial hair needs to be kept neatly trimmed
- Hair must be kept neat, clean, and out of the eyes

2. Women's Wear:

- Slacks and navy blue or black jeans, no more than 6" above the ankle (faded, frayed, or torn jeans are not acceptable).
- Dresses and skirts must reach the knee
- Shoulders must be covered
- Midriffs must be covered while sitting, standing, or reaching.
- Low-cut clothing or excessive slits are not acceptable

3. Jewelry should be appropriate and in keeping with a professional image. Plugs and body piercing are not appropriate; however, women may have modest ear piercing. Tattoos must be covered as much as possible.

4. Employees may wear clothing appropriate to the activities. They are not allowed to wear leggings, yoga pants or sleeveless shirts. Shorts should be Bermuda length.

5. Jean Fridays with VCS Wear preferred.

6. The HOS will set the dress code for summer attire.

Dress Code (Student)

All Faculty and Staff must enforce the dress code. Refer to Elementary and JH/HS Handbook for consequences.

Email and Mailboxes

Our major form of internal communication is through email. All staff members have been assigned a Valley Christian email address: firstname.lastname@valleychristian.org. Check your emails daily. In addition, everyone has been assigned a mailbox in the North Office. Check your mailbox at least once a day. Messages, mail, notes from administrators, requests for homework assignments, etc. will be placed in these boxes.

Evaluation of Faculty/Staff

Faculty and Staff are expected to perform all duties listed in their job description. In addition, they are to perform any additional tasks or duties assigned by the administration.

Faculty and staff evaluation is ongoing. Continuous dialogue between all employees should be exhorting, encouraging, and challenging the other in the pursuit of a better walk spiritually, thus, a better professional work environment (Heb. 10:24-25; Titus 2:7-8).

The principals are required to conduct a formal written evaluation of each teacher. Each teacher is required to write a formal lesson plan and submit it to their principal prior to the evaluation.

All other employees will receive at least one formal evaluation by their direct supervisor in the spring.

Each evaluation shall be made in keeping with the spiritual principles set forth herein and consistent with the mind and nature of Christ (Phil. 2:3; I Pet. 5:5). Staff members are permitted to view the contents of their own personnel file at any time.

Faculty/Staff In-service

The week prior to faculty and staff in-service, all new employees will attend orientation and training. All faculty and staff are required to attend the beginning of the year in-service, including the new family BBQ.

All contracted teachers are required to attend August, October, and Wednesday in-services. Specific topics for these sessions are selected by the administration.

Do not schedule outside appointments (i.e., doctor, dentist, etc.) during in-service hours.

In October, at least a day and a half of in-service time will be scheduled. The administration will seek the Lord as to the content of this time. Often it will include a guest speaker, or an opportunity for teachers to attend the MEA/MFT or ACSI sponsored meetings.

All staff is required to attend an end of year celebration to recognize and share what has been accomplished during the school year and to honor various ones for their service to Valley Christian School. Faculty and staff are required to complete the end-of-year checklist and turn it into the Main Office prior to leaving for the summer.

Food and Drink

- Students are encouraged to bring water bottles to class.
- Food and drinks in the classroom are at the discretion of the teacher and/or administration.
- 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).

Forms Central

All forms can be found in a file cabinet in the north office.

Please fill out the following forms for EACH event your class/team attends.

- Event Request Form: An event form must be filled out at least 10 days in advance.
- Transportation Request Forms: A transportation request form must be filled out at least 10 days in advance for bus use.
- Field Trip Liability Waiver: Each student must return a signed field trip liability waiver for every field trip or off campus event. This does not apply to athletic teams.

Please fill out the following as soon as you have the information.

- Purchase Request Forms (PRFs): Fill out a PRF at least 10 days in advance for Items needed for the classroom and turn into the principal for approval. Please do not go to the bookkeeper for approval. There will be no reimbursement for funds spent without authorization.
- Reimbursement Form: Check with your principal if it is a PRF or a Reimbursement Form.
- Work Orders: For repairs and maintenance issues, fill out a work order and put it in the Facilities Director's box.
- Approved Driver Form: Any faculty or staff member who transports students in their own vehicle, must complete an approved driver form and submit it to the north office.
- Request for a Leave of Absence Forms: A leave of absence form must be filled out for all employee absences.

Fundraisers

All fundraisers must be approved by the Head of School.

Harassment-Free Workplace

Sexual Harassment: VCS prohibits harassment of its employees by other employees or outside parties. Sexual Harassment can negatively affect morale, motivation, and job performance. It is inappropriate and will not be tolerated.

"Sexual Harassment" under this policy means unwelcome sexual advances, requests for favors and other offensive verbal or physical contact of a sexual nature when: (a) submission to such conduct is made either explicitly, or implicitly, a term or condition or an individual's employment; (b) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Holidays

Our priority is to honor God. Therefore, Valley Christian School does not observe Halloween, promote Santa Claus, nor promote the Easter Bunny.

Keys / Building Security

Keys will be issued on a "needs" basis. You will be given only the keys you need for your particular situation. The office administrators will unlock the South Building at 7:30 and the North Building at 8:05 in the morning and lock them back up at 8:45. Staff members are not authorized to make copies of their keys. **Faculty/Staff may not give their keys to students or their own children at any time unless it is specifically assigned to a TA for the intent of TA work during the TA class.** If you misplace a key, contact the Facilities Director or your building Principal immediately. All keys are turned in on the last day of school. You must receive permission from your building principal if you need keys over the summer.

Injury or Accident Reports

If a student sustains an injury or has an accident, please report it to the office and/or enter the incident on RenWeb under "Medical" > "Medical Events". The office is also able to record the event.

Mandatory Reporter of Suspected Child Abuse and Neglect

Valley Christian School personnel are mandatory reporters by law. If there is any “reasonable belief” of known or suspected abuse or neglect by an adult of a child attending Valley Christian School, the staff member is required to file a report with the Department of Family Services (DFS).

Montana's child abuse and neglect mandatory reporting laws apply equally to administrators, aides, bus drivers, counselors, custodians, food services workers, librarians, nurses, office managers and teachers.

You are not required by law to share this information with your principal, but we encourage you to do so. If you have any questions, contact your principal. The DFS toll free number is 1-866-820-5437.

Suicide threats should be reported directly to the principal or HOS as soon as possible.

Media

No faculty or staff is allowed to talk to any media outlets about school business unless expressly authorized by Head of School.

The AD will authorize athletic communication with the media.

Media includes newspapers, television, radio stations and social media.

Missing Money and Valuables

Teachers are encouraged not to leave money or valuables in their desk or classrooms at any time. Valley Christian School accepts no responsibility for lost or stolen money or valuables. Personal valuables brought to school are the sole responsibility of the owner.

Parent/Guardian Volunteers

Anyone who chooses to volunteer in the classroom or on a field trip must have a volunteer application filled out and approved. Their volunteer application and background check will be renewed every year. Volunteers must follow staff dress code when they are helping out in the classroom. If a parent/guardian volunteer is driving, there must be an approved driver form on file for the parent/guardian. It is the teacher's responsibility to be sure all drivers for a field trip are approved drivers. No one may drive with a single student in a car unless that student is the driver's own child.

Social Media

Valley Christian School recognizes employees may participate in social media on their personal time. It is highly recommended that you do not befriend currently enrolled students on any social media platform. Do not post pictures of students without parent/guardian permission. You must be cognizant that just as much as you are an employee of VCS while you are on its campus, you are a representative of VCS off its property. Although your social media should contain a disclaimer that your posts are your own opinion, you must abide by VCS' Statement of Faith and Lifestyle Statement since the online community may view your social media views as those of VCS.

Staff Children

Staff children in PK-6 that are on campus before 8:00 must report to our supervised Before Care program unless other arrangements have been made with the building principal. Before Care is located in the library of the North Building. Staff children who are on campus after 3:45 either need to report to After Care or remain

in their parent/guardian's classroom. They are not to be wandering around the building or the playground unsupervised. There is no Before-Care or After-Care fee for staff children.

Staff Parking

Parking for staff is located directly behind the north building, the northeast corner of the north building, high school parking lot and in between the Reimer and South Buildings. There is no parking in front of the buildings on Sunset Lane. Please leave the majority of the main parking lot next to the north building available for parent/guardian and visitors.

Student Store

The Student Store operates under the guidance and supervision of the VCS Business Office. An annual business license is obtained from the Montana Department of Public Health and Human Services. The Store is responsible for complying with FDA and Montana Food Code standards and is subject to regular county Health Department inspections. The Student Store Manager must be a certified food protection manager or complete the CFPM training within 45 days of hire. A current CFPM certificate must be posted onsite.

The Student Store operates as a business unit with limited access, monitored rules of operation, and mandatory employee training. Only trained food handlers may enter the gate boundary and be behind the counter. The Student Store does not allow self-service.

Paper products and plasticware in the Student Store are solely for the purpose of food service. Faculty, staff, and students are expected to bring their own microwavable container(s), cups/mugs, and/or silverware when bringing food from home. Silverware will be available to students who occasionally forget to bring those items from home.

Lunch baskets are assigned to grades K-6th at the beginning of the year. Baskets match with corresponding tables in the lunchroom by grade and number. Each teacher is responsible for assigning students to the tables. Parent/guardian must pre-order by 9:30 through ParentsWeb. Warm-ups are placed in the lunch baskets and brought over to the Student Store by 9:00am daily by each classroom. Students in grades 7-12th may purchase food from the Student Store during their designated lunch period.

Microwaves are available in the lunchroom for personal use. The ice machine is located in the store and is free upon request. Hot water is available daily. The refrigerator in the lunchroom is for athletics or event use. Please label your refrigerator/freezer food items clearly. The lunchroom refrigerator is emptied weekly unless items are clearly marked.

For event use of the lunchroom, submit an event form and notify the store 10 days in advance of your event. The faculty/staff supervisor is responsible for all event clean-up, including trash removal. Kitchen items may be checked out from the store for event use.

The Store purchases goods once a month. A minimum supply of commonly used paper products will be available at cost for staff/faculty for personal use. For department use, submit a purchase order to the Store; PRFs are required 10 days in advance of purchase.

Student Use of Facilities

For all teachers, advisors and coaches:

1. The supervisor, who must be a school employee, is responsible for the student(s) use of the facility during any time of the day and must always remain with the students.
2. Students should only be in the designated area(s) assigned by the supervisor.
3. The supervisor should turn on as few lights as possible.
4. The supervisor must lock all entrances and exits once the student(s) is/are inside and must be sure that they stay locked. They must also be sure that no unapproved person(s) enters. The building must be completely secured with all lights turned off when leaving.
5. Do not prop open doors. This is a security risk.

Technology Usage

Valley Christian School provides technological equipment for job-related purposes and specifically reserves the right to monitor employee work performance and use of any mechanical, electronic, or other work-related device, including telephone, voice mail, computer, the Internet, and e-mail. Report any technology problems to the IT Director. Misuse of school equipment may lead to disciplinary action up to and including dismissal.

School Safety Procedures

Campus Safety

- Exterior doors must remain locked. Doors are not to be propped open. Classroom doors as well as windows must be closed and securely locked at the end of the day. If you let anyone into a locked building you are responsible for that person until they leave.
- Faculty and staff must wear their school provided ID while on campus and at school sanctioned activities.
- All guest speakers, volunteers, and visitors to the classroom must be pre-approved, sign in and out at the office, and wear a visitor badge while on campus.

Emergency Drills and Emergency Response Protocol (ERP)

Emergency drills are conducted throughout the year in accordance with state mandates. Teachers are required to take attendance during all drills. They must take the emergency handbook and their cell phones if they evacuate. Teachers will inform students of the correct protocol for each drill. All staff and faculty are required to participate in every drill.

Faculty and Staff must maintain up-to-date knowledge of all emergency drills and procedures. Evacuation maps, standard response protocol (SRP), and the emergency procedures manual must be posted by the door of each room.

During an actual emergency event, attendance must be reported to the office manager or the administration. Report missing students or extra students in your group. See the ERP for proper responses.

Severe Weather Closure Days

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

- 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.

Employee Code of Ethics

Confidentiality and Ethics Statement

Respect

All volunteers, students and staff must treat each other with respect, courtesy and appreciation at all times.

Loyalty

At VCS we believe that a healthy, vibrant discourse is invaluable to any organization. As a Christian community we strive to resolve all issues according to biblical principles and believe that we should always work internally towards resolution and/or reconciliation. Engaging people outside the VCS community in a negative and/or negative destructive conversation regarding VCS is inappropriate and harmful to the reputation and success of VCS. Any serious issues should be brought instead to the attention of the Head of School or a member of the Board of Directors. If in doubt regarding any issue, seek advice from either of these sources.

Confidentiality

Many staff and faculty members handle proprietary, private and/or confidential information concerning VCS business, colleagues, students, families, alumni, donors and others associated with VCS. This material may include (but is not limited to) payroll figures, employee data, donor files, student records, family records or VCS Financial information. Some of this information may be classified as confidential by state and/or federal law.

It is the responsibility of all VCS employees and staff to respect the highest level of privacy and confidentiality for their colleagues and other members of the VCS community. Disclosure and discussion of confidential information obtained from school or departmental records, either during or after employment with Valley Christian School, is impermissible unless such disclosure is a normal requirement of an employee's position and has been so authorized.

Below is a statement regarding your responsibility for maintaining confidentiality.

As an employee of Valley Christian School, I understand that some of my work will involve access to information and records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of colleagues, students, families, alumni, donors and VCS records, to follow office procedures in order to protect confidentiality, and to act in a professional manner, both internally and to the public, whether in person, in writing or over the phone. I further understand that if I am found acting indiscreetly with confidential material or not protecting the confidentiality or privacy of a colleague, student, alumni, donor, family or others through my actions, *I will face disciplinary action which may include termination.* I understand this action may be necessary in order to maintain the high professional standards of Valley Christian School.

Employee Lifestyle Statement

Valley Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community.

Valley Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority,

and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Valley Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20). Valley Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Valley Christian School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Valley Christian School that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

Declaration of Moral Integrity

Our school expects all its employees, as well as its volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

“Honor marriage and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.” (Hebrews 13:4, *The Message*)

“A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher.” (Luke 6:40, AMP)

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of [the organization] as the local Body of Christ, and to provide a biblical role model to the Valley Christian School members and the community, it is imperative that all persons employed by Valley Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thes. 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Valley Christian School.

Statement on The Ministry of Teaching

All teachers, school administrators, staff, 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, 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, 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.

My signature below indicates that I agree with and support this Statement on The Ministry of Teaching at Valley Christian School, Missoula, Montana.

Employee Signature

Date

Administrator’s Signature

Date



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

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

COMMON LANGUAGE

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

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

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

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

SECURE

“Get Inside. Lock outside doors”



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

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

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

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

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



WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

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

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

LOCKDOWN

“Locks, Lights, Out of Sight”



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

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

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

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

SHOULD PARENTS TEXT THEIR STUDENTS?

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

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

WHAT ABOUT UNANNOUNCED DRILLS?

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

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

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

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

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



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