

# Valley Christian

## Elementary School

### Handbook

2015-2016

*Revised 7.29.2015*

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

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RenWeb will give parents access to your student's grades, announcements, calendar, and more! Please go to our school website and click on the link "parentsweb" on our home page.

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

## Why Christian Education?

Our purpose at VCS is that Jesus Christ might become preeminent in all things (Col. 1:18). Jesus is first. You will be encouraged to make Jesus Lord of your life in every possible way.

We believe that true freedom, abundant life, and joy unspeakable can be found only in Him. We watch over the lives and choices “our” children make, wanting to present them with sincere and pure devotion to Christ (I Cor. 11:2-3), unadulterated and uncompromised with the world. Our staff is dedicated to this end.

While we will always address sin, together with all other pursuits, in the love and forgiveness in Jesus Christ, it is our desire that students, parents, and visitors recognize the distinctiveness of a loving, and forgiving atmosphere at VCS. Our staff is 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). Truth is pursued in every course. Students will also be taught to be on guard against falsehood and deception as seen in many of man’s theories, designs, and inventions in which he considers himself equal to God or attempts to deny God’s existence.

God has revealed some Truth to unbelievers; therefore the Christian student needs to be a good student of God’s Word in order to evaluate all teachings from the perspective of God’s Word. This demands wisdom and the “fear of the Lord” which are acquired by hiding God’s Word in their heart and as they meditate on that Word. Then, students become like a tree planted by the rivers of water (Psalm 1:1), and everything they do will prosper (Psalm 1:3).

As a student experiences the preeminence of Jesus in his life, he will automatically become a better student. There is a measurable correlation between the Lordship of Jesus and performance in studies, careers, and relationships. Jesus Christ is the power and wisdom of God (1 Cor. 1:24). Jesus Christ desires to use each student and multiply each student’s gifts.

In addition to a student’s completeness in Christ, we pursue the following goals:

- Respect for our American heritage
- Development of skills for the future
- Excitement for learning

Since our goal at Valley Christian is the preeminence of Christ in all areas of a student’s life, whether that is a student’s academic life, sport’s life, social life or personal life, it is expected of all students at all times that their lives strive to reflect biblical morals and values. Based on that expectation we believe it is important that VCS students agree to the following code of conduct both in school and out of school - including summer break.

1. I will not engage in the illegal use or possession of drugs, alcohol or tobacco.
2. I will not engage in any form of immorality.
3. I will not engage in inappropriate social media.
4. I will not engage in criminal activity of any kind.
5. I agree to not live in flagrant rebellion to my parents/guardians.

This handbook provides guidelines for parents, students, staff and administration. Correction and discipline, however, is not static and may require those in authority to make judgment calls. Our goal in discipline is not to be punitive, but to correct, redeem and restore. In dealing with student discipline, therefore, and especially with the more serious issues, we will work with parents and try to do what is best for the student, the family and the student body as a whole.

## **School Procedures**

### **Daily Schedule:**

The school day runs from 8:20am to 3:30pm. The school does provide supervised before-school care for students from 7:30am to 8:10pm and after-school care from 11:00am for morning PK and 12:00pm for Kindergarten students and from 3:30pm-5:30pm for any student. 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 \$2.50 for the morning care, and \$3.50/hour for the after school care. We ask that students not utilizing this supervised care to not arrive before 8:10am and leave by 3:30pm.

PK Dismissal – 11:00

Kindergarten Dismissal – 12:00

1<sup>st</sup>/2<sup>nd</sup> Grade Dismissal – 3:15

3<sup>rd</sup> Grade Dismissal – 3:20

4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> Grade Dismissal – 3:30

The pick-up location is the east parking lot unless otherwise determined by the classroom teacher. No student may be in the building unsupervised after 3:40.

### **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 on exiting your vehicle, or have to wait for a child we ask that you **PARK** your car in a designated parking spot.
- Please do not drop-off or pick-up your child from the traffic flow area.
- 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.

### **Chapels:**

Chapels are held once a week. Our desire in our chapel program is to worship the Lord, praise Him for who He is and learn from His Word. We encourage students to come to chapel anticipating an opportunity to praise God. Please bring your Bibles and notebooks with you to all chapels and come in quietly.

### **Checkouts:**

VCS does not have an open campus policy. Checking out over lunch is a privilege, which may be suspended if a student does not return from a lunch checkout on time! Students may not leave campus without checking out in the office. Elementary students check in and out at the North Office. If you are planning on checking your child out from school, you must do so from the office and not their classroom. Students must always check in at the office if they come late or if they are returning to school.

The following is the Administration's Policy on checking students out during the school day:

- Students are expected to be in all classes and all periods, study hall included.
- Voice contact with the parent is required for all checkouts unless students have written parental permission.
- Students MUST checkout and in through the office.

### **Grades and Report Cards:**

Elementary report cards are issued four times a year with each quarter considered a new grading period. Parents may view their students' current grades on Renweb.. For instructions on how to access Renweb, contact the North Office. All students will have a copy of their report card mailed to their home or sent home with the student.

Teachers will update student grades by Friday at 4pm, on a weekly basis. Grades will be recorded on Renweb as well as entered in a hard copy grade book.

Parents are encouraged to view their child's grades on a weekly basis and contact teachers directly with any questions regarding academics.

### **Homework:**

We believe that homework provides an opportunity for students to learn personal discipline and good study habits. However, we also believe that homework needs to be kept in balance with family time and other spheres of life.

Therefore, teachers in grades K-8 will try to work within the following parameters.

- 1) In order to support local church ministries, NO homework will be assigned for Wednesday night or major tests for Thursday.

2) Teachers will use the following guidelines as recommended maximum homework times. On occasion, these times may be exceeded, but if it occurs on a regular basis, please contact the classroom teacher.

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

**Library:**

The library is a relatively quiet place of study. There is always someone on duty to assist you, so please ask for help if you have questions. There are computers available for research and word processing.

Checkout: 3 items

*Books: 3-week checkout*

*Magazines: 1-week checkout*

Items to be renewed must be brought to the library before they become overdue. Notices will be distributed to students in their homeroom classes once a week if they have a book that is overdue.

If an item is lost, students will have to pay the replacement cost of the item. Students with outstanding fines and/or books may not checkout any materials from the library until their account is cleared.

Report cards will be held at the end of each quarter/semester for students with outstanding fines and/or overdue books. Please return all materials and pay all fines promptly.

**Lockers/Cubicle Regulations:**

- Each 6th grade student will be assigned a P.E. cubicle and locker.
- Students are responsible to keep their lockers clean.
- Students may post pictures on the inside of their lockers; however, no pictures that are in any way offensive to the Name of Jesus will be allowed.
- P.E. cubicles should only be considered as a one-day holding area.
- Students are warned NOT to leave their valuables in lockers or cubicles overnight or during the weekend. The school is not responsible for missing or stolen items.
- Locks may be rented from the Student Store. Students may not furnish their own locks.
- The school maintains the right to enter a student's locker at any time.

**Parent Teacher Child Conferences (PTC):**

Twice a year teachers will meet with students and their parents to discuss student progress. These meetings are scheduled after the first quarter and mid-way through the third quarter. Parents AND students are required to attend PTC conferences.

**Plagiarism:**

Students must comply with the copyright and plagiarism guidelines as they compose papers. Infractions will result in consequences.

**Testing Program:**

Each year students in select grades are administered standardized tests. This school year we will be using the TerraNova 3 testing program. More details will be sent out by our principal prior to the tests.

**Visitor Policy:**

All visitors and guests must check into the North or South Office upon arrival to introduce themselves and pickup their visitors badge which they must wear. Photo identification will be required this year when visitors sign in at one of our offices. Former students may only visit campus either before or after school or during lunch unless other arrangements have been made.

**Rules and Regulations**

**Tardies:**

Students are tardy when they are not inside the classroom door with the appropriate materials when the tardy bell rings. It is important that students are punctual so class time is maximized and class disruption is held to a minimum. The first bell rings at 8:15 a.m. and the tardy bell rings at 8:20 a.m. Students who arrive late for school must check in at the North Office. Students will only be allowed 6 unexcused tardies per quarter. Students who accumulate more than 6 unexcused tardies during one quarter must meet with the principal. A letter will be sent home to notify parents. If further tardies occur, detention or suspension may take place. The following is a list of excused tardies:

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

All other tardies will be unexcused.

**Absences:**

In the event a student is absent, parents must call the school office by 8:45 a.m. Students who miss more than 5 avoidable school days in one quarter may not receive credit. Students with more than 5 absences may need to meet with their parents and the principal per board policy. The following is a list of excused absences:

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

Avoidable absences include those resulting from activities such as family trips and oversleeping. The Principal will make this determination. Work missed as a result of any absence may be made up. In the case of a planned absence, it is the responsibility of the student and/or parent to notify the teacher well in advance in order to collect any work they might miss and complete the work prior to leaving or upon their return. If a student is sick and the parent wishes to pick up their work, we ask that you wait until the end of the school day in order for the teacher to have enough time to put it together.

**Checkouts:**

Students should schedule dental and medical appointments before or after school, if possible. Otherwise students should be in attendance unless an emergency arises.

**Boy-Girl Relationships:**

We believe the Christian school is the place where good, caring relationships should be developed between young men and women. Students may not pair up and seclude themselves in classrooms or other places in the school facility. We do not allow physical displays of affection during school or at school events.

**Bus Riding:**

Students who ride a bus to school activities need to remember that they are considered to be in school while on the bus. In addition to obeying all school rules, they should strive to set an example for others in behavior and courtesy. The bus driver is in charge. When riding in a school van, all students must wear a seatbelt at all times.

**Conference Rooms:**

Students should not go in the conference rooms unless instructed to do so by a teacher or administrator. The refrigerators and microwaves are for staff use only.

**Courtesy and Respect:**

We want everyone at our school (students, teachers, visitors) to know this as a place where they will be treated with respect. When an adult visits a classroom, students are asked to stand respectfully. All students have the responsibility to listen to and obey any staff person who corrects them.

**Dress Code Policy:**

*"Your body is the temple of the Holy Spirit, who is in you, whom you have received from God." (1 Cor. 6:19)*

Our dress code is neat & clean, modest, and moderate. This applies to school days and all school-sponsored activities both at home and away. It is the responsibility of parents to ensure their student is in compliance with dress code.



**Neat & Clean:**

- Boys' hair must not cover the eyes, ears or touch the collar;
- Pants must be in good repair without rips or holes.
- Nylon warm-ups are permissible but no tear-a-ways or sweats.
- Long shorts with hems (Bermuda length; must be no more than 2 inches from the top of the knee cap) are permissible for both boys and girls. **Nylon athletic shorts or cutoffs are not allowed.**
- No pajama bottoms.

**Modest:**

- No low rider pants. Pants should ride at the waist and not below.
- Jeggings, leggings, tights, yoga pants, etc. may not be worn as pants.
- Jeans are too tight if they do not have "room" everywhere, especially though the areas of the upper thighs and hips.
- Jeans that are considered too tight may be worn as long as they are worn with a long, loose shirt/tunic top which reaches below the hips.
- Nothing excessively 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.
- Elementary girls can be quite active during recess. As a result, we ask that all skirts above the top of the kneecap must be worn with tights, leggings, jeggings or shorts underneath.
- Minimum skirt length is 2 inches above the tops of the kneecap both front and back.

**Moderate:**

- No t-shirts with questionable or objectionable messages/images.
- No tattoos or body piercing.
- Pierced ears are acceptable for girls (no earrings for boys).
- No sleeveless tops or shirts
- No skinhead or distinctly blocked haircuts. Hair coloring must appear natural.
- No hats, beanies, stocking caps, etc. may be worn during school hours (8:20 am to 3:30 pm)

On occasion, teaching staff will be required to make "judgment calls." These will always relate back to "neat, clean, modest, and moderate." If students are not appropriately dressed for school, parents may be asked to bring approved clothing for the student. Further consequences for dress infractions depend on the severity and frequency of the offence.

**Activity Participants:**

These standards apply to the entire team and managers whether they are competing or not.

- School activity participants are required to dress up on the day of their event or the day before a weekend event.
- Boys: dress pants, shirts and ties or sweaters.
- Girls: dresses, skirts or dress pants.
- School polo shirts can be worn in place of this dress code, at the discretion of the coach and athletic director.

**Missing Money & Valuables:**

Do not bring "extra" money or personal valuables to school and do not leave valuables or money in lockers or in desks or in the locker room at any time. Keep all necessary money and valuables on your person at all times. Valley Christian School accepts no responsibility for missing, lost, or stolen money or valuables.

**School Equipment/Property:**

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

**Snowballs:**

Students are not to throw snowballs at any time.

**Phone Use:**

School phones are business phones and students must request permission before using them. Any cell phones used during school will be confiscated and given to the principal. Repeated offenses will require parental involvement.

**Electronics:**

Laptop computers, palm pilots, and any other electronic devices may be brought to a classroom only if the teacher has granted permission to do so.

**Student Facility Use:**

Students may not be in the school facility at any time without teacher supervision. Students granted access to VCS facilities for use before or after the school is officially open may NOT admit any other non-approved people during their approved use of the facility. Students may work in the school after hours only if accompanied by a teacher.

**Portable Music Devices:**

Students are not allowed to use any portable music devices during school hours.

**Knives/Weapons/Lighters:**

Students may not bring knives of any description onto school property at any time. All knives and any other “weapons” will be confiscated immediately and the student will be disciplined appropriately. This rule applies to knives or weapons found in student lockers and on person.

In addition, no lighters, matches, nor incendiary devices of any kind may be brought on campus or taken to any school-related activity, at any time. Any such items will be confiscated immediately and appropriate disciplinary measures taken.

**Threats:**

Any threats of verbal or physical harm may result in an immediate suspension and/or expulsion from school.

**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.

**Consequences:**

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

**Conduct Report:** A Conduct Report is designed to be used as a tool when a conduct- related offense occurs. Conduct-related offenses include:

- Disobedience
- Defiance
- Deception/Lying
- Inappropriate language
- Cheating/Plagiarism
- Verbal confrontation between students
- Unexcused tardies
- Unprepared for class
- Dress code violations

When filling out a Conduct Report, a student will identify the behavior that needs to change, the Christ-like character quality to be demonstrated, the steps to accomplish the goal, and will obtain a parent signature providing opportunity for parental guidance. The Conduct Report is to be returned the following day to the teacher who issued the report. Parents may be notified by phone regarding the situation or if a Conduct Report has not been returned.

In School or After School Detention may result from:

- Continuing an action after correction

Suspension may result from:

- Obscene, vulgar or profane language (taking God's name in vain)
- Direct disobedience
- Cutting class
- Wrestling, punching, pushing, shoving, or other physical displays of anger
- Vandalism
- 4 detentions in a school year
- Stealing
- Leaving campus without consent

Disciplinary Probation A student is placed on disciplinary probation for the following reasons:

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

Expulsion A student involved in the following may be considered by the school board for expulsion:

- Any infringement of the code of conduct found in the student handbook
- Ongoing misbehavior that disrupts the learning processes or is scornful of God
- 2 suspensions in a school year

## Signature Page - Handbook Agreements for Parents and Students

**Parents:** Please read the following statements carefully and sign below to indicate your agreement. I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Valley Christian School and is subject to change without notice by decision of Valley Christian School's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

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Signature of Mother

Date

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Signature of Father

Date

**Students in Grades 7-12:** Please read the following statement carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook. I certify that I consent to, and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that this Handbook does not contractually bind Valley Christian School and is subject to change without notice by decision of Valley Christian School's governing body.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

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Signature of Student

Date

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