

# Valley Christian

## Elementary School

### Handbook

2017-2018

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Valley Christian School

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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.*

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## Introduction

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

### Valley Christian exists for the following reasons:

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

### The Distinctives of Valley Christian School:

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

This Elementary Handbook is intended to serve as a convenient source of information about Valley Christian School and how it operates. We encourage families and students to read it through carefully and keep it as a reference during the year. The following policies and procedures represent the most recent update from the administration on how VCS will run this year. It is by no means a comprehensive handbook. To assure that VCS achieve and maintain the purposes of this handbook under changing conditions, the administration reserves the right to modify, suspend or revoke any and all policies, procedures, and statements contained in this handbook at any time. On page 19, there is a signature page which parents and students must sign and return soon after school begins. If you have any questions regarding the school's policies or procedures, please direct them to the principal.

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

## Attendance Procedures

### Daily Schedule:

The school day runs from 8:20am to 3:30pm. The drop-off and pick-up location is the east parking lot unless otherwise determined by the classroom teacher. No student may be in the building unsupervised after 3:40.

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

### Before and After School Care:

- The school does provide supervised before-school care for students in PreK-6<sup>th</sup> grade from 7:30am to 8:10am in the lunchroom.
- After-school care is held in room 14B in the North Building and is offered beginning at 11:00am for morning PreK and 12:00pm for Kindergarten. After school care for students up through grade 6 is available until 5:30.
- 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 \$2.75 for the morning care, and \$3.75/hour for the after school care.
- We ask that students not utilizing this supervised care to not arrive before 8:10am and to leave by 3:30pm.

### Checking Out from School

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

### Tardies:

- Students are tardy when they are not inside the classroom door with the appropriate materials when the tardy bell rings.
- The first bell rings at 8:15 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.
- The principal will contact parents whose son/daughter is habitually late.
- 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 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 appointment
  - 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.
- In the case of a planned absence, a pre-arranged absence form must be filled out and turned into the office.
- 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.

### **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.

## Academics

### Grades and Report Cards:

- Valley Christian uses the school management portal system, RenWeb, to help keep parents apprised of their children's grades, communicate announcements, and much more.
- For instructions on how to access Renweb, contact the North Office, or follow the instructions given on our VCS website.
- All students will have a copy of their report card emailed or sent home with the student.
- Parents are encouraged to view their child's grades on RenWeb on a regular basis and contact teachers directly with any questions or concerns they may have.

### Homework Policy

- 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 important aspects of life.
- In order to support local church youth groups, as a general rule, homework will not be assigned on Wednesday evenings and major tests on Thursdays will not be scheduled.
- Teachers will use the following guidelines as recommended maximum homework times. The amount of homework may vary based on how much work is accomplished during class time and also the academic abilities of students.

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

### Parent Teacher Child (PTC) Conferences

- PTC conferences are normally scheduled a week after the end of the first and third quarters.
- Parents AND students are required to attend PTC conferences.

### Plagiarism

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

### Testing Program:

All Kindergarten – 8<sup>th</sup> grade students will take the standardized Terra Nova achievement tests in the spring. Reports for those tests usually will be sent home to parents by the end of the school year.



## Dress Code

### 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 the school's dress code.

### Neat & Clean:

- Boys' hair must not cover the eyes, or grow beyond the top of 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.
- 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.
- Slits in skirts must conform with the guidelines spelled out above (2 inches above the top of the knee)

### 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
- Hair coloring must appear natural.
- No hats, beanies, stocking caps, etc. may be worn during school hours (8:20 am to 3:30 pm)

### Dress Code Violations:

- If students are not appropriately dressed for school, parents will be notified and may be asked to bring approved clothing for the student.
- In the event of a "judgment call", the administration reserves the right to make the determination on whether a student has violated the school's dress code.

- Further consequences for dress code infractions depend on the severity and frequency of the offense.

### **Activity Participants:**

These standards apply to the entire team and managers whether they are competing or not. The dress code guidelines still need to be followed.

- 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, sweaters or nice polo shirts.
- Girls: dresses, skirts or dress pants.
- Eagle wear can be worn in place of this dress code, at the discretion of the coach and athletic director.

### **PE/Sports Events:**

- Students may change out into PE attire if they wish, but must change back into their school clothes before returning to class.
- Sweats and athletic shorts are allowed at the discretion of the PE teacher.
- Students must have a separate pair of no black mark tennis shoes for PE.
- Any student participating in a Valley Christian sport must remember they are representing Valley Christian School and must follow the dress code:
  - Athletic shorts must be mid-thigh or longer
  - Yoga pants, leggings or tights are not allowed
  - Tank tops or sleeveless shirts are not allowed

## **Policies, Procedures and Programs**

### **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. In addition, we would like to see our students dress up for Chapel.

- Girls are encouraged to wear a modest dress, skirt, or dress slacks and shirt.
- Boys are encouraged to wear a tie and button-down shirt, sweater, or polo, and pants other than nylon warm-ups.
- They should think of Chapel dress as their “personal best”.
- Please bring your Bibles with you to all chapels and come in quietly.
- Parents are welcome to join us.



**Library:**

The library is a relatively quiet place of study. There is always someone in the library to assist you most afternoons, 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.
- Parents will be contacted through RenWeb if their child has an overdue book.
- 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.

**Locker Regulations – 6<sup>th</sup> grade:**

- Each 6th grade student will be assigned a locker.
- Students are responsible to keep their lockers clean.
- Students may post pictures on the inside of their lockers; however, no pictures that are in any way offensive to the Name of Jesus will be allowed.
- Students are strongly encouraged NOT to leave their valuables in overnight or during the weekend. The school is not responsible for missing or stolen items.
- Students may choose to have a lock on their lockers as long as they furnish the key or combination to their teacher
- The school maintains the right to enter a student's locker at any time.
- Students are not to write in their lockers.

**Boy-Girl Relationships:**

- We believe the Christian school is the place where good, caring, and healthy relationships should be developed between young men and women.
- We strongly discourage all girlfriend/boyfriend relationships.
- Students may not pair up and seclude themselves in classrooms or other areas in the school.
- We do not allow physical displays of affection during school-on campus or at school events.

**Bus riding:**

- In addition to obeying all school rules, students should strive to set an example for others in behavior and courtesy.
- The bus driver is in charge.

### Visitor Policy:

- Our doors are unlocked at 8:10 in the morning and relocked from 8:40-3:30.
- All visitors and guests must check into the North or South Office upon arrival.
- Visitors must introduce themselves, sign in, pick up and wear a visitor's badge.
- Former students may only visit campus either before or after school or during lunch unless other arrangements have been made.
- As stated previously, VCS operates as a closed campus.

### Electronics/Cell Phones

#### **Phone Use:**

- School phones are business phones and must be used for school business only.
- Cell phones must be turned off and not be used during the school day. This includes wrist cell phones as well. If parents need to get in touch with their sons or daughters, they need to call the school (549-0482 Ext 230). In the same way, if a student needs to contact their parents they need to use the phone in the Elementary Office.
- Cell phone violation: The cell phone will be confiscated and given to the principal to be picked up at the end of the school. The principal will contact the parents.

#### **Other Electronics / Fidget Toys:**

- Laptop computers or any other electronic devices may be brought into a classroom only if the teacher and principal have granted permission to do so.
- Students are not to use any portable music device during school hours.
- Music devices may not be used on school-provided transportation unless permitted by the immediate supervisor.
- Using phones or other electronic devices to access pornography, cyber-bully or sexting is strictly forbidden.
- Fidget toys are not allowed on campus

### Harassment, Bullying, Sexual Harassment

**Harassment** pertains to actions, words, or other verbal, non-verbal, and physical interactions of a derogatory, hostile, or offensive nature based on an individual's sex, race, color, national origin, ancestry, age, disability, or any other category protected by law. **Bullying** is hostile behavior that a student intentionally or knowingly directs toward another student. It involves verbal threats such as teasing and name-calling; cyber-bullying through electronic media; physical hostility through pushing, shoving, kicking or hitting another student; and relational hostility by excluding a student from a group or gossiping against another student. **Sexual Harassment** refers to any type of behavior of a sexual nature, intentional or unintentional, that is unwelcome and that has the purpose or effect of creating an environment that is hostile, offensive, or coercive. It includes, but is not limited to unwelcome sexual advances or favors, discussion of one's sexual activities, inappropriate petting, touching or pinching, sexually suggestive language or gestures

Harassment, bullying and sexual harassment go completely against what the school stands for and will not be tolerated. It is important for students who think they have suffered harassment, bullying or sexual harassment to report the incident to the principal. In addition, any other student who suspects or has knowledge of an incident of harassment, bullying or sexual harassment is required to report that information to the principal.

### **IT Systems Usage Policy**

The purpose of providing access to the Internet and the school's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the school's educational objectives. In addition, the use of the school's systems is a privilege and not a right.

At the beginning of the year, the school will go over the IT usage policy more specifically with the students so that there is clear understanding of the school's policy and acting responsibly as an IT user.

All persons using the school's computers, the school's computer systems, or personal computers on school property or over the school's systems, including Internet access, are required to abide by the following rules. These rules also apply to the use of any personal electronic devices (computers, cameras, Phones, iPods, Tablets, video cameras, etc.) on school property or at school related events.

- Students are expected to access the Internet for educational and research-oriented reasons only
- The school expects users to act responsibly in their searches and to immediately disengage from any content that is inappropriate and to report the situation to the faculty member in charge of the activity.
- Obtaining material that is explicitly labeled, as "not intended for minors" will be considered a violation of school rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing will be considered a violation of the IT Systems Usage policy.
- Any person who believes that they have been harassed or threatened by an electronic communication should immediately report the concern to the principal.
- Students should never give out personal information (address, telephone number, name of school, address of school, date of birth, Social Security Number, credit card number, etc.) over the Internet.
- Accessing the accounts and files of others as well as impairing the network or to bypass restrictions set by the network administrator are prohibited. Obtaining another person's system credentials on the network is a violation of school rules as well as a form of theft.

The school reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary. Students who violate any aspect of this IT Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

### **Medication:**

- Any student who requires medication during school hours must come to the North Office.
- A student who must take prescription and/or over-the-counter medication during the school day must bring the medicine and a written request to administer medication signed by his/her parent to the office.
- The prescription medicine must be in its original container and the container label must clearly show the student's and physician's names and instructions.
- The office must have a letter from a physician for any student with a medical condition or uses a medical device such as an epi pen or an inhaler for asthma.
- Parents are asked to contact the office to make sure we have all current medical information up-dated on RenWeb.

**Missing Money & Valuables:**

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

**School Equipment and Buildings:**

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

**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 and after the school is officially open may not admit any other non-approved friends or persons during their approved use of the facility.
- Students may work in the school after hours only if accompanied by a teacher.

**Substance Abuse:**

- The illegal use or possession of drugs, alcohol or tobacco is strictly prohibited for Valley Christian students. If a student engages in such activity, severe disciplinary consequences will follow.

**Teacher's Staff Room:**

- The staff rooms in both the North and South Office, along with the microwave and refrigerator, are for teachers use only.

**Weapons and Threats:**

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

**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.



## Discipline Procedures and Consequences

### **Code of Conduct:**

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.

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.

### **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
- Unprepared for class
- Dress code violations

When filling out a Conduct Report with the teacher, 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
- Harassment, bullying, sexual harassment
- Cutting class
- Inappropriate physical displays of anger (i.e. wrestling, punching, pushing, shoving)
- Vandalism
- Physical displays of affection
- 4 detentions in a school year
- Stealing

**Disciplinary Probation:**

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

- Suspension
- Demonstration of 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:**

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

- 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

(After signing this page, please detach from the handbook and return it to the classroom teacher or the North Office)

**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 son/daughter. I certify that I consent to and will submit to all governing policies of the school as stated in this Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Word of God and our Lord, 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. 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.

\_\_\_\_\_  
Signature of Mother

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Father

\_\_\_\_\_  
Date

**Please read or discuss the following statement carefully with your parents and sign below to indicate your agreement.**

I hereby affirm that I have read or discussed the Student Handbook with my parents. I certify that I consent to, and will submit to all governing policies of the school, including The Code of Conduct and 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. 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.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

***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.