

# Valley Christian

## Elementary School Handbook 2021-2022

*Revised 7/1/21*

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

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## Introduction

Our purpose at Valley Christian School is that Jesus Christ might be preeminent in all things. (Colossians 1:18) We believe that true freedom, abundant life, and joy can only be found in Him. While we will always address sin, it is our desire that students, 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)

## Statement of Faith

1. We believe the entire Bible to be inspired, the only infallible, authoritative, Word of God for faith and life.
2. We believe that there is one God, eternally existent in three persons; Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
4. We believe that man was originally created in the image of God, that he fell into sin through the first Adam and that he is responsible for all sin that he has committed. Because of sin all mankind is separated from God and lost eternally apart from salvation through Jesus Christ.
5. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is essential.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
7. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
8. We believe that the Church is the body of Christ, a spiritual organism of born-again believers displaying spiritual unity under the headship of the Lord Jesus Christ.
9. We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God.
10. We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.

11. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death.

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Valley Christian School's faith, doctrine, practice, policy, and discipline, our Board of Directors is Valley Christian School's final interpretive authority on the Bible's meaning and application.

#### **The Distinctives of Valley Christian School:**

- We believe the Biblical truth that "the fear of the Lord is the beginning of wisdom." (Proverbs 9:10)
- We believe that children are to honor their parents. (Ephesians 6:2)
- We believe the family must teach their children to obey God. (Deuteronomy 11:19)
- We believe in the principle of respect for authority. (Romans 13:1-7)
- It is our conviction that discipline is an expression of love. (Hebrews 12:1-11)
- We are committed to a structured approach to learning.
- We believe in the Matthew 18 principle when there is conflict. (i.e. If there is an issue with a teacher, go directly to him/her first as opposed to going to the principal with the complaint.)

This 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 26, 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.

## **Core Values**

### **Centering on Christ** (Revelation 4:11; 5:9)

- Providing a Christ-centered, God-honoring environment (Colossians 1:18)
- Encouraging each student to develop a personal and growing relationship with Jesus as Lord and Savior (Colossians 2:6-7; Hebrews 10:24; 2 Thessalonians 5:14-15)
- Fostering compassion in the hearts of students as they learn to treat those around them with love and respect (Romans 12:10; Matthew 7:12; John 13:34-35)

### **Teaching the Truth** (John 17:17; 2 Timothy 3:16)

- Recognizing that the Bible is God's truth and the authoritative Word of God (John 1:17; 2 Peter 1:20-21; 1 John 5:20)
- Integrating a Biblical worldview into all areas of the curriculum and school programs (Psalm 19:1-6; Proverbs 1:7; John 14:6)
- Encouraging students to hide God's Word in their hearts, discern the truth based on Scripture, and apply Biblical wisdom to every part of daily life (Psalm 119:11; Proverbs 3:5-6)
- Preparing students to share the Gospel with others (Matthew 28:19-20)

### **Striving for Excellence** (1 Corinthians 10:31; Colossians 3:23)

- Pursuing excellence in who we are and all that we do for the glory of God (Colossians 3:17)
- Equipping students to develop a Biblical worldview through critical thinking, communication, study, and academic skills needed for future educational and occupational success (Ephesians 4:1-16)

### **Partnering with Parents** (Proverbs 22:6)

- Recognizing parents as a child's primary educator (Deuteronomy 6:7)
- Collaborating with parents who affirmatively support and cooperate with the school's Christian philosophy of education, core values, mission, and vision (Ephesians 6:1-4)
- Encouraging families in their relationship with Jesus Christ (Hebrews 10:24-25)

## **Attendance Procedures**

### **Daily Schedule:**

The school day runs from 8:15-3:35. 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 3:45.

Preschool 3yr and 4yr Half Day Dismissal – 11:30

Kindergarten Half Day Dismissal – 12:00

Preschool and Kindergarten Full Day Dismissal – 3:15

1<sup>st</sup>/2<sup>nd</sup> Grade Dismissal – 3:20  
3<sup>rd</sup> Grade Dismissal – 3:25  
4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> Grade Dismissal – 3:35

Please adhere to our staggered pick-up times and pick up your child promptly when they are dismissed. If you have more than one child to pick-up, please arrive at the earliest pick-up time.

**Before and After School Care:**

- Before-school care is held in the library for students in PreK-6<sup>th</sup> grade from 7:30 am to 8:05 am.
- After-school care is held in room 14B in the North Building and is offered beginning at 3:15 until 5:30. There is no after-school care available for our part time preschool and kindergarten students.
- Students being picked up by their older siblings must report directly to After-school care. Families will not be charged until after 3:45.
- Students must have verbal or written parental permission submitted to the school in order to receive this service.
- Families will be charged a flat rate of \$2.75 for the morning care, and \$4.00/hour for the after-school care. Any student picked up after 5:30 will be charged \$1.00 per minute.
- We ask those students not utilizing this supervised care to not arrive before 8:05am and to leave by 3:35pm.
- Please call the After-care number to pick up your child. That number is 406-544-0045.

**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/guardian checking them out.
- When checking your child out from school, you must do so from the North Office.
- Students must always check in at the office if they come late or if they are returning to school.

**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 8:10 a.m. and the tardy bell rings at 8:15 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 and schedule a meeting for a child who is habitually late.
- The following is a list of excused tardies:
  - Medical appointment
  - Family emergency
  - Accident
  - Bad road conditions
- All other tardies will be unexcused. Any student who was sick that morning should not return to school for 24 hours.

**Absences:**

- In the event a student is absent, parents must call the school office by 8:45 a.m.
- Students with more than 5 unexcused absences may need to meet with their parents and the principal.
- 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.
- School sponsored absences will not count towards the 5 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 5 unexcused absences.
- In the case of a planned absence, a pre-arranged absence form must be filled out and turned into the office. This does not guarantee that the absence will be excused.
- When planning family trips, please plan according to the school calendar.
- Excessive absences will affect a student's grade.
- 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.

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

Please help us maintain a safe and efficient traffic environment for your child by observing the following:

- The two "quick stop" lanes are for **immediate** drop-off or pick-up only. Please do not park, stop, wait, or exit your vehicle if you are in either of these two lanes.
- If you are planning 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 Parentsweb, 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 quarterly.
- Parents are encouraged to view their child's grades on Parentsweb on a regular basis and

contact teachers directly with any questions or concerns they may have.

- The VCS Administration reserves the right to retain any student who is performing academically below grade level by the end of 3<sup>rd</sup> Quarter.
- If a learning disability becomes apparent after admission, the school reserves the right to cancel enrollment if we are unable to meet their child's needs.

### **New Student Probationary Policy**

- All new students will be on probation for the 1<sup>st</sup> Quarter they are attending.
- Students will be held accountable to Discipline Procedures and Consequences.
- If at any time during the probationary period, the students display behavior that is not consistent with the Code of Conduct the Administration will review their enrollment at VCS.
- The Administration has the right to move a child to a previous grade or cancel their enrollment if their academically not prepared for the grade they are enrolled.

### **Homework Policy**

- Homework consists of work not completed in class, studying for tests and/or quizzes, special projects, and reading assignments. We believe that homework needs to be kept in balance with family time and other important aspects of life.
- 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 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
5th grade	40-50 minutes
6th 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 – 9<sup>th</sup> grade students will take the standardized Iowa Tests of Basic Skills test 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:**

*"I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship. 2 Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect." Romans 12:1-2*

Our dress code is neat, clean, modest, and moderate. We expect students to dress appropriately at all school sponsored activities, both on campus and at off campus venues. It is the responsibility of parents to ensure their student is following the school's dress code.

### **Neat & Clean:**

- Boy's hair must be kept neat, clean, out of the eyes and above the collar.
- Clothing must be in good repair without rips or holes.
- Jeans, Nylon Pants (must have a straight loose leg, no cuffs) or Dress Pants are permissible. (No sweats, joggers, or athletic wear)
- Bermuda length shorts are allowed (no shorter than the top of the knee) but are not to be worn with leggings or tights underneath.

### **Modest:**

- Pants should ride at the waist.
- If jeggings or leggings are worn as pants, the shirts must come to mid-thigh.
- Nothing tight, short, see-through, or revealing (showing undergarments, midriff, or cleavage).
- Loosely woven sweaters and sheer or lace tops must be worn with a sleeved undershirt.
- Minimum skirt length is at the top of the knee. Slits in skirts must not be more than the top of the knee which must be worn with tights or shorts.

### **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).
- Shoulders must be covered; CAP Sleeves are okay.
- Hair coloring must appear natural.
- No hats, beanies, stocking caps, etc. may be worn during school hours.

### **Dress Code Violations:**

- If students are not appropriately dressed for school, parents will be notified and asked to bring approved clothing for the student.
- A second offense for PK-4<sup>th</sup> will result in a loss of recess, a parent phone call, and a change of clothes.

- A second offense for 5<sup>th</sup>-6<sup>th</sup> will result in a detention, a parent phone call, and a change of clothes.
- Upon a third offense the parent will meet with the principal.
- 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.

**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 PE must remember they must follow the dress code:
  - Athletic shorts must be Bermuda or longer.
  - No yoga pants, leggings, or tights
  - No tank tops or sleeveless shirts

**Policies, Procedures and Programs**

**Chapels:**

Elementary Chapel is every Wednesday. 3<sup>rd</sup>-5<sup>th</sup> grade meets from 8:20-9:00 and Kindergarten-2<sup>nd</sup> grade meets from 9:05-9:35. Our desire in our chapel program is to worship the Lord, praise Him for who He is and learn from His Word. We encourage our students to dress nicely for chapel. Students in 2<sup>nd</sup> grade and above are required to bring their bibles.

**Library:**

- The library is to be a quiet place of study.
- Library computers are for research and word processing.
- If students are disruptive or unruly in the library, they will lose the privilege of working there.
- No food, candy, or beverages are allowed in the library at any time without permission.
- Students may check out up to 3 items with a two-week checkout period per item.
- Items to be renewed must be brought to the library before they become overdue.
- Fines are assessed at \$.10 per day (weekdays only).
- If an item is missing/damaged, there will be a minimum charge of \$5.00 or the actual replacement cost of the item.
- Students with outstanding fines and/or books may not check out any materials from the library until their account is cleared.
- At the end of the school year, students with outstanding fines and/or overdue books will be charged for those items unless arrangements have been made with the librarian.

**Student Store**

- The Student Store operates under the guidance and supervision of the VCS Business Office to sell school materials, retail food, and maintain a clean lunchroom.

- Lunch orders: Students may pre-order food from the Student Store using Parentsweb. All orders must be in by 9:30 a.m. The food ordered will be prepared in time for the student's lunch period. Payment is due at the time of service; no IOUs are allowed.
- Lunch accounts: Students may open a pre-paid lunch account in the Store for \$15, \$25, or \$50. Lunch accounts may be used to purchase food items only. Make checks payable to "Valley Christian School" or "VCS." The Store accepts credit/debit cards with a minimal usage fee. Account reminders will be sent home when the student's account reaches, or goes below, \$5.00.
- Home warm-ups: Students may bring food from home to be warmed up in the Store. In order to provide warm-ups at no charge, families are responsible for sending everything needed for the warm-up from home. Student warm-ups are heated in high-powered, commercial microwaves. Food sent in plastic storage bags or in a product package should be accompanied by a microwaveable container or paper plate.
- Warm-up guidelines:
  - Send the warm-up in a covered, microwaveable safe container or accompanied by a paper plate/bowl.
  - Send forks, spoons, napkins, and/or cups from home.
- If have ordered for your child and they are absent you have until 9:30 a.m. to cancel or you will be charged.

The Student Store has hot water available daily for soup preparation or drinks. Refer to the warm-up guidelines when sending a "hot water" item.

Students assist with lunchroom clean-up by clearing their own table area. Lunchroom guidelines include sitting properly in a chair at the table, using good table manners, talking quietly, and eating his/her own food.

**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 anyway 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 and should be treated with respect.
- Students are expected to follow all rules set in place by the chaperones/adults on the bus in accordance with the rules of this handbook.
- Boys and girls are not allowed to ride in the same seat.
- Students help with bus clean-up by picking up trash and removing all personal effects.
- Cell phone usage is not allowed on the bus unless otherwise directed by the person in charge.

**Visitor Policy:**

- Our doors are unlocked at 8:05 in the morning and re-locked at 8:20.
- All parents, 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.
- VCS operates as a closed campus.

**Electronics/Cell Phones****Phone Use:**

- School phones are business phones and must be used for school business only.
- If a cell phone is on campus, it must be turned in to the teacher at the beginning of each class period.
- If parents need to get in touch with their sons or daughters, they need to call the school (549-0482 Ext 200). In the same way, if a student needs to contact their parents, they need to use the phone in the Elementary Office.
- Wrist cell phones and smart watches are not allowed on campus.
- Cell phone violation: The cell phone will be confiscated and given to the principal to be picked up at the end of the school day. The principal will contact the parents.

**Other Electronics / Toys:**

- Personal electronic devices are not allowed in the classroom. Any exceptions are subject to principal approval prior to use. Students are not to use any portable music device during school hours.
- 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.
- Ear buds, headsets, headphones, or other listening devices are not to be used without administration permission or for a teacher-led instructional lesson.
- Chromebooks that have been borrowed by the students are for educational use only. Chromebooks are not to be in the lunchroom, lockers, or taken home.
- Using phones or other electronic devices to access pornography, cyber-bully or sexting is strictly forbidden.
- Toys, stuffed animals, and the like are not allowed on campus, unless for show and tell or other teacher designated activity.

### **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 or another school staff member. In addition, any other student who suspects or has knowledge of an incident of harassment, bullying or sexual harassment is required to report that information to the principal or another school staff member.

### **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 or the school's computer systems 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 or the IT Director.
- Obtaining material that is explicitly labeled, as "Not Intended for Minors" or "MA" for mature audiences will be considered a violation of the school's policy. Furthermore, making public or passing along any material that is pornographic, violent in nature, or otherwise harassing will be considered a violation of the IT Systems Usage policy.
- Bullying behavior on social media or other networking platforms is in violation of this IT policy and may be subject to disciplinary action.
- Any person who believes that they have been harassed or threatened by an electronic communication should immediately report the incident to the principal or another school or faculty member.
- Students should never give out personal information (passwords, addresses, telephone numbers, name of school, address of school, date of birth, social security numbers, credit card numbers,

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. The use of another person's password on the network is a violation of school rules as well as a form of theft.

The IT director regularly monitors student computer use. 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.

**Missing Money & Valuables:**

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

**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, including the fitness room, before or (EH) after normal operating hours without faculty or staff supervision.
- Students may work in the school outside of normal operating hours only if accompanied by a faculty or staff member. They may not admit any non-approved person during their approved use of the facility.
- Students should never be possession of any school keys.

**Teacher's Lounge:**

- The teachers' lounge along with the microwave and refrigerator, are for teachers 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.

**Communication**

Positive communication needs to be the hallmark of our school if we are to be in line with Biblical principles. We will always adhere to the Matthew 18:15-20 principle when dealing with others when we may have a conflict. The purpose of this communication procedure is to assist our school in working

respectfully through all issues for the good of all those involved. Our goal is to glorify God through our service in this ministry.

- When there is a difficulty, go directly and privately only to the individual involved.
- Do not gossip or involve other faculty, staff, parents, or others. Destructive criticism is to be avoided.
- Parents are not allowed to question or correct any student who is not their own.
- When addressing a person in public or private, always reference the VCS Core Values. Do not belittle, shame, or humiliate the individual.
- If the situation is not resolved, go to your principal.

### **Emergency Procedures**

Every student must have an emergency contact list on file with the school. The parents/guardians are responsible to inform the school of any changes to the emergency contact list.

Each parent/guardian must be sure to maintain updated information, including a phone number and a current email address in RenWeb.

Emergency drills are conducted throughout the year in accordance with state mandates. Teachers will inform students of the correct protocol for each drill.

### **Parent Alerts:**

Parent Alerts will be used to communicate weather delays and closures, school lock downs and other emergency procedures. Please **do not** reply “stop” as you will not get further alerts.

### **Severe Weather:**

The following information outlines the communication procedures. All parents, faculty and staff should look to this information between the hours of 6-8 a.m.

- School closure/cancellation information will be posted by 6:30 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.

### **Website:**

- Valley Christian School has a website located at [valleychristian.org](http://valleychristian.org).
- The website contains school forms, the school calendar, and more information regarding our school. Please submit any suggested changes/additions/pictures to the high school office manager for approval.
- The VCS parent portal, ParentsWeb, gives families access to grades, behavior reports, schedules, homework, and announcements. Parents can create a user account and access ParentsWeb from the VCS website.
- The Family App brings everything about Valley Christian to your fingertips. You can check the calendar, receive announcements, receive alerts if the calendar changes, order lunch, pay a bill and much more!

## **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: academic, sport, social or personal life. It is always expected of all students that their lives strive to reflect Biblical morals and values. Based on that expectation we all Junior High and High School students must agree to the following code of conduct both in school and out of school -including summer break:

1. I agree to conduct myself in a manner worthy of Christ to please Him. (Col. 1:10-12)
2. I will not conduct myself in a way that has an adverse effect on the name of Christ.
3. I will not engage in the illegal use or possession of drugs, alcohol, or tobacco.
4. I will not engage in any form of immorality.
5. I will not engage in inappropriate social media.
6. I will not engage in criminal activity of any kind.
7. I agree to not live-in flagrant rebellion to my parents/guardians.

Classroom discipline plans must be followed.

Individual situations that conflict with this standard will be evaluated in a case-by-case basis with an attempt to find the best solution for the individual and the student body as a whole. This may result in school disciplinary action including suspension, expulsion, community service, and/or denial of re-admittance.

### **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, in school or after school detention, parent notification, parent/teacher conference or parent/teacher/principal conference. Major offenses may result in a more severe consequence.

### **Conduct Report:**

A Conduct Report is designed to be used as a tool when a conduct-related offense occurs. Conduct-related offenses include but are not limited to:

- Disobedience/Defiance
- Deception/Lying
- Excessive absences or tardies
- Inappropriate language or behavior

- Cheating/Plagiarism
- Verbal confrontation between students
- Unprepared for class
- Dress code violations

When filling out a Conduct Report with the teacher, a student will identify the behavior that needs to 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 a continuing action after correction.

**Probation:**

A student is placed on disciplinary probation after 3 detentions or for the following reasons:

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

**Suspensions:**

- Valley Christian uses two types of suspension for disciplinary measures: in-school suspension (ISS), and out-of-school suspension (OSS).
- ISS is usually used for less severe disciplinary infractions. The student is required to come to school but does not participate in classes, lunch, or other school day activities. ISS can run for a part of the school day or the entire school day. School work will be gathered from teachers to be worked on by the student during the day.
- OSS is used for the more severe disciplinary infractions. During the time a student is in OSS, they are not allowed to come to school or participate in any school-related activities including sports practices, sporting events, assemblies, etc.
- Students may make up the work missed during an OSS. However, all missed work and tests must be turned/made up on the student's first day back. Any change to this policy is at the discretion of the teacher/principal.
- It is the responsibility of the student, not the school, to contact teachers and ask for assignments or missed work.
- Students will not be able to make up some classwork/points such as pop quizzes, daily reading checks, participation, etc.
- An OSS will be recorded in a student's permanent file.

**Suspension (ISS/OSS):**

May result from actions/behaviors which are not all-inclusive:

- 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
- Leaving campus without permission
- Vaping

**Expulsion:**

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

- Illegal use or possession of drugs, alcohol, or tobacco
- Engaging in any form of sexual immorality. This includes but is not limited to premarital sex, pornography, or homosexual activity.
- Participating in sexting or inappropriate use of social media
- Being involved in criminal activity of any kind
- Living in flagrant rebellion to parents/guardians
- Ongoing misbehavior that disrupts the learning processes or is scornful towards the Lord or the school and what it stands for.

Families of students who have been expelled may petition the board to reconsider their decision if it is done within 7 days of when they were notified.

**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, it will result in immediate expulsion.

**Weapons and Threats:**

- Students may not bring knives, guns, or any other weapons 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.

**PERMISSION TO TREAT and MEDICAL INFO**

**Medication:** Our school offices have Tylenol, Ibuprofen, Tums, cough drops, and Band-Aids available to treat minor ailments. We also have Benadryl in case of an allergic reaction, but we do not dispense this medication to students for seasonal allergies. For us to be able to treat your child, you need to have checked the *Permission to Treat* on your family application or enrollment form. You will receive an email each time we dispense medication.

**Inhalers:** For your child to have an inhaler at school, we will need a DOCTOR SIGNED asthma action plan with clear instructions on when to use the inhaler. The inhaler will be kept in a secure location in the classroom or the locked cabinet in the office. Should your child need to use his/her inhaler during the day, they will be asked to notify the office so we can document it and notify you. Contact the elementary school office for the asthma action plan form.

**Epi-pens:** If your child is highly allergic and needs an Epi-pen at home, we need one here at school as well. It will be kept locked in our medicine cabinet and if needed can be taken home each night. Please inform our office and your child's teacher should the potential exist for an anaphylactic reaction.

**Special Medications:** We would prefer any special medication (antibiotics, etc.) be given at home before or after school. Should your child need medication given at school, a note from the doctor is required and the medication must be dispensed in the school office.

**Lice:** Should your child be found to have lice; we will ask you to come and pick your child up to begin treatment. The entire class will be checked, as well as any siblings of the affected student. If siblings are found to have lice, their classes will also be checked. The lice screening will be done as private as possible. Upon return, your child will be screened again to make sure no nits are present. Should nits remain, we will ask you to take your child home and retreat him/her. *Just a reminder, lice has absolutely nothing to do with a person's health or cleanliness.*

**Sick Child Policy** In an effort to prevent the spread of illness to classmates and faculty, we ask that you please keep your child(ren) home from school if they are sick. The illness guidelines for some of the more common illnesses are listed below.

**Colds:**

Please keep your child home if they have a low-grade fever (temperature over 100.4) and they are experiencing discomforts that would interfere with their ability to perform at school (consistently goopy/runny nose or eyes, severe lack of energy, uncontrollable coughing, or any other symptom you would not want your child around.)

**Fever:**

Any student who has a temperature of over 100.4 should remain home. If your child develops a fever during the day, we will ask you to come and pick them up. To return to school, your child must be **FEVER FREE for 24 hours** without use of a fever reducing medication like Tylenol or Ibuprofen.

**Vomiting/Diarrhea:**

A child with vomiting or diarrhea should stay at home and return to school after being **SYMPTOM FREE FOR 24 HOURS**. During the school day, your child will be sent home should they have one episode of vomiting, or an episode of diarrhea with other symptoms (fever, increased discomfort, vomiting, or if clothes are soiled.)

**Strep throat:**

Students may return to school after receiving **24 hours** of antibiotics and are fever free for 24 hours.

**Illness Guidelines:**

- Students who return to class after an illness will be given a reasonable amount of time, no more than five school days, to turn in work assigned during the period of illness. The amount of time allowed will be at the discretion of the individual class teacher.
- Colds: Please keep your student(s) home if he/she have a low-grade fever (temperature over 100.4°F) and they are experiencing discomforts that would interfere with their ability to perform at school; consistent nasal congestion, severe lack of energy, uncontrollable coughing, or any other symptoms appearing contagious.
- Fever: Any student who has a temperature of over 100.4°F should remain home. If your child develops a fever during the day, we will ask you to come and pick them up. To return to school, your student must be FEVER FREE for 24 hours without the use of a fever reducing medication like Acetaminophen or Ibuprofen.
- Vomiting/Diarrhea: A student vomiting or with diarrhea should stay home and return to school after being SYMPTOM FREE FOR 24 HOURS. During the school day, your child will be sent home should they have one episode of vomiting, or an episode of diarrhea with other symptoms (fever, increased discomfort, vomiting, or if clothes are soiled.)
- Strep Throat: Students may return to school after receiving 24 hours of antibiotic therapy and are fever free for 24 hours.
- Refer to our Daily Health Assessment and Process for Returning to In-School Instruction.

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

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

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

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

**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 which requires the use of a medical device such as an EpiPen or an inhaler.
- Parents are asked to contact the office to make sure that all current medical information is updated on RenWeb.

## **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. Therefore, all teachers, administrators, staff, and volunteers, even before their first meeting with students, must subscribe to the school’s Statement of Faith. Therefore, all teachers, administrators, staff, and volunteers are required to give a godly example, both at school and away. All staff must teach 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 minister to the student body by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians to “Let all bitterness and wrath and anger and clamor and slander to be put away from you, with all malice, and be kind to one

another, tenderhearted, forgiving one another, as God in Christ forgave you” (Ephesians 4:31–32). All staff also model the Christian life by being active in their own church community and by serving as an intermediary assisting the student body in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them.



## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Source: <https://studentprivacy.ed.gov/>

## Valley Christian School Student Pledge

- One Voice Model** We agree to partner with the VCS staff, faculty, and administration. Our family believes in the One Voice model, that our child will hear the same voice – at home, at school, at church. We acknowledge that all VCS employees are ministers of the gospel and are ambassadors for Christ.
- Academic Standards** I pledge to try my best to fulfill my obligation as an academic student by working hard, studying consistently, and completing all homework on time. I also commit to seek help when it is needed, communicate concerns to my teachers as they arise, and always respect my classmates.
- Christian Lifestyle** I pledge to attend church and/or a church youth group, as these are an important part of leading a Christian life and to growing in my relationship with Jesus Christ. I commit to making regular attendance a personal goal.
- Christian Conduct** I pledge to live my life in a way that is pleasing to God, on and off campus while I am enrolled. This includes abstaining from the use and possession of illegal drugs, alcohol, tobacco (in all forms), to refrain from immoral and illegal behavior, and to follow the dress code in modesty and moderation.
- I pledge to support a healthy and safe environment for all students by not using profanity, promoting, or participating in gossip, and lying or abusing the trust of others.
- Student Safety** I pledge to honor God with my words and my actions. I agree not to bully another student physically, verbally, or socially and to immediately report any bullying I become aware of to the principal.
- Full Transparency** I agree to be held accountable to the VCS Code of Conduct, the student handbook, and its standards. I will respectfully receive correction from the Valley Christian staff and faculty.
- I agree to follow the example of Jesus Christ in Matthew 18 when I have an offense against or have been offended by a fellow student, staff, or faculty member.

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



## Valley Christian School

### Student Pledge

		Student Initials	Parent Initials
<b>One Voice Model</b>	We agree to partner with the VCS staff, faculty, and administration. Our family believes in the One Voice model, that our child will hear the same voice – at home, at school, at church. We acknowledge that all VCS employees are ministers of the gospel and are ambassadors for Christ.	_____	_____
<b>Academic Standards</b>	I pledge to try my best to fulfill my obligation as an academic student by working hard, studying consistently, and completing all homework on time. I also commit to seek help when it is needed, communicate concerns to my teachers as they arise, and always respect my classmates.	_____	_____
<b>Christian Lifestyle</b>	I pledge to attend church and/or a church youth group, as these are an important part of leading a Christian life and to growing in my relationship with Jesus Christ. I commit to making regular attendance a personal goal.	_____	_____
<b>Christian Conduct</b>	I pledge to live my life in a way that is pleasing to God, on and off campus while I am enrolled. This includes abstaining from the use and possession of illegal drugs, alcohol, tobacco (in all forms), to refrain from immoral and illegal behavior, and to follow the dress code in modesty and moderation.	_____	_____
	I pledge to support a healthy and safe environment for all students by not using profanity, promoting, or participating in gossip, and lying or abusing the trust of others.	_____	_____
<b>Student Safety</b>	I pledge to honor God with my words and my actions. I agree not to bully another student physically, verbally, or socially and to immediately report any bullying I become aware of to the principal.	_____	_____
<b>Full Transparency</b>	I agree to be held accountable to the VCS Code of Conduct, the student handbook, and its standards. I will respectfully receive correction from the Valley Christian staff and faculty.	_____	_____
	I agree to follow the example of Jesus Christ in Matthew 18 when I have an offense against or have been offended by a fellow student, staff, or faculty member.	_____	_____

***We have read and agree with the VCS statement of Faith, Purpose and Mission as stated in the Valley Christian School Elementary Handbook. By our signatures below, we acknowledge our commitment to these policies and to Christian education. Return to the North Office.***

<b>Student Name:</b>	<b>Student Signature:</b>	<b>Date:</b>
_____	_____	_____
<b>Parent/Guardian Signature:</b>	<b>Relationship to child:</b>	<b>Date:</b>
_____	_____	_____
<b>Parent/Guardian Signature:</b>	<b>Relationship to child:</b>	<b>Date:</b>
_____	_____	_____