

Valley Christian

Junior High/High School

Handbook

2016-2017

Revised 4.30.2016

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.

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.

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.

Individual situations that conflict with this standard will be evaluated case by case 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. That action may include suspension, expulsion, community service and/or denial of re-admittance.

Rules and Regulations

All institutions, public and private, must have rules and regulations to govern those who participate within that institution. This handbook is designed to provide a basic outline for student conduct while attending Valley Christian School. It is by no means comprehensive. It is expected of all students, whether on or off campus, that their conduct will honor Jesus and bring glory to His name.

Philippians 1:27 "Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ."

Attendance

Daily Schedule:

- The school day runs from 8:20 a.m. to 3:30 p.m.
- School buildings will be open from 7:30 a.m. to 3:45 p.m.
- The school provides no supervision for students before 7:50 a.m. or after 3:45 p.m.

Early Arrival:

- Seventh through twelfth grade students who arrive early to school must go to the designated area and wait until 8:05 a.m. At 8:05, they will be dismissed to go to their lockers to prepare for class.
- Faculty children who arrive early may wait in their parent's classroom until 8:05.

Checkouts:

- VCS does NOT have an open campus policy.
- Students may not leave campus without checking out through the office.
- Junior high and high school students check in and out through the South (7-12) Office.
- Students must always check in at the office if they come late or if they are returning to school after an appointment or lunch.
- Students are encouraged not to check out of school for any reason except emergencies or for

medical appointments that cannot be scheduled before or after school

- Voice contact with a parent is required for all checkouts.
- Once students check out of school they must wait in either their classroom or the North or South office until their ride arrives.
- Students may not check out of school and remain on campus for an extended period of time.
- High school students may check out during lunch without parental contact if a signed document from the parents is currently on file. This form must be renewed each year.
- Students who return late from lunch checkout more than two times per semester will lose lunch checkout privileges.

Tardies:

- Students will only be allowed 4 unexcused tardies per quarter. The following is a list of excused tardies :
 - medical appointment (accompanied by a note from the health care provider)
 - family emergency
 - accident
 - bad road conditions
 - sickness
- All other tardies will be unexcused.
- Junior high and high school students who arrive late for school must check in at the South Office.
- Tardies are counted for all class periods, not just 1st period.
- If a student is late for school but arrives between class periods, although he may not be tardy for a particular class, he will still be considered tardy for the school day.
- Students who receive a 5th unexcused tardy will be required to serve a silent lunch for that tardy and any additional unexcused tardies for that quarter up to twelve.
- Students who have been assigned to silent lunch must report promptly to the assigned silent lunch classroom. If a student is unsure as to which room to report to, he should go to the high school office for referral.
- Tardiness for silent lunch or failing to show for silent lunch will be recorded as a “no show” and count as a discipline violation.
- Students may not check out or be checked out for any lunch period when they are assigned silent lunch, with the exception of a scheduled school event or in the event of an emergency, determined by the parent and the high school office staff.
- Any silent lunch period a student is unable to attend due to an excused absence will be served the next day the student is present at school.
- Students who accumulate 4 tardies during one quarter must meet with the high school principal. A letter will be sent home to notify parents.
- Students who accumulate 12 tardies during one quarter must again meet with the high school principal. A letter will be sent home to notify parents.
- Students who receive a 13th unexcused tardy will be required to serve an ISS (in school suspension) for that tardy and any additional unexcused tardies for that quarter.

Absences:

- Students in grades 7-12 who miss more than 5 class periods in any one class per quarter, may not receive credit for that class.
- Students with more than 5 absences may need to meet with their parents and the administration per board policy.
- Any absences caused by school-related activities or programs are not counted in the student's allowable absences.
- In the case of a planned absence (school-related or other), it is the responsibility of the student to notify his teachers, collect any missed classwork and complete the missed work prior to leaving or upon their return
- Even in the case of a planned absence a student may lose attendance points in individual classes.

Attendance Grade:

- School board policy requires teachers to include an attendance grade of at *least* 5% of their total course grade.

Academics

- The core program is required of all students who graduate from Valley Christian School. It provides a solid academic base with opportunities for further development in several areas.

Core Graduation Requirements

Bible - 4 years/credits

English - 4 years/credits

Math - 3 years/credits

History - 3 years/credits

Science - 2 years/credits

Foreign Lang. - 1 year/credit

Business Tech - 1 year/credit

Health/PE - 1 year/credit

Fine Arts - 1 year/credit

Electives - 6 years/credits

- Total of 26 credits -

- The Honors Program, which will be in effect starting with the 2017 graduating class, is strongly recommended for the college-bound student. It provides more intense academic preparation and includes AP (Advanced Placement) courses which may be used for college credit, depending on student scores and the college attended. Students who graduate from the Honors Program will be recognized at graduation.

Honors Program

Bible - 4 years/credits - 3 semesters of *Understanding the Times* required

English - 4 years/credits - AP English required

Math - 4 years/credits - Advanced Math required

History - 3 years/credits

Science - 3 years/credits

Foreign Lang. - 2 years/credits

Business Tech - 1 year/credit

Health/PE - 1 year/credit

Fine Arts - 2 years/credit

AP Courses - 2 years/credit

Electives - 2 or 3 years/credits

- Total of 28 credits -

- Students and their families should work closely with the school counselor and their BDT teachers to design a program to meet their personal needs.

Selection of Valedictorian and Salutatorian:

- Valedictorian decisions shall be made by April 15th and shall be based on grades earned through that date.
- In order to be considered for selection to this position of honor, the following criteria must be met:
 - The student must have attended Valley Christian for at least his complete junior and senior years of high school.
 - The student must have completed all the course requirements for the Honors Program. Transfer students may be given special consideration regarding Bible courses.
 - The student must have completed or be enrolled in at least two AP courses in two different disciplines (eg. English, science, math, foreign language).
 - If all of these requirements have been met, the student(s) with the highest GPA will be selected as the valedictorian, the student with the next highest GPA will be the salutatorian.
- If there is more than one valedictorian no salutatorian is chosen.
- The valedictorian(s) is/are expected to speak at senior graduation.

High School Bible Discipleship Team (BDT) Curriculum:

"Follow my example, as I follow the example of Christ." 1 Corinthians 11:1

- We believe our Bible and Discipleship program is the cornerstone of our Christian school's curriculum. Each BDT teacher will have a small group of students (male teachers with young men and female teachers with young ladies) for the purpose of teaching the Word, memorizing the Word, doing the Word (ministry) and praying together.
- Grading for this class will be as follows: 10% attendance, 10% Bible notebook, 40% Bible memory and 40% from the student's Bible class.

- Bible memory tests occur weekly and will be recorded on the Portal by Friday.
- If a student misses a Bible memory test, he must make up the missed test before or during the next class period or he will automatically receive a "0." It is the student's responsibility to be prepared to make up these tests.
- Students will be required to maintain a Bible-size notebook (5 1/2" x 8 1/2", available for purchase in the Student Store) that includes sections for Chapel Notes, Bible Memory and Bible Class Notes.
- Students must bring their Bibles and notebooks to BDT, Bible class, and Chapel.
- The junior high and high school will use the ESV (English Standard Version) for memory and all other study.
- The Bible memory rotation for high school is as follows:
 - 2015-16 - James
 - 2016-17 - Romans 6,7 and 8
 - 2017-18 - Philippians
 - 2018-19 - I John
- The Bible memory rotation for junior high school is as follows:
 - 2015-16 - Colossians
 - 2016-17 - Matthew 5, 6 and 7

Dropping and/or Adding Classes

- The last date for a student to add or drop an academic class is the 15th school day after the start of the new semester.
- If an academic class is dropped after the 15 day drop/add date, it may result in a failing grade being recorded on the student's transcript. If a student wants to add a class after the 15 day drop/add date, the student must receive approval from the teacher, and arrangements must be made to make up any missed assignments.
- Academic classes include:

| | |
|------------------------------|------------------------------------|
| all English courses | all history/social studies courses |
| all math courses | all Bible courses |
| all science courses | business technology |
| all foreign language courses | yearbook |

Grades and Report Cards:

- Junior high and high school students and parents may view current grades on RenWeb. Instructions for accessing the RenWeb are available to all parents.
- All students will have a copy of their year- end report card mailed to their home.
- Students receiving a GPA of 3.50 to 3.99 are recognized as being on the honor roll.
- Students with a 4.0 or higher are recognized as having "Highest Honors."
- High school credits are granted as follows: one semester equals .5 credits, and two semesters equal 1.0 credit.
- Transcripts will only reflect semester grades.

- High school and junior high report cards will be calculated, printed and mailed four times a year at the end of each quarter.
- Teachers will assign a minimum of 8 grades per semester.
- Grades will be update 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.
- Grade /GPA Calculation

| | |
|---------------|--|
| A+/99-100/4.3 | D+/69/1.3 |
| A/92-98/4.0 | D/62-68/1.0 |
| A-/90-91/4.0 | D/60-61/1.0 |
| B+/89/3.3 | F/59 and below/0.0 |
| B/82-88/3.0 | |
| B-/80-81/3.0 | |
| C+/79/2.3 | Semester 1 grade = 50% qtr. 1 + 50% qtr. 2 |
| C/72-78/2.0 | Semester2 grade = 50% qtr. 3 + 50% qtr. 4 |
| C-/70-71/2.0 | |

Late Work

- If a student is present and yet turns in a late assignment, the highest grade he may receive for that assignment is 50%.
- It is the student's responsibility to keep track of his work and turn assignments in on time.
- If the assignment remains outstanding by the end of the week, end of the unit or another deadline determined by the teacher, the assignment will be given a zero and may not be made up.

Missed Work

- If a student misses school or class for any reason, it is his responsibility to pursue the teacher (or a fellow student) for any notes, assignments, or test dates missed.
- The student needs to find a time convenient for the teacher to request the missed work. Often the beginning of a class period is not a convenient time.
- For any assignment not turned in, a zero will be entered in the gradebook until the work is made up.
- Once the quarter or semester ends, grades are final and no past assignments may be made up.

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)
- Assignments that have been plagiarized will receive a zero.
- The opportunity to redo a plagiarized paper for credit will be left up to the discretion of the instructor and administration.

Testing Program:

- Each year all juniors participate in the Montana Smarter Balanced testing program. These tests are criterion-referenced and based on state standards.
- All juniors are highly encouraged to take the Preliminary Scholastic Aptitude Test (PSAT). The PSAT is designed to give students an idea of how they will perform on college entrance examinations, and it serves as a qualifying exam for the National Merit Scholarship Program. Freshmen and sophomores may also request to take the PSAT.
- ASVAB (Armed Services Vocational Aptitudes Battery) is administered each fall to all juniors and any interested sophomores.
- AP tests will be offered to students completing Advanced Placement classes: language, biology, and chemistry.
- Those students planning to go to college should expect to take the Scholastic Aptitude Test (SAT) or the (ACT) in the spring of their junior year and/or early fall of their senior year.

Parent Teacher Child (PTC) Conferences :

- Twice a year students and parents will meet with the student's BDT or classroom teacher to discuss the student's progress in school.
- PTC conferences are normally scheduled at the end of the first and third quarters.
- Parents AND students are required to attend PTC conferences.

8th Grade Recognition:

- Eighth grade recognition is a time to acknowledge a student's successful completion of elementary and junior high studies. It is a privilege earned by hard work and diligence.
- In order for a student to participate in 8th grade recognition he must have passed at least two quarters in each of the core subjects each year for his 7th and 8th grade years. The core subjects are Bible, English, History, Math and Science.
- Eighth Grade Recognition will honor at least two students for academic excellence: the valedictorian and the salutatorian.
- The valedictorian is the person in the eighth grade class with the highest cumulative GPA from both 7th and 8th grades.
- The salutatorian is the student with the second highest GPA.
- To be considered for valedictorian or salutatorian, a student must have attended Valley Christian School for his complete 7th and 8th grade years.
- If there is more than one valedictorian, no salutatorian is chosen.

Junior High 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 ministries homework will usually not be assigned for Wednesday night nor major tests for Thursday.

- On average junior high students should expect an hour of homework per night. The amount of homework will vary depending on a student's use of class time.

Dress Code

"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 attendance at school 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.
- Only senior boys may grow facial hair provided it is started over the summer or Christmas vacation and is kept trimmed.
- Pants must be in good repair without rips or holes.
- The only athletic pants allowed are nylon warm-ups.
- No tear-aways, sweats, yoga pants, athletic shorts or other athletic pants.
- Long shorts with hems (no less than 2 inches above the top of the kneecap) and capris are permissible; no athletic shorts or cutoffs.
- 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 through 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, sleeveless or revealing (showing undergarments midriff or cleavage)
- Loosely woven sweaters and sheer or lace tops must be worn with a sleeved undershirt.
- All skirts above the top of the kneecap must be worn with opaque tights, leggings or jeggings underneath.
- Minimum skirt length is 2 inches above the top of the kneecap both front and back.
- Slits in skirts must not be extreme.

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/shirts for boys or girls.
- No skinhead or distinctly blocked haircuts.
- Hair coloring must appear natural and be a natural color.
- No hats, beanies, stocking caps, etc. may be worn during school hours (8:20 a.m. to 3:30 p.m.).

PE Dress

- In order for a student to participate in PE the school PE uniform must be worn.
- Sweats allowed at the discretion of the teacher

Dress Code Violations:

- All principals and teachers have the responsibility of addressing dress code violations whenever they occur.
- Dress code violations will result in silent lunch.
- Repeated violations of dress code may result in detention and eventually suspension.
- On occasion, teaching staff will be required to make “judgment calls.” These will always relate back to “neat, clean, modest, and moderate.”

Campus Life

Backpack & Book Bags:

- Book bags should not be larger than 14 inches wide and 18 inches tall, able to be hung in the student’s locker or carried on the student’s person at all times.
- They may never be left lying on the floor in the hallway. If carried into a classroom, they must be placed at the teacher’s designated place, not lying in the aisles.
- Any bag found unattended on the gym or hallway floor may be removed to the South Office where it must be redeemed by a \$1.00 payment. All monies collected will be receipted to the student activity fund.

Boy-Girl Relationships:

- We believe the Christian school is the place where good, caring 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 facility.
- We do not allow physical displays of affection during school, on campus, 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 if seat belts are available.

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 day.
- 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 blue-jeans or 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.

Electronics:

1. Phone Use:

- School phones are business phones and must be used for school business only.
- Cell phones must be turned off and be out of sight during school hours except for lunch time (11:36-12:10).
- Cell phones violations
 - First offense: The cell phone will be confiscated and given to the principal to be picked up at the end of the school day by the student.
 - Second offense: The cell phone will be confiscated and given to the principal to be picked up by the student’s parent at the end of the school day or at another time convenient for the parent.
 - Third offense: The cell phone will be confiscated and given to the principal to be picked up by the student’s parent at the end of the day or at another time convenient for the parent. For the remainder of the quarter the student must turn in his/her phone at the beginning of each day to the high school office and pick it up at the end of the day.
 - Additional offenses: The phone will be confiscated and the student will be placed in ISS (in school suspension).

2. Other Electronics:

- Laptop computers or any other electronic devices may be brought to a classroom only if the teacher has granted permission to do so.
- Students are not to use any portable music device during school hours (8:20-3:20).
- Music devices may not be used on school-provided transportation unless permitted by the immediate supervisor.

Library:

- It is intended that the library 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 studying there.
- No food, candy, or beverages are allowed in the library at any time.
- Students may only check out 3 items.
- Checkout time limits are as follows:
 - Books: 3-week checkout
 - Videos: 3-day checkout
 - Magazines: 1-week checkout
- Items to be renewed must be brought to the library before they become overdue.
- No overdue item may be renewed!

- Fines are assessed at \$.10 per day (weekdays only).
- Fines paid at the same time the overdue item is returned will be cut in half.
- Daily overdue and fine lists are posted in the library.
- Overdue fines are assessed a \$1.00 late charge the fourth time they appear on the list.
- If an item is lost, 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.
- Report cards will be held at the end of each quarter/semester for students with outstanding fines and/or overdue books.

Lockers/Cubicle Regulations:

- Each student in grades 7-12 will be assigned a locker, and while enrolled in a PE class, a P.E. cubicle.
- 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 may not switch lockers or cubicles at any time without administrator approval.
- P.E. cubicles should only be considered as a one-day holding area.
- Locker rooms will be open from 8:10 a.m. to 8:35 a.m. Students must place their gym bags in their cubicles during that time.
- Access to cubicles will not be available during the school day other than P.E. classes.
- P.E. teachers and coaches will help monitor this area, checking locker rooms at the end of their assigned class or sport. Any items left will be brought to the Lost & Found each day.
- Students are warned NOT to leave 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 high school principal.
- Students may not furnish their own locks.
- The school maintains the right to search a student's locker at any time.
- Students may not write on lockers with any type of pen, pencil or marker including dry erase markers

Lunchtime:

High School

- Students may eat lunch only in the lunchroom, the front lawn and steps of both the north and south buildings and the grassy berm of the south building.
- Students may not eat lunch in their cars, or the car of someone else, unless they have checked out through the office and left campus.
- Eating in the hallways, foyer or the Eyrie, or carrying open containers of food through the hallways, may result in a silent lunch.

Junior High

- Students may eat lunch only in the lunchroom and the front lawn and steps of both the north and south buildings
- Students may not eat lunch in their cars, or the car of someone else.
- Eating in the hallways, foyer or the Eyrie, or carrying open containers of food through the hallways, may result in a silent lunch.

Medication:

- Any student who requires medication during school hours must inform the Principal's office.

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 often rents their buildings to outside groups. It is highly recommended that students do not leave gym bags or other valuables at school overnight or on the weekend.
- 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 should provide book covers for all school-issued books.
- Students are responsible for all materials they use and will be required to pay for repairs or damages to those materials.
- No students may ever climb up onto the roof of any school building unless authorized by an administrator.
- If a student loses anything on the roof of a school building, he must inform an administrator who will arrange to retrieve the lost item.

Senior Skip Day:

- Valley Christian School does not condone a senior skip day.
- SAD (Senior Appreciation Day) is Valley's planned alternative for a senior skip day.
- Consequences will be forthcoming for students who participate in a senior skip day.

Senior Retreat:

- Each year the senior class participates in a fall retreat. The goal of the retreat is to encourage spiritual growth and class unity. The retreat will usually be a two day (Thursday/Friday) one night retreat. All seniors are required to attend.

Sick Room:

- Only sick students may use the sick room, and secretaries are to determine its use.
- Students must check in and check out with a secretary when using the sick room.
- High school students may only check into the sick room for one period, and then must either return to class or make arrangements to go home.

Snowballs:

- Students are not to throw snowballs at any time.

Student Facility Use:

- Students may not be in the school facility at any time without teacher supervision.

- A teacher need not be with the student at all times but must be responsible for whatever the student is doing.
- 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 room in the high school office, along with the microwave and refrigerator, is for teachers use only.

Visitor Policy:

- 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 before or after school or during lunch.

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.
- This applies to knives or weapons found in student lockers and/or backpacks.
- No lighters, matches, nor other incendiary device of any kind may be brought on campus or taken to any school-related activity. Any such items will be confiscated immediately and appropriate disciplinary measures taken.
- Any threats of verbal or physical harm may result in detention or suspension.

Discipline Procedures and Consequence Guidelines

Silent Lunch:

- For minor infractions of classroom or school rules students may receive a Silent Lunch slip requiring them to attend a Silent Lunch detention.
- The Silent Lunch slip must be retained by the student and given to the Silent Lunch teacher during the students' next lunch period where they will spend the majority of that lunch period.
- Students may eat their lunch during this time if they have one.
- Students will be released at 12:00 from Silent Lunch (10 minutes before the end of the lunch period) to buy/eat lunch and take care of other business before 5th period begins.
- Failure to attend an assigned Silent Lunch, arriving late for Silent Lunch or failing to bring a completed Silent Lunch slip (the student must fill in their name and the date) will be classified as a "no show" and is counted as a discipline violation.

- Students who accrue three violations in one week will earn an ISS (in-school suspension) to be served their next day in school.

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 attend school but does not participate in classes, lunch or other school day activities. ISS runs from 8:20-3:30.
 - Students must be on time for ISS. Tardies will be counted
 - A student may not have a cell phone, portable music device or other electronic device during an ISS.
 - Teachers will submit work to the office for a student in ISS. All work given must be completed by the end of the day unless otherwise noted.
 - An ISS may be recorded in a student's permanent file.
- 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 sport practices, sporting events, concerts, etc.
 - Students may make up the worked missed during an OSS. However, all missed work must be turned in the student's first day back. Any missed work not turned in that day will receive a zero and may not be made up.
 - 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. .
 - Tests missed during an OSS must be made up the student's first day back during a study hall or after school.
 - An OSS will be recorded in a student's permanent file.

Silent Lunch may result from:

- Unexcused tardies
- Classroom disruption/rule violation
- Unprepared for class
- Dress code violations
- Failure to return signed notes or absence notes
- Failure to pay obligations

After school/ before school Detention may result from:

- 3 discipline violations in one week
- Continuing an action after correction
- Deception/Lying
- Showing disrespect through body language
- Verbal confrontation between students
- Cheating/Plagiarism

Suspension (ISS or OSS) 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 quarter
- Stealing
- Fighting
- Leaving campus without consent

Disciplinary Probation

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

- Suspension
- Demonstrating 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 (stated below)
 - I will not engage in the illegal use or possession of drugs, alcohol or tobacco.
 - I will not engage in any form of sexual immorality. This includes but is not limited to premarital sex, pornography or homosexual activity.
 - I will not engage in sexting or other inappropriate social media.
 - I will not engage in criminal activity of any kind.
 - I agree to not live in flagrant rebellion to my parents/guardians.
- Ongoing misbehavior that disrupts the learning processes or is scornful of God
- 2 suspensions in a school year

Service Organizations

High School Service Organizations:

A faculty advisor oversees each student organization.

Student Leadership (SL):

Student Leadership is composed of four executive officers (President, Vice President, Secretary, and Treasurer), four class presidents, and representatives from the following school organizations: National Honor Society (NHS), Key Club, Music, and Sports. They are elected at the end of the year prior to their taking office. Their purpose is to pursue the Lordship of Christ in their own lives and to serve the students at Valley Christian. In April, students desiring to run for a Student Leadership office may apply. Members of Student Leadership, the faculty, and the administration review the applications. Eligible students are then presented to the student body for their consideration and election as SL members.

National Honor Society (NHS):

The National Honor Society is an organization designed to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character in high school students.

Selection to membership in the Valley Christian School chapter of the National Honor Society is a high honor. To be eligible for membership, a student must be a member of the sophomore, junior, or senior class and have been at Valley Christian for at least one semester prior to selection.

Admission to National Honor Society is based on a selection process that is dependent on the Scholarship Committee evaluating students on the basis of leadership, service, character and scholarship. The 3.5 GPA is simply an entry qualification and does not guarantee admission into National Honor Society. The Scholarship Committee will review a student survey, given to all students who qualify academically, to determine the selection of members.

Key Club:

Key Club is a service organization affiliated with *Kiwanis International*. They seek to engage in service projects for the community and the school. Key Club is open to all high school students. Officers will be elected in April: President, Vice President, Secretary, and Treasurer.

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.

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.

Signature of Mother

Date

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.

Signature of Student

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.*