

# Valley Christian

**Junior High/High School**

**Handbook**

**2017-2018**

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Valley Christian School

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



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## I. Introduction

Our purpose here at Valley Christian School is that Jesus Christ might become 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 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) Our students need to be good students of God's Word so that they become "like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither. Whatever he does prospers." (Psalm 1:3)

### **Valley Christian exists for the following reasons:**

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

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

- We believe the Biblical truth that "the fear of the Lord is the beginning of wisdom." (Psalm 111:10)
- We believe that children are to honor their parents.
- We believe the family must teach their children to obey God.
- We believe in the principle of respect for authority.
- We want everyone at our school, (students, parents, teachers, and visitors) to know that this is a place where they will be treated with respect.
- It is our conviction that discipline is an expression of love. (Hebrews 12:1-11)
- We are committed to a structured approach to learning.
- We believe in the Matthew 18 principle when there is conflict. (i.e. If there is an issue with a teacher, go directly to them first as opposed to going to the principal with the complaint.)

This Jr High and High School 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 achieves and maintains the purposes of this handbook under changing conditions, the administration reserves the right to modify, suspend or revoke any and all policies, procedures, and statements contained in this handbook at any time. On page 19, there is a signature page which parents and students must sign and return soon after school begins. If you have any questions regarding the school's policies or procedures, please direct them to the principal.

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

## **II. Attendance**

### **Absences**

- Students in grades 7-12 who miss more than 10 class periods in any one class per semester, may not receive credit for that class.
- Students with more than 10 absences may need to meet with their parents and the principal as per board policy.
- Any absence 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/her teachers, collect any missed class work and complete the missed work prior to leaving or upon their return

### **Checking Out from School**

- VCS has a closed campus policy. This means that all visitors must check in at the South office for permission to be on the school's Jr High/HS campus.
- Students may not leave campus without checking out through the South office. And in the same way, students must always check in at the South office if they come late or if they are returning to school after an appointment or lunch.
- Voice contact with a parent is required for all checkouts.
- Juniors and Seniors 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 for class may lose this privilege.

### **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 7:40am or after 3:45pm. Parents need to make arrangements to have their kids picked up by 3:45pm each day.

### **Early Arrival**

- Seventh through twelfth grade students who arrive early to school must remain in the designated area and wait until 8:05am/or until faculty devotions are finished. At that time they will be dismissed to go to their lockers and prepare for class.
- Faculty children who arrive early may wait in their parent's classroom until 8:05.

### **Tardies**

- Jr High and HS students who arrive late for school must check in at the South office.
- Excused tardies are for the following reasons:
  - medical appointment (accompanied by a note from the health care provider/parent)
  - family emergency
  - accident
  - bad road conditions due to weather
  - sickness

- All other tardies will be considered unexcused.
- Students will only be allowed 4 unexcused tardies for their first class period each quarter. If they receive more, they will be given an after-school detention. Accumulating excessive tardies will result in further discipline.
- Tardies for periods 2-8 will be recorded by the student's individual teachers and consequences for those tardies will also be determined by the student's teachers.
- The principal will contact parents whose son/daughter is habitually late.

### III. Academics

#### 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 a class is dropped after the 15th day drop/add date, it may result in a WP for withdrawing passing grade or WF for withdrawing 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 principal. In addition, arrangements must be made to make up any missed assignments.

#### 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. Parents are encouraged to contact the school offices or the IT Director if they have questions on how to connect and get set up with RenWeb.
- 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 credit, and two semesters equal 1.0 credit.
- Jr High students will receive 4 quarterly grades; high school students will operate on a semester basis for grades.
- Transcripts for high school students will only reflect semester grades.
- Junior High and High School report cards will be emailed out to parents at the end of each quarter.
- Parents are encouraged to view their child's grades on RenWeb on a regular basis and contact teachers directly with any questions or concerns they may have. Teachers will also work on communicating academic or behavioral concerns they may have with parents.

#### Grade /GPA Calculation

A+/99-100/4.3

A/92-98/4.0

A-/90-91/4.0

B+/89/3.3

B/82-88/3.0

B-/80-81/3.0

C+/79/2.3

C/72-78/2.0

C-/70-71/2.0

D+/69/1.3

D/62-68/1.0

D/60-61/1.0

F/59 and below/0.0

Semester 1 grade = 50% qtr. 1 + 50% qtr. 2

Semester 2 grade = 50% qtr. 3 + 50% qtr. 4

- Students who are enrolled in AP-(Advanced Placement) courses will operate on a 5.0 GPA scale- (An A would be a 5.0, a B would be a 4.0, etc.)

#### **Graduation Requirements**

- It is important that students and parents work closely with the school counselor to design an academic program that best meets the needs and abilities of the students.
- 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 Program**

Bible - 4 credits

English - 4 credits

Math - 3 credits

History - 3 credits

Science - 2 credits

Foreign Lang. - 1 credit

Business Tech – 1 credit

Health/PE - 1 credit

Fine Arts - 1 credit

Electives - 6 credits

**- Total of 26 credits**

- The Honors program provides a more intense academic preparation and includes AP (Advanced Placement) courses which may count toward college/university credit depending on student scores and the college/university attended. Students who graduate from the Honors Program will be recognized at graduation. A student in the Honors track must take at least 2 AP classes in two different disciplines during their high school years.

#### **Honors Program**

Bible - 4 credits

English - 4 credits

Math - 4 credits –Pre-calculus is required

History - 3 credits

Science - 3 credits

Foreign Language - 2 credits

Business Tech - 1 credit



Health/PE - 1 credit  
Fine Arts - 2 credit  
Electives – 4 credits  
- **Total of 28 credits**

### **High School Bible Discipleship Training (BDT)**

- BDT is an acronym for Bible Discipleship Training. Each high school student is assigned to a gender specific teacher (girls with women teachers and boys with men teachers).
- These BDT groups meet on Tuesdays each week to debrief together on the chapel message they just listened to, to pray together, to work on memory work, and to challenge one another to live as followers of Jesus.
- On the 4<sup>th</sup> Tuesday of each month, the BDT groups go out into our community to serve and be involved in outreach.
- At the end of each semester the BDT groups get together for breakfast and a time of fellowship.

### **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 youth groups, as a general rule homework for Junior High students will not be assigned on Wednesday evenings and major tests on Thursdays will not be scheduled.
- On average junior high students should expect about an hour of homework per night. The amount of homework may vary based on how much work is accomplished during class time and also the academic abilities of students.

### **Late/Missing Work**

- It is the student's responsibility to keep track of his/her work and turn in assignments on time.
- If a student misses school or class for any reason, it is his/her responsibility to pursue the teacher or a fellow student for any notes, assignments, or test dates missed.
- If an assignment remains outstanding by the end of the week, the end of the unit or another deadline determined by the teacher, the assignment will be given a zero and may not be made up.
- For any assignment not turned in, a zero will be entered in RenWeb until the work is made up.
- Once the quarter or semester ends, grades are final and no past assignments may be made up.

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

- PTC conferences are normally scheduled a week or so after the end of the first and third quarters.
- Parents AND students are expected to meet with their student's teacher on our scheduled PTC's to discuss the student's progress in school. We believe these meetings are critical and essential for student success and improvement.

### **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, and the student will meet with the teacher and principal.
- The opportunity to redo a plagiarized paper for credit will be left up to the discretion of the teacher and principal.

### **Testing Program**

- All 7<sup>th</sup> and 8<sup>th</sup> grade students will take the standardized Terra Nova achievement tests in the Spring. Reports for those tests usually will be sent home to parents by the end of the school year.
- All Sophomores and Juniors are required to take the Preliminary Scholastic Aptitude Test (PSAT) in October. The PSAT is designed to give students an idea of how they will perform on the college entrance SAT test, and it serves as a qualifying exam for the National Merit Scholarship Program.
- Each year all juniors participate in the Montana Smarter Balanced testing program. These tests are criterion-referenced and based on state standards.
- 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 in early May. Students may take an AP test even if they haven't taken the AP class, but for them to be successful, they would need to put in a lot of work and preparation.
- All Juniors are required to have taken either the SAT or the ACT college entrance tests by the end of their Junior year. This will help them as they begin applying for colleges and universities in the Fall of their Senior year.

### **Valedictorian and Salutatorian**

- Valedictorian and Salutatorian decisions will be made by April 15th and will be based on grades earned through quarter three.
- In order to be considered for selection of these honors, 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 be on track to 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.
  - 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.
- Both the Valedictorian and the Salutatorian are expected to speak at Senior graduation.

### **8th Grade Recognition Program**

- Eighth grade recognition is a time to acknowledge a student's successful completion of their Junior High studies. It is a privilege earned by hard work and diligence.
- In order for a student to participate in the 8th grade recognition program he/she must have passed at least two quarters in each of the core subjects during 8th grade. The core subjects are Bible, English, History, Math and Science.



- Eighth Grade Recognition will honor two students for their academic achievement: the Valedictorian and the Salutatorian. The selection of these students is based on the students' grades during their 7<sup>th</sup> and 8<sup>th</sup> grade years. If there is a tie for Valedictorian, no Salutatorian will be chosen.
- To be considered for Valedictorian or Salutatorian, a student must have attended Valley Christian School for his/her complete 7th and 8th grade years.
- Both the Valedictorian and the Salutatorian are expected to speak in the 8<sup>th</sup> grade recognition program.

#### **IV. Dress Code**

A general statement regarding our dress code is that students need to wear neat, clean, modest, and moderate clothing. 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 kids are in compliance with the school's dress code.

##### ***Neat & Clean:***

- Boys' hair must not cover the eyes or grow beyond the top of the collar.
- Only Senior boys may grow facial hair.
- Pants must be in good repair without rips or holes.
- No tear-aways, sweats, yoga pants, or athletic shorts
- Nylon athletic pants (not shorts) are acceptable
- Long shorts no less than 2 inches above the top of the knee which have zippers are acceptable.
- Capris are acceptable.
- No pajama bottoms

##### ***Modest:***

- No sagging pants (Pants should ride at the waist and not below.)
- Jeggings, leggings, tights, yoga pants, etc. may not be worn as pants.
- Clothing that is excessively tight, short, see-through, or revealing (showing undergarments, midriff or cleavage), may not be worn.
- Loosely woven sweaters and sheer or lace tops must be worn with a sleeved undershirt.
- Minimum skirt length is 2 inches above the top of the knee. They must be worn with opaque tights, leggings or jeggings underneath.
- All other skirts or dresses must be no higher than the top of the knee.
- Slits in skirts must conform with the guidelines spelled out above (not higher than 2 inches above the top of the knee.)

##### ***Moderate:***

- No t-shirts with questionable or objectionable messages/images may be worn.
- No tattoos or body piercing
- Pierced ears for girls are acceptable.
- Guys may not wear earrings.
- No sleeveless tops/shirts for boys or girls.

- Hair coloring must be a natural color.
- No hats, beanies, stocking caps, etc. may be worn in buildings during school hours.

**Dress Code Violations:**

- Dress code violations could result in after-school detentions, calling parents to ask them to bring acceptable clothing, or sending a student home to change. Students who continue to break the school's dress code may lead to a suspension.
- 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.

**PE Dress**

- Students are to change out into PE attire and have acceptable gym shoes.
- Shorts must be mid-thigh.
- No tank tops or sleeveless shirts
- Sweats are allowed at the discretion of the PE teacher.

**V. Policies, Procedures, and Programs**

**Box Lunch Social**

- In February all of the High School is involved in "Box Lunch Social." Boys and girls are broken up in small groups of 4-6. The boys and girls alternate years of planning and putting on a very nice lunch meal for each other. If the boys are "on" to prepare for the girls, the various groups of girls enter the lunchroom late in the morning to determine which table and menu they want to bid on (they pool their monies together beforehand to determine the budget they have to work with. Shortly thereafter, there is an auction for the various tables. Afterwards the group of boys who prepared the table and food along with the girls who bid on and "won" their table sit down and have a nice time of fellowship and eating together.
- The monies that are raised for this fundraiser are used to help offset student activity costs for the year.

**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.
- Students may not pair up and seclude themselves in classrooms or other areas in the school.
- We do not allow physical displays of affection on our school 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 while riding the bus.
- The bus driver is in charge.

### Chapels:

- With the exception of high school students going out and serving in their BDT groups at the end of the month, chapels are held each week from 8:20-9:05. Junior High meets on Mondays and High School meets on Tuesdays.
- Our desire in our chapel programs is to worship and praise the Lord and learn to apply His truths in daily living. Students are to bring their Bibles and a notebook with them to chapels.

### Electronics/Cell Phones

#### Phone Use:

- School phones are business phones and must be used for school business only.
- Cell phones must be turned off and not be used during the school day. If parents need to get in touch with their sons or daughters, they need to call the school High School office. (549-0482 Ext 253) In the same way, if a student needs to contact their parents they need to use the phone in the High School office.
- 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 two days later. (Parents will be notified.)
  - Third offense: The cell phone will be confiscated and given to the principal to be picked up by the student's parents after three days.
  - Additional offenses: This could lead to a suspension.

#### Other Electronics:

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

### Harassment, Bullying, Sexual Harassment

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

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

### **IT Systems Usage Policy**

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

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

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

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

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

### **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*
  - *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.
- 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**

- Each student in grades 7-12 will be assigned a top and bottom locker to put their books and other school supplies in.
- Students are strongly encouraged NOT to leave valuables in their lockers overnight or during the weekends.
- Students may choose to have a lock on their lockers as long as they furnish the key or combination to the principal.
- The school maintains the right to search a student's locker at any time.
- Students may not switch lockers at any time.
- Students may display pictures on the inside of their lockers as long as they are not offensive to the Lord or inappropriate.
- Students are not to write in their lockers.
- The school is not responsible or liable for any missing or stolen items.

#### **Lunchtime:**

- Students may eat lunch only in the lunchroom and the front lawn and steps of the south building.
- Only Juniors and Seniors are allowed to leave campus for lunch provided they have a permission slip from their parents and they check out and back in to the South office.

#### **Medication:**

- Any student who requires medication during school hours must come to the South Office.
- A student who must take prescription and/or over-the-counter medication during the school day must bring the medicine and a written request to administer medication signed by his/her parent to the office.
- The prescription medicine must be in its original container and the container label must clearly show the student's and physician's names and instructions.



- The office must have a letter from a physician for any student with a medical condition or uses a medical device such as an epi pen or an inhaler for asthma.
- Parents are asked to contact the office to make sure we have all current medical information updated on RenWeb.

**Missing Money & Valuables:**

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

**School Equipment, Textbooks, 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.

**Senior Appreciation Day**

- At the end of April, we have our Senior Honor Day in which the Seniors are excused from classes on that day. In the morning breakfast is served, and a volleyball match for the girls and a basketball game for the guys are played between the Seniors and the faculty.
- After the games Seniors are dismissed for the rest of the day; Juniors are usually dismissed after 6<sup>th</sup> period to prepare for the evening's program.
- That evening, the Juniors put on a special program and nice meal to honor the Seniors.

**Senior Retreat:**

- Each September the Senior class participates in a two-day, one night retreat. The goal of this time together is to encourage spiritual growth, team building, and class unity. All Seniors are required to attend.

**Student Facility Use:**

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

**Substance Abuse:**

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

**Teacher's Staff Room:**

- The staff 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.
- As has been stated previously, VCS operates as a closed campus.

**Weapons and Threats:**

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

**VI. Discipline Procedures and Consequences**

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.

**After School Detentions**

- After school detentions run from 3:35-3:55pm
- The school uses these detentions for a number of minor infractions—being disruptive in class, tardies, not coming to class prepared, dress code violations, etc.
- If a student is given a detention but has a conflict that day with a medical appointment, a school game or some other legitimate excuse, they need to talk with the principal to postpone the detention.
- If a detention occurs on a day which causes a conflict or dilemma for a parent, the parent must contact the principal that day. In most cases, the detentions will be postponed.
- If a student does not show up for a detention, they will serve the following day and an additional detention may be given.
- If a student does not show up for three detentions in a quarter, they will be given an in-school suspension for a portion of the day.

**Code of Conduct**

Since our goal at Valley Christian is the preeminence of Christ in all areas of a student's life, whether that is a student's academic life, sport's life, social life or personal life, it is expected of all students at all times that their lives strive to reflect biblical morals and values. Based on that expectation all Junior High and High School students must agree to the following Code of Conduct both in school and out of school – including over the 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 including suspension, expulsion, community service and denial of re-admittance.

### **Disciplinary Probation**

A student may be placed on disciplinary probation for the following reasons:

- Suspensions
- Demonstrating a negative scorner's attitude
- Repeated failure to comply with the regulations of the school
- Conduct outside of the 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 attend 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.
  - The ISS will be notated in RenWeb.
- 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, 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 or OSS) may result from:**

The following is a list of inappropriate actions/behaviors which is not all-inclusive:

- Obscene, vulgar or profane language
- Direct disobedience
- Harassment, bullying, sexual harassment
- Cutting class
- Inappropriate physical displays of anger
- Vandalism
- Physical displays of affection
- Stealing
- Leaving campus without permission

### **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.

## **VII. Service Organizations**

### **Student Leadership (SL):**

Student Leadership is composed of three executive officers, (President, Vice President, and Secretary/Treasurer), four class presidents, and a representative from sports and music. In April, students desiring to run for a Student Leadership position may fill out an application. The faculty and the administration will then review the applications. Eligible students are then presented to the student body for their consideration and election as SL members. The goal for SL members is to strive to please the Lord in their own lives and to serve as leaders to their fellow students.

### **National Honor Society (NHS):**

The National Honor Society is an organization designed to create enthusiasm for academic 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. In addition, they must have at least a 3.5 GPA in order to qualify for the academic piece. (A 3.5 GPA does not guarantee into NHS.) In addition to academics, admission is based on the NHS Committee evaluating students on their leadership, service and character. Students who transfer into Valley Christian School who were members of their former school's NHS, will be accepted in to Valley's NHS.

**Signature Page** (Parents and Students: This is your copy to keep with your handbook. Please sign, detach and return the last page of the handbook—pg. 19 .)

**Parents: Please read the following statements carefully and sign below to indicate your agreement:**

I hereby affirm that I have read the Student Handbook and discussed its policies with my son/daughter. I certify that I consent to and will submit to all governing policies of the school as stated in this Student Handbook.

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

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

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

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Date**

**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 The Code of Conduct and all applicable policies in the Student Handbook. I understand that this Handbook does not contractually bind Valley Christian School and is subject to change without notice. I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

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

\_\_\_\_\_  
**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.*



**VIII. Signature Page** (After signing this page, please detach from the handbook and return to the South office.)

**Parents: Please read the following statements carefully and sign below to indicate your agreement:**

I hereby affirm that I have read the Student Handbook and discussed its policies with my son/daughter. I certify that I consent to and will submit to all governing policies of the school as stated in this Student Handbook.

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

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

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

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Date**

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\_\_\_\_\_  
**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*

