

VALLEY CHRISTIAN MIDDLE AND HIGH SCHOOL STUDENT HANDBOOK

We develop young leaders.

1968 - 2019



A ministry of



Valley Christian Schools Middle and High Schools

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TABLE OF CONTENTS

OUR PURPOSE	4
Our Vision and Mission	
Statement of Faith	
Expected Measurable Learning Outcomes (EMLOs)	
The Journey	
Portrait of a Graduate	
OUR STRUCTURE	7
Academics	
Extracurricular Activities	
Spiritual Formation	
Cultural Identity	
DAILY LIFE AT SCHOOL	8
Office Hours	
Closed Campus	
Safety	
Lockers	
Lunch	
Medication Policies	
Visitors	
The Family Educational Rights and Privacy Act (FERPA)	
Student Activities & Organizations	
Conditions of Extracurricular Activity Eligibility	
National Honor Society	
Organization of New Clubs	
Sports & League Activities	
Student Government	
SPIRITUAL FORMATION	13
Overview	
Chapel	
Biblical Studies	
Faculty	
Advisory System	
Service Learning	
ACADEMICS	14
Overview	
Grading Policy	
Quarter and Semester Grades	
Graduation Requirements	
Placement in Courses	
Advanced Placement (AP) Program	
Concurrent Enrollment	
Dropping and Adding Courses	
Grade Reporting Procedures	
Midterms and Final Exams	
Standardized Testing	
Academic Counseling	
College Counseling	
Requests for Official Documents – Records and Transcripts	

RULES AND RESPONSIBILITIES

18

- Introductions
- Guiding Principles
- Primary School Rules
- Academic Integrity
- Personal Responsibility
- Attendance
- Digital Citizenship
- Driving and Parking
- Dress Code
- Disciplinary Procedures
- Discipline Committee
- Disciplinary Responses
- Consequences
- Withdrawal and Transfer
- Readmission
- Surveillance Cameras

A NOTE TO PARENTS

30

- Parental Communication Guidelines
- Parental Support & Cooperation
- Policy Regarding Parental Behavior, Language, and Communications
- Parent Safe Home Agreement
- Grievance And Conflict Resolution
- Disclaimer

OUR PURPOSE

Dear Valley Christian Parents and Students,

Any successful organization communicates and abides by a set of guidelines for its members. It is our aim to develop young leaders by discipling young hearts and minds. This handbook equips students and families with the information necessary to navigate normal situations that arise in our school atmosphere. It serves as a written document for how we agree to act toward one another and toward our Lord as members of the Valley Christian community.

The handbook is not exhaustive, and cannot address all possible situations that may arise. Rather, it strives to provide necessary rules and principles to live by to uphold a sustainable, growing, and loving Christian culture. When a particular issue arises that is not outlined in the following pages, the school will make every effort to respond in a manner that upholds Biblical truth and maintains the order necessary for the school to thrive as a Christian community.

For His purposes,
Valley Christian Schools Faculty, Staff, and Administration

OUR VISION

To transform the world for Christ through education.

OUR MISSION

To develop courageous, thoughtful, and creative young leaders through excellent interdisciplinary, holistic, and rigorous Christian education.

In our mission statement, we identify three key leadership characteristics – courage, thoughtfulness, creativity – that we endeavor to develop in all of our students. And, with our unique position as an educational and faith community, we continue our sincere and earnest effort to be Christ-centered and to always be more courageous, more thoughtful,

and more creative, whether it is about policy decisions or curricula design, classroom teaching or out of classroom discipleship, or in the classroom, on the athletic field, or on a performing arts stage.

Our mission statement also provides our approach to develop Christ-centered, courageous, thoughtful, and creative students. Words such as interdisciplinary, holistic, and rigorous require a cursory explanation here.

An interdisciplinary approach to education stems from a belief that God's creations are all connected, and truth takes on connected expressions in science, languages, history, and art. We believe that this is a Christ-centered approach to education and to intellectual and moral pursuits. As Apostle Paul writes in his letter to the Colossians, "All things were created by him (Christ), and for him. He is before all things, and in him all things hold together." We want to develop in our students a perspective that ideas, concepts, and people "hold together" in Christ. There is unity in seeing the world, cosmic or human, through a Christ-centered and Christ-connected lens.

We also seek to help our students develop as flourishing human beings through a holistic approach. This means that we do not see the pursuits of character, intellect, creative expression, physical wellness, and athletic performance as either mutually exclusive or disparate efforts. We believe that whether a young person is naturally gifted in one area and not necessarily in another, it is in the effort of trying and risking failure that God rejoices in our effort to live our lives to the fullest. It is through overcoming internal limitations and external obstacles that our young people learn great life lessons that will allow them to serve God and people on this side of heaven.

Malcolm Gladwell, in his book *Outliers*, writes that in order for one to gain mastery over something, one must spend around 10,000 hours practicing whatever the desirable expertise might be. This means that real learning comes from hard work. This means that through our educational programs, from academic to athletics to artistic, we hold our students to a high standard of rigorous hard work, effort, and commitment. We celebrate our students who overcome challenging subjects, practice resilience and grit, and follow through with their commitments to their classmates, teammates, teachers, and coaches. We believe that through our high expectation of rigor, our students will take on a habit of heart and mind to be lifelong learners that will enable them to succeed in life.

Finally, at the heart of our Christian educational approach are the enduring relationships that our students build with our teachers. Our teachers serve as our living curriculum as they exemplify their love of Christ, passion for their subject areas and expertise, and compassion for this broken world. In doing so, our teachers invite their students, through a discipleship approach, into a lifelong arc of learning, growing, and serving to bring about redemption and restoration for God.

And, through our integrative, holistic, and rigorous educational efforts, we hope to impact the world for Christ through the lives of our graduates.

OUR STATEMENT OF FAITH

Valley Christian Schools are interdenominational in attitude and emphasis. We exist as a ministry under Valley Christian Center, an Assembly of God church. Each School Board and staff member subscribes and adheres to the changeless Word of God as expressed in the following statement of historic evangelical Christianity:

- The Bible is the inspired, infallible, authoritative Word of God and is considered to be the guideline for daily Christian living.
- There is one God, eternally existing in three persons: the Father, the Son and the Holy Spirit.
- Valley Christian Schools affirm faith in the deity of our Lord Jesus Christ, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection and His ascension to the right hand of the Father, and in His ultimate personal return to this world in power and glory. Salvation is received through repentance of sin and through a personal faith in the Lord Jesus Christ.

AS EDUCATORS WE AIM

- To ensure that every student is known and loved
- To model an active faith through a life of wisdom and service
- To be a blessing to our local, regional, and global communities
- To be innovative and intentional in our educational approach
- To embrace diversity
- To be well equipped for educational and vocational excellence

EXPECTED MEASURABLE LEARNING OUTCOMES (EMLOs)

Valley Christian Schools identify five learning areas that are central to the development of our students. Each of these targets are linked to our mission statement and the pillars of faith, wisdom, and service represented on our school emblem.

- Think Critically and Solve Problems (Thoughtful; Rigorous; Creative; Wisdom) Students will apply thinking strategies intentionally to observation, experience, and communication; and will apply creative and decision making skills to current situations to arrive at more desirable outcomes and solutions.
- Communicate Effectively (Creative; Interdisciplinary; Wisdom) Students will skillfully convey meaning with logic, precision, and originality, in a variety of genre, showing a proficient awareness of their audience and their purpose, and apply technological strategies for the successful communication of their thoughts.
- Pursue Intellectual Challenges (Courageous; Holistic; Rigorous; Wisdom) Drawing from previous experience, knowledge, habits of mind, and a set of personal skills, students will identify individual academic goals and engage in an active pursuit of intellectual growth.
- Apply Biblical Principles and Christian Worldview (Christian Education; Faith; Service) Using the Bible as the authoritative reference, students will integrate its truths and principles into their lives and pursue a greater understanding of the life and teachings of Jesus Christ for personal growth and development of their faith.
- Lead Inspirationally (Interdisciplinary; Holistic; Service) Students will facilitate leadership in word and action that inspires others, builds unity and commitment to further Christian values to promote the common good and accomplish community goals.

THE JOURNEY

Valley Students “Discover, Think, Become” as they develop 21st century skills. *The Journey* is our way of describing an intentional framework for developing young people to be thoughtful leaders, innovative problem solvers, and those with the courage to transform the world for Christ. Our mission comes to life in classrooms and student experiences here.

Discover. This word describes our school age, lower schools program. From transitional kindergarten through fifth grade, our learners discover what it means to develop creativity, just as their Creator stamped His image on their hearts, to cherish one another and understand God’s great love for them, and to invest in the hard work of acquiring the foundational skills in literacy and number sense to equip them to be higher level learners in middle school.

Think. This word describes our upper schools middle school program. Physiologically students are developing more awareness of their own cognitive abilities. As they progress through our program they will deepen their own sense of metacognition, learning “I am a thinker.” Then, they will begin to understand new perspectives in a quest to understand that other people have thoughts and unique ideas. Lastly, our middle school students learn that thinking together, collaboration, leads to deeper learning outcomes. This “Me, You, Us” progression prepares students to be intentional thinkers as they enter high school.

Become. High school at Valley is a four-year program designed to develop young leaders to go beyond the teen years and into the world with an awareness of their foundational values, unique design, and personal mission. This is achieved through a scaffold set up for adolescents to connect (Bond, grade 9), integrate learning concepts (Blend, grade 10), invest in rigorous mind and character learning experiences (Build, grade 11), and look to the future (Beyond, grade 12). Students work with our counseling team from the start of 9th grade to build a strong and successful pathway to college or higher education that best suits their passion, purpose, and design.

PORTRAIT OF A GRADUATE

- Intellectual lifelong learner
- Innovative problem solver
- Holistic thinker
- Skillful communicator
- Faithful pursuer of truth
- Thoughtful community member

OUR STRUCTURE

Valley Christian Middle and High School is arranged in these departments.

- Academics
- ExtraCurricular Activities
- Spiritual Formation
- Cultural Identity and School Pride

ACADEMICS

The Office of Academics administers all aspects of academic life at Valley Christian Middle and High Schools. Examples include subject area departments (i.e. History, Biblical Studies, English, World Languages, Arts, Wellness, Mathematics, Sciences), curricular content, courses and academic schedules, faculty advisory system, instructional coaching and evaluation, academic counseling, and college and career counseling. The Head of School is supported by the Principal, Academic Counselor, College Counselor, Department Chairs, and Instructional Coach.

TEACHING FACULTY

Our teachers are trained educators who profess Christ as Savior and Lord. Teachers hold either a masters degree in their field of study, or an education degree and credential, or both. As active believers, they represent their academic fields from a Christian perspective. Each faculty member serves as an Advisor in our small groups. As such, they model daily a life well-lived as a Christian.

EXTRACURRICULAR ACTIVITIES

The Office of Athletics oversees the development and implementation of all middle and high schools' athletic programs. The Athletic Director, supported by student interns and teacher coaches, manages the sports programs. The Visual and Performing Arts Department is co-led by four teacher sponsors who oversee all middle and high school Arts practices, performances, and demonstrations. Extracurricular leads report to the Head of Schools.

COACHING STAFF

All coaches are followers of Christ. Some are teachers on faculty as well as coaches. Others are adjunct coaches serving in our athletic department. Each coach upholds a code of conduct consistent with a Christian worldview. They also understand the responsibility of training and discipling the character of the athletes in their care.

PERFORMING ARTS STAFF

Trainers in Performing Arts techniques are followers of Christ. Some are teachers on faculty as well as trainers. Every leader or teacher in the Performing Arts department uphold a code of conduct consistent with a Christian worldview. They understand the responsibility of training and discipling the character of young performers in their care.

SPIRITUAL FORMATION

The Campus Pastor, reporting to the Head of Schools, leads areas of student life that are not directly involved in academic and extracurricular programs. This department includes matters of student life, spiritual development, and discipline. Examples include overseeing student government, chapel program, discipline committee, attendance issues, student events, etc.

CULTURAL IDENTITY SCHOOL PRIDE

Each member of the student body, faculty and staff belongs to a House. Houses are named for gemstones that create a beautiful display of our school colors: Garnet (red), Topaz (gold), Onyx (black), Quartz (white). Advisory groups act as a small group within each House. Each House color represents Christian characteristics.

Red, the color of courage, ardent tenacity, and love is represented by Garnet;

Gold, significance, luxury, joy is represented by Topaz;

Black, the color of distinction, boldness, and depth is Onyx;

White, the color of purity, forgiveness, and brilliance is represented with Quartz.

Every person on campus identifies with one of these Houses. These four make up our expression of building a Kingdom community here on the Hill. Older students are mentors for younger brothers and sisters. Houses are a connection point for all students. Within our Houses we set traditions and display pride in our school.

VIKING VICTORY SONG

*Lyrics by Christian Kurth, Class of 2010
Sung to the tune of "On Wisconsin"*

Valley Christian, Valley Christian,
Vikings stand and cheer.
On the field or on the court,
We will show no fear.
Valley Christian, Valley Christian,
For her colors fight.
Vikings red, gold, black, white
We'll win, that's right!

Valley Christian, Valley Christian,
Striving to be best.
Come now and we'll let them know,
We're heads above the rest.
Valley Christian, Valley Christian,
Once more let us sing.
All together loud and proud,
To victory!

DAILY LIFE AT SCHOOL

OFFICE HOURS

The school office is open from 7:30 AM – 4:00 PM on school days.

CLOSED CAMPUS

Valley Christian School strives to maintain a safe environment for all students and operates under a "Closed Campus" policy. For the safety of our student body, students remain on campus for the duration of the day, and all guests must follow protocols outlined here. The parking lot is considered off campus in this context.

Once students arrive, they may not leave campus during operating school hours without written parental permission and school knowledge. Students are not permitted to leave campus for the purpose of getting lunch. If a student needs to leave campus for the purpose of a doctor's appointment, checkup or illness, the following protocol will be necessary: Before leaving campus at any time prior to the normal dismissal bell, students must present a signed note of permission, an email, or fax from a parent or legal guardian. For non-driving students, parent or guardian must come to the office and sign out the student. After checking out from school, if a student returns to school during that same day, the student must sign in at the main office.

For visitors, campus protocols require individuals to sign in at the high school office and wear a visitor badge. Local students enrolled in high school elsewhere are not allowed on campus during school hours, including lunchtime. Special visitation arrangements for guests with unique circumstances must be made ahead of time with the high school office.

FIRE DRILLS & EMERGENCY PROCEDURES

The Safety Committee including a Chair and several members representing different departments and school levels. The Valley Christian Safety Committee and school staff have developed a comprehensive disaster and safety plan. The team meets regularly to update and refine the safety protocols to address ever-changing needs.

In the event of an emergency, our teachers and staff are trained on the appropriate procedures to ensure the emotional and physical well being of our students. Every classroom has appointed two students who act as Safety Leads supporting the teachers during all drills and practices. It is our intent to protect each and every student.

We regularly practice:

- Fire Drills
- Evacuation Procedures
- Earthquake Procedures
- Shelter in Place Protocol
- Intruder on Campus Protocol

The Safety Committee has placed safety supplies in various areas around the school:

- Classroom Tubs: Each room in the school has a “lock down” tub. These tubs will be used in the unlikely event the students and teachers are not allowed to leave the classroom. They are filled with the individual student emergency bags (elementary homeroom) and emergency food and water supplies the safety committee has provided.
- Classroom First Aid Kits: Each room has a safety kit equipped with basic first aid, a flashlight, and emergency binders with classroom rosters and proper evacuation protocols.
- School Trauma Kits: This kit contains basic first aid plus supplies for bleeding, immobilizations and various tools to respond to different trauma situations.
- School Emergency Supply Container: This is an on-campus emergency supply container specifically earmarked for supplies in the event of an emergency lasting more than 12 hours. Emergency food rations, water, blankets, and other necessary supplies are contained here.

LOCKERS

Students are provided a locker for the school year. Decorative materials that may be easily removed and are consistent with the school’s philosophy are allowed. Authorized school personnel may inspect school lockers at any time. Students are expected to treat all student lockers with respect.

All students must use a lock that is purchased from the school to keep their locker secure. Changing lockers is not permitted without school authorization. Students are expected to remove their personal items at the end of the school year.

LUNCH

Students may either bring a lunch or purchase their lunch or other food items through *Choice Lunch* food service. Food is available for purchase five days a week, and students must eat their lunch during their assigned lunch period. Students purchasing/eating lunch must use the *Choice Lunch* program beginning the first day of school. Please refer to the school website for all information regarding this program. Students may not receive deliveries from food vendors or private deliveries unless given express permission from administration.

In order to maintain a clean environment, students are to eat in designated lunch outdoor areas, inside the Student Center, or in a space supervised by a faculty member. Students are responsible for keeping eating areas clean and orderly. Students may not eat in the gym, on the turf soccer field, inside collaborative spaces, in the elementary building, academic hallways, or administrative corridors. Students are not to loiter in or run through the academic hallways during lunch, but may access lockers to organize materials for their afternoon classes.

MEDICATION POLICIES

No school employee is permitted to administer medication (prescription or “over the counter” medicine) to any student without written parental consent. If medication needs to be taken during school hours, parents must complete and sign an “Authorization for Administration of Medication” form and submit it to the school office. ***Verbal permission will not be accepted in lieu of written permission and instructions.*** In addition, prescription medication must be provided in its pharmacy container and nonprescription medication must be provided in the original container. Only designated school personnel will administer medication. “Authorization for Administration of Medication” forms may be obtained through the office and must be renewed each year.

The school does not provide a supply of nonprescription pain relievers or medication for students’ use, nor does the school allow students to carry or administer their own medication, except inhalers with written permission.

VISITORS ON CAMPUS

During school hours, all visitors to the Valley Christian School campus must sign in at the main office located in the High School building. Students enrolled in other secondary schools are not allowed on campus during regular school hours.

All other visitors on campus at school-sponsored events are to remain with their host, wear a visitor’s badge (when applicable), and adhere to all school policies and rules at all times while on campus. All visitors, including former students, are subject to approval by the school’s administration. High School administration may offer a limited number of Guest Pass applications for particular dances or events. Middle School events are for Valley Christian enrolled middle school students only; guest passes are not permitted for middle school dances or other school run social events.

Students who have been expelled, or asked to leave VCS, are not permitted to visit the campus for any reason without the written consent of a VCS administrator.

THE 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 that 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. This notification in the Student Handbook serves as the notification for Valley Christian Schools’ parents.

For additional information, you may call 1800USA LEARN (18008725327) (voice). Individuals who use TDD may call 18004370833. Or you may contact us at the following address:

Family Policy Compliance Office

US Department of Education 400 Maryland Avenue, SW Washington, D.C. 202028520

CONDITIONS OF EXTRACURRICULAR ACTIVITY ELIGIBILITY

Students participating in extracurricular activities are expected to conduct themselves according to the stated policies of the school. Some activities may require parental permission prior to participation. Applicable fees (club dues, i.e. Science Club, etc.) must be paid before a student is eligible.

Responsibility for certifying a student’s scholastic and/or behavior eligibility for an activity or event rests with the student’s coach, staff advisor, or the administration.

The following activities, not included in any course curriculum, are included in this policy:

- All athletic teams
- Instrumental or vocal performances
- Dramatic performances
- Speech competitions
- Homecoming King, Queen and Court
- All High School and Middle School Class Officers
- Associated Student Body, Interact, NHS, or any other administration approved organization
- All other officially recognized clubs

Please note: School detentions or suspensions take priority over all extracurricular practice or events. A participant suspended from school is ineligible for any and all events during the period of suspension.

SPORTS & LEAGUE ACTIVITIES

The sports and league activities for High School include mens and womens basketball, volleyball, track, golf, and swimming; mens soccer and baseball; womens softball. For Middle School students, VCS offers basketball, volleyball, flag football, soccer, and softball. Athletic offerings may vary from year to year depending on student interest.

Valley Christian School is a member of the California Interscholastic Federation (CIF) and, therefore, adheres to its standards. Before participating on any co-curricular athletic team, a student must:

- Be officially enrolled in at least 4 classes per semester.
- Maintain a 2.0 GPA.
- Submit a record of a current physical examination and a physician’s statement clearing the student for athletic competition.
- File an annual CIF health statement and parental consent form with the school’s athletic director. CIF regulations prohibit both practice and interscholastic competition without this form on file.

Any high school student transferring to VCS from another private or public school must complete the necessary paperwork required by the North Coast Section in order to become eligible to compete in CIF sanctioned sports. To begin the process, students must contact the Athletic Department at the time of enrollment. The Athletic Director can be reached at 9255606252. Please refer to vcsathletics.com for team information, updates and announcements.

STUDENT GOVERNMENT

Middle School – Activities for the Middle School student body are planned and executed by the Middle School Student Activities Leadership Team (SALT) student council, under the direction of the Middle School student activities advisor. The student council is determined by interview in September and holds regular meetings to plan events for the school year. The Middle School student council will follow its own constitution.

High School – The Senior High student body maintains an active student council whose executive members are appointed after an application and interview process. In addition, the student body elects class officers. The student council is referred to as the Associated Student Body (ASB). The ASB is composed of student body officers and class representatives as set forth in its Constitution and ByLaws. ASB holds regular weekly meetings to govern activities under the scope of its constitution.

ASB positions of Student Body President and Student Body Vice President are selected by an application and interview process. Elections are held each year for the various class level ASB positions. All candidates must be approved by the administration and the nomination, election, and holding of office must be in accordance with the approved bylaws of the ASB. Each grade level has faculty sponsors and plans its own activities during the school year.

ORGANIZATION OF CLUBS

Any club or organization's mission statement, constitution, bylaws, rules of procedure, nomination and election procedures must be submitted for administrative approval to the Office of the Campus Pastor. Additionally, if the club, organization, or activity has a connection to an outside body, or is affiliated with a county, state, or nationally operating organization, copies of that organization's documents must be submitted simultaneously. Documentary evidence that the Valley Christian club or group to be organized has become affiliated with the larger organization must be submitted. No changes may be made in any of the approved documents without administrative approval.

Upon initial administrative approval, the group involved, its advisor and the administration representative will do all that is required to get the organization up and running. The administration or faculty sponsor will act as an overseer and will attend meetings to provide guidance when requested.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society (NHS) is an honor bestowed on individual students by the faculty and administration. Students must be at the 10th-12th grade levels to be eligible for NHS. Selection is based on the following criteria:

- Scholarship
- Leadership
- Community Service
- Character
- Attendance

To fulfill the scholarship requirement, students must be ranked in the top 25% of the student body. Active members must maintain the standards of selection and meet any other obligations established by the chapter. NHS Seniors who are active members will wear a special cord of honor at their graduation ceremony.

SPIRITUAL FORMATION

Valley Christian Schools endeavor to provide spiritual instruction through students' relationship with our teachers as they exemplify what it means to be a living curriculum of faith, wisdom, and service. We also seek to develop a school culture, academic curricula, and extracurricular activities that reflect the virtues of faith, wisdom, and service. In addition, we encourage each student to strengthen his or her personal faith through individual Bible study, active involvement in a Bible teaching church, and spiritual instruction in the home.

CHAPEL

Valley Christian Upper Schools community (middle and high school students) gathers weekly for a time of worship and learning. The Chapel Formation Committee is led by students, under the mentorship of the Campus Pastor and key faculty. The team develops an annual theme, providing focus for a set of ministries that guides the community in spiritual development. Through creative arts, celebratory activities, and speakers from within the student body as well as guests, the chapel program offers a unique setting for gathering as a community to learn more about life as a Christ-follower.

BIBLICAL STUDIES

The Biblical Studies Department teaches the biblical narrative as the defining story for humanity. Each year, students enroll in a Bible class as an academic course of study. The inclusion of Biblical Studies courses on transcripts aligns with our commitment to a holistic education. While not all students may profess a personal belief in the Christian faith, we expect graduates to demonstrate the ability to articulate substantive Christian perspectives on many major human and societal dilemmas.

FACULTY ADVISORY

Each student is assigned a faculty advisor, who serves as a mentor academically, spiritually, and socially. Advisors meet regularly with their advisees and act as liaisons between the school, the family, and the student. Advisors help students and families develop strategies to succeed at Valley Christian Schools and respond to concerns that parents or students may have.

Advisors play a special role in seeking to know and love the whole student. Advisors advocate for students in academic and disciplinary matters, and serve as a useful point of contact for parents throughout the school year in dealing with any personal issues that may impact the ability of their students to succeed. Students or parents are encouraged to discuss problems with the advisor who can then help form an action plan and direct them to the best resource for help.

SERVICE LEARNING

Valley Christian School aims to develop a heart of service in students by providing opportunities for them to work alongside their teachers, bond as a class, and generously give time, energy, and resources to others. Just as Jesus Christ came to the world "not to be served, but to serve," Valley Christian students participate in various organized community service activities each year. Community service is embedded in our school program on campus, in field trips, and cross-cultural activities, etc. Service learning is an integral part of leadership development in our students.

COMMUNITY SERVICE HONOR FOR EXCELLENCE RECOGNITION

The Honor for Excellence Recognition Award for Learning may be awarded to a graduating Senior, who has significantly contributed to the community/school/church through an unusually sacrificial, lengthy, or inspiring act of service.

Current seniors who complete 200 or more hours of Service Learning may receive the following recognition:

- A notation of the honor on their academic transcript
- A gold cord at graduation
- A certificate with their graduation diploma

ACADEMICS

Valley Christian Middle and High School is part of a private coeducational Christian school system from preschool through high school and is jointly accredited by the Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI). In addition, the schools are also members of the Center for the Advancement of Christian Education (CACE). The middle school curriculum and academic standards are designed to prepare students for college preparatory high school level courses.

A full-time middle school student is enrolled in seven periods per day. Subjects include English, math, science, social studies, PE, Bible, and electives. Some students enrolled in middle school are concurrently enrolled in high school level courses in math.

The University of California certifies High School level academic courses, and the College Board approves all AP courses. A student who is a freshman or sophomore is enrolled in seven periods per day. A junior enrolls in a minimum of six classes. With approval from the Academic Counselor, some seniors may enroll in a minimum of five classes.

GRADUATION REQUIREMENTS

Graduation requirements are based upon the subject requirements for admission to the University of California and California State University systems. Students must earn a minimum total of 250 credit units that include the following subjects:

4 years	Bible (must be taken on campus unless preapproved by administration)
4 years	English (must be taken on campus unless preapproved by administration)
4 years	Social Studies
3 years	Mathematics (courses taken in high school; must include Algebra II)
3 years	Science (must include one biological and one physical science)
2 years	Language Other Than English (must be same language)
2 years	Physical Education (may include Athletics extracurricular credits)
1 year	Visual & Performing Arts (one yearlong course in single performance or visual art)
2 years	Electives
Total	250 credit units

QUARTER AND SEMESTER GRADES

Middle School The quarter grade is an average of the grades earned during the current quarter, including tests, homework, class work, projects, labs and participation, as the curriculum dictates. The semester grade is the simple average of the quarter grades; each quarter is 50%. Exception: Middle School students enrolled in a high school course will take midterm and final exams at the same time as high school students. Those exams comprise 20% of each semester grade.

High School The quarter grade includes tests, homework, class work, projects, labs, and participation, as set out in the course description. The semester grade is a combination of quarter grades and the semester exam. Each academic class is required to have a semester final exam or project. The components of the semester grade are weighted as follows:

- Each quarter is 40%; the semester final is 20%.
- All courses will be reported in letter and numerical grade format. No credit units will be given for an “F”.
- At the end of two weeks following the grading period, any incomplete grades may be recorded as an “F.”
- Students with a GPA below 2.00 will be placed on an Academic Development Plan for the next school term.

Grade point averages (GPA) are calculated for standard courses on a 4point scale:

A = 4; B = 3; C = 2; D = 1; F = 0

School policy is to remove any student from a math, science, or foreign language course at the end of first semester if the semester grade is an “F”. A semester grade of “D” is passing, and the student earns 5 credit units toward high school graduation. Students in the “D” range may continue with the recommendation of the teacher.

PLACEMENT IN COURSES

Middle School Our intent is to place our students at a level in math and English where each student can demonstrate success not only in the current grade, but over the course of the middle school and high school curriculum as well. Student progress in math and English is assessed annually, and a student’s grades, test scores, standardized scores, and teacher recommendation help determine the best placement.

High School Placement in Honors courses is determined by student achievement in the prerequisite course. For example, a student earning A’s in a regular English course may request the Honors level English course for the next school year. A student earning A’s and B’s in an Honors level course may request the next Honors course in the curriculum sequence for the next school year. An academic review committee approves placement in Honors and AP courses.

ADVANCED PLACEMENT (AP) PROGRAM

Placement in AP courses is initiated by student request. A panel of AP teachers and academic team members review requests in regard to readiness, workload, and ability to schedule. AP students are taking a college level course for dual credit. Individual institutions and universities do reserve the right to limit or exclude college level credits for AP courses.

Independent learning, personal integrity, and trust are essential to success in an AP course.

- Quotations and resources must be cited according to school standards and accepted forms.
- A student who dishonestly uses any electronic sources will be disciplined.
- Foreign language students may not use translating devices in class or while testing.
- Plagiarism may be cause for a student to be removed from a course.

AP courses require summer assignments to be completed before the start of school in August. Preliminary course work is covered in the curriculum during the first two weeks of class. Failure to complete summer assignments will disqualify the student for enrollment in the course.

All Advanced Placement students are expected to come to class fully prepared on a routine basis. Daily homework must be turned in on the date due; *no late work will be accepted*. Major assignments or projects will be reduced in grade if turned in after the due date.

All AP courses receive weighted grades. In addition, the University of California grants weighted grades for PreCalculus Honors. (Weighting does NOT apply to “D’s” or “F’s”.) If a student is struggling to achieve a low “C”, he/she should review critical skills of note taking, reading, homework completion, and daily review.

Students enrolled in AP courses will take midterm and final exams as in any other academic course at VCHS. In addition, students are expected to take the related AP exam in May. Colleges look unfavorably on applicants who do not take the AP exam unless a student has a compelling reason not to do so. Therefore, any student who desires to be excused from an AP exam must meet with the Academic Counselor for guidance and approval prior to the end of the first semester.

Each AP course costs \$145, which includes the test fee. The fee will be due at Orientation. In addition, students will purchase their own books in order to permit highlighting and note taking in the text.

CONCURRENT ENROLLMENT

High School Concurrent enrollment requires the advance approval of the Academic Counselor. Credit for courses taken off campus is not automatic; the High School Principal determines course credits acceptable to VCHS.

Area colleges dictate that course selection at a college or other educational institution may not replace subjects available at VCHS. Course selection must be part of a comprehensive plan for high school curriculum that is documented in the counseling office and in the student's cumulative file.

Courses taken at another school for graduation credit at VCHS must be completed and the final grade report received by the end of the first semester of the senior year. Other institutions must be accredited and approved by VCHS administration.

DROPPING AND ADDING COURSES

Student schedules will be distributed in August before school begins. Parents and students should review their schedule of courses. The add/drop period occurs during the first two weeks of each semester.

GRADE REPORTING PROCEDURES

All teachers post grades on the web-based program Veracross. Each student and parent is issued a password enabling access to grades. Students and parents are encouraged to regularly review progress on Veracross.

MIDTERMS AND FINAL EXAMS

PLEASE NOTE: Students are required to be in dress code for midterms and exam days.

Students are expected to attend all end of semester and end of year exams. Final exam schedules are published and posted in advance. Families should avoid planning family trips during these times. Failure to attend without an excused absence will result in a zero grade for the exam. Students who apply for and receive an excused absence will be allowed to make up the exam only after the scheduled date of the exam. A late fee of \$75 per exam will be charged for the administration of an exam on an alternate date. Payment of the fee is expected before the exam is administered. No excused absences will be granted without a request to the Campus Pastor before the exam.

Middle School End term exams are not given for all Middle School classes, however, Middle School students do follow the High School exam schedule during the last week of each semester. Teachers may schedule comprehensive tests at the end of each semester, lengthy unit tests, or culminating learning activities. Middle school students enrolled in high school level classes will have midterm and final exams at the same time as high school students.

High School – End term assessments are given for all high school courses except PE. Assessments may include traditional paper tests, essays, projects and/or presentations.

STANDARDIZED TESTING

Students at Valley Christian demonstrate their academic growth not only through grades but also by standardized testing:

- PSAT 8/9 – grades 8 and 9
- PSAT – grades 10 and 11

ACADEMIC ADVISING

Counselors meet with students throughout the school year during personal appointments and also in scheduled class periods to provide individual and group guidance. In addition, evening seminars are planned to equip parents and guardians as they guide their students in developing a 4-year high school plan, selecting appropriate courses, and preparing for college. High school students regularly meet with counselors in March to select courses for the upcoming year as well as take steps forward in the college preparation process.

Course Selection Process

High school students are counseled to thoughtfully select courses being mindful of prerequisite courses as well as interest in any given course. A full-time student typically enrolls in seven class periods as a freshman or sophomore. Juniors may take 6 courses; seniors may be enrolled "full-time" in a minimum of 5 courses. Our students are not "tracked" as Honors or Regular students. The student, in consultation with his/her parents, teachers, and a Counselor, selects those courses in which he/she wishes to pursue Honors or AP based upon demonstrated readiness. Some courses are grade specific; however, in other courses such as arts, there may be a mixture of freshmen through seniors.

Academic Development Plans

Personal Academic Development Plans are created for students at risk for low academic performance. Students who earn a GPA below 2.00 during any grading period are placed on an Academic Development Plan. This will last for a minimum of one quarter. Depending on the student circumstance, the terms of the plan will include one or more of the following: mandatory meeting with the student, parent(s), teacher(s), and an administrator; a written and signed plan of action specific to the student's needs; periodic monitoring and assessment of student progress by an administrator. If a student is in need of support for longer than one semester, he/she will be placed on a 90-day probationary period that may lead to dismissal if deemed necessary by administration.

Administrators, counselors, the athletic director, and appropriate coaches will be notified of students on an a plan. In some circumstances, students will be ineligible to participate in any school sanctioned extracurricular activities.

COLLEGE AND CAREER ADVISING

The purpose of our College and Career Counseling program is to empower and equip students to make informed, strategic postsecondary educational plans based on their strengths, interests, and Calling. Beginning in the freshman year, students are introduced to high school expectations, curriculum, and evaluation systems. Our counseling team explains basic college admission criteria and postsecondary education options. Sophomores focus on career exploration and self reflection. During the junior year, students are guided to identify and refine post high school goals, research college choices, and create an individual action plan. With continued support from our College Counselor, seniors implement their college plans and prepare for transition to the independence of adulthood. These services are included in tuition.

REQUESTS FOR OFFICIAL DOCUMENTS – RECORDS AND TRANSCRIPTS

The Registrar processes requests for records and transcripts. Parents or students must submit a request for records to the Registrar for either official or unofficial copies of transcripts or any other school documents . Transcripts and records will be processed within three (3) business days.

RULES AND RESPONSIBILITIES

All members of the Valley Christian Schools community are called to live by the virtues expressed in Scripture: compassion, kindness, humility, gentleness, patience, forgiveness, love, and unity (Colossians 3:12-15). We expect our students to develop a strong ethical foundation discerning the difference between right and wrong and to love others by striving to live responsibly, respectfully, and thoughtfully, honoring God in their daily decisions.

It is our desire that each student discovers the joy of allowing the Holy Spirit to control each area of his or her life and that the student will look to the principles of God's Word for guidance. Authority is necessary in all areas of society to allow for individual and community flourishing. The authority and direction of the home and school are preparations for our yielding to God's loving leadership in our lives. Teachers may administer discipline in and out of the classroom when needed for minor infractions. In addition, teachers report major rule violations and major misconducts to administration. In a case of a major rule violation or major misconduct, the Campus Pastor will convene a Discipline Committee to review the case and deliberate to determine disciplinary action.

PRIMARY SCHOOL RULES

- A. Integrity
- B. Respect

A. ACADEMIC INTEGRITY

All work submitted by students should be the product of their own efforts and reflect their own abilities. The educational program at Valley Christian is founded on a respect for intellectual property and a commitment to personal integrity. A parent or tutor should encourage and help equip a student to do his/ her own academic study.

Cheating

Cheating of any kind is unacceptable. Cheating occurs when a student obtains, or attempts to obtain, credit for work that is not his or her own. Assisting another student in cheating is also considered cheating. Cheating includes, but is not limited to: copying answers from another student, using prohibited materials (e.g. paper crib notes or electronic crib notes on a cell phone) during a quiz or test, unethically obtaining test questions beforehand, and sharing answers with classmates during a quiz or test.

Plagiarism

"Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording, particularly apt phrases, paraphrasing another's arguments and presenting another's line of thinking. You may certainly use another person's words and thoughts, but the borrowed material must not appear to be your creation. In your writing, then, you must document everything you borrow; not only direct quotations and paraphrases, but also information and ideas." (Joseph Gibaldi, *MLA Style Manual and Guide to Scholarly Publishing*, New York: The Modern Language Association of America, 1998.) If a student has any concerns or questions about how to cite material for a particular assignment, the student should consult his or her teacher.

CONSEQUENCES OF ACADEMIC DISHONESTY

- Incidents of suspected plagiarism and cheating are reviewed by the Academic Review Committee.
- Student meets with a small group of VCS teachers and or administrators to discuss the incident.
- The student's teacher will be notified of the outcome.
- Parents are notified of the incident.
- A *first offense* will result in a zero on the paper/assignment and immediate detention.
- A *second offense* will result in a zero on the paper/assignment with a 13 day suspension.
- A *third offense* will result in possible recommendation for expulsion from Valley Christian School.
- Students will not be given the opportunity to replace the grade, including extra credit work.

B. RESPECT

Any form of harassment, including sexual harassment, bullying, or hazing, is prohibited. These acts are a blatant display of disrespect for others, the community, and God. Harassing or bullying, along with verbal, written or any intentional threat of violence of a personal nature towards students, teachers, staff, or the school's property is prohibited. Any incident of possible harassment should be brought immediately to the attention of an administrator.

Cyber bullying

This form of bullying involves the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic messaging and or images. Cyber bullying and harassment deliberately threatens, harasses, intimidates an individual or group of individuals; or places an individual in reasonable fear of harm to the individual or group of individuals or damage to the individual's property; or has an effect of substantially disrupting the orderly operation of the school.

Student Dignity – Harassment and Threat Policy

VCS desires to offer its students and employees an environment that is free of offensive behaviors and threats. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristic or disability, robs the person of dignity and is not permitted.

A threat is considered an action, written (on paper or online) or verbal communication which has announced or communicated danger, evil, injury or damage. VCS does not condone or allow threats and/ or harassment of others whether engaged in by employees, students or others who may be present on our campus. Harassing or bullying, along with verbal, written or any intentional threat of violence of a personal nature toward students, teachers, staff, or VCS property is prohibited. Threats are considered as real. All threats will be viewed with utmost seriousness and not be considered as jokes.

All reports of threats and harassment and subsequent investigations will be handled discreetly. Law enforcement will be brought in as necessary.

Sexual Harassment

Sexual harassment is prohibited. Such behavior includes unwanted sexual advances; making or threatening reprisals after a negative response to sexual advances; visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters; verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; and physical conduct such as touching, assault, impeding or blocking movement.

PERSONAL RESPONSIBILITIES

- A. Attendance**
- B. Digital Citizenship**
- C. Couples on Campus**
- D. Driving and Parking**
- E. Dress Code**

A. ATTENDANCE

Valley Christian places strong emphasis on class attendance. We assume that students who come to Valley Christian have a serious purpose and will be conscientious in meeting all obligations. Academic obligations should not be compromised to accommodate family vacations. Students should also note they need to fulfill their commitment to their teachers and fellow classmates by attending and contributing to everyone's learning in class. Parents should consider the effect of vacations taken during school days and the burden placed on both students and teachers. Parent support is essential.

The activities of the classroom, including student discussion, participation, teacher lecture and comments, are all of vital importance and cannot ever be adequately made up by a student. When a student misses class, the community misses their voice and perspective. Attendance and punctuality correspond directly to the attainment of educational goals as well as a consistent learning environment for the classroom community. Parents have a legal responsibility to see that their student attends school regularly. This matter must be taken seriously.

Step-by-Step Absence Reporting Procedure

Procedure to follow when a student must be absent:

- a. Parents are to contact the school as soon as they know a student is going to be absent.
- b. If the absence is for illness, parents may leave a message on the attendance line at (925) 5606261, by 8 AM. Please include the student's full name and grade level.
- c. If a phone call is impossible for that day, an email may be sent to: attendance@valleychristianschools.org or a note with the parent or guardian's signature may be sent with the student upon their return to school.
- d. Absences that are not covered by a phone call, note from home or email, will be considered unexcused and the student will not receive credit for any work completed for the day in question.

Excused Absences

VCS defines excused absences as absences from school with the knowledge and permission of the parent and school that is documented appropriately with the school office. It is strongly recommended that medical and dental appointments be made outside of school time. Lost class time can be a detriment if material given during time gone is not made up. Should appointments be necessary, a note from the doctor's office must be submitted to the office. Students are reminded they are responsible for schoolwork missed. Students who were made aware of scheduled tests, papers, and work due; prior to being absent must be prepared to turn work in early or electronically. Furthermore, students must take tests the day they return from being absent.

Unexcused Absences

Absences not described in the "excused absence" section are "unexcused." Tests missed may not be made up. An unexcused absence will result in zeros for all assignments for each class missed. Any unexcused absence may result in disciplinary action, and serious infractions may be referred to the Campus Pastor.

Attendance for Extra Curricular Activities, Performing Arts and Sports Participation

Students may not participate in after school activities such as sport practices, contests, or school related events on a day they are absent from school including leaving school early for illness. Administration may grant exceptions on a case-by-case basis considering academic learning as a priority.

AP Testing

All students enrolled in Advanced Placement courses are required to take AP exams in May. Students absent due to AP testing must follow classroom guidelines to make up assignments and tests. Students taking tests are excused from classes during the time of the test administration. With written permission of parent or guardian, a student may also be excused from other classes on the same day of the test.

Planned Absences

In order for a student to be absent from school for 2 days or more for any reason other than illness, students and parents must complete the Planned Absence form that can be obtained from the office. This form serves as a request for excused absence. The absence must be approved as excused by the Principal. The following guidelines will be adhered to:

1. Completed form submitted to the HS office one (1) week prior to the absence to the office.
2. The request must state the dates and nature of absence.
3. The request must be approved by the school principal.

These absences will be counted in the excused absence total. Failure to receive planned absence approval may result in these absences becoming unexcused.

Homework And Test Makeup Policy

The teaching staff at Valley Christian School may assign homework in each academic subject per school day. Students absent on the day work is due must follow classroom guidelines to make it up. Acceptance of late work and its subsequent point value are at the discretion of the teacher.

Students absent due to a single day field trip or sports event must make up missed tests by the end of the next succeeding school day. Tests missed for reasons other than field trips and sports events must be made up and their point value as signed in accordance with the teacher's classroom policy. Teachers may exercise discretion in the application of this policy.

Field Trip Policy

A field trip is a planned visit to a location outside the regular classroom. Field trips offer experiences that are not obtainable in a classroom setting. All students must have a signed permission slip from a parent. A verbal notification or phone call is not acceptable. Adults who have required documentation on file in the school office will transport students. Students may not drive themselves or others on the field trip. Students attending a field trip will still be expected to communicate ahead of time to other teachers and complete all work done in the classes they have missed.

AP Course Academic Responsibilities

- Daily homework must be turned in on the date due; no late work will be accepted. Major assignments or projects will be reduced in grade if turned in after the due date with permission of the teacher.
- Students are expected to take all quizzes and tests on the date scheduled by the teacher. In case of absence, teachers may reschedule a makeup test to be completed in 13 school days. Any student who demonstrates a pattern of absences on exams may be dropped from an AP course.

Attendance Notes

- Students who miss more than five (5) periods of any class in a semester should expect to see a grade reduction for up to 10% lower in the course. This is an administrative deduction based on the loss of seat time for a brick and mortar accredited school.
- After eight (8) absences in a semester a student will be placed on academic probation and must meet with the Campus Pastor to sign a contract outlining strict adherence to the attendance policy. Failure to meet this requirement will lead to recommendation for removal from the school.
- In case of prolonged illness, administrative exceptions may be granted with a doctor's note including specific dates of absence. Class time missed due to a sanctioned school activity (i.e. athletics, field trips, music trips, etc.) will not count in this total.
- Parents may keep up-to-date with their student's attendance by accessing Veracross. Please contact your student's Advisor with questions or concerns.
- If a student goes home during the day due to illness, he/she must sign out in the office and is expected to remain at home for the rest of the day. This includes missing co-curricular activities.

Tardiness

It is our expectation that students will arrive to class on time, enabling teachers to begin their lessons promptly. Students who are tardy to school must report to the high school office for a tardy slip. Students who are tardy to class will be marked "tardy" by the classroom teacher. An accumulation of tardiness within a quarter marking period will result in the following:

Number of Tardies	Consequences
1 - 4	Grace, no consequences
5	Detention and <i>recorded as one day absence</i>
6 - 7	Behavior contract
8	1 day in-school suspension
9	2 day suspension
10 or more	Possible referral for dismissal from school

It is in the student’s best interest to be on time. We realize there may be an occasion that a tardy will result because of unforeseen circumstances. It is for this reason that each student is given grace for the first 4 of each quarter. Any student tardy to school must sign in on the “Sign In Sheet” in the office. A written pass will be given to any student who is tardy to class.

Students who are tardy due to a medical reason will not have a tardy charged to them, providing they return to school with a doctor’s note for the time absent.

Early Dismissal

The signature of a parent or guardian is required to check a student out of school during the school day. Parents must physically sign the student out in the school office. The only exception is for student drivers who have a signed Student Driver Sign Out form on file in the office. These students may sign themselves out with permission from a parent via phone call or signed note.

Regular Vacation Times

Valley Christian Schools publishes an annual calendar outlining breaks, half days, and designated teacher inservice times. These are intended as a time for students to be away from school for family outings, vacations, trips, etc. Families can expect school to start in early to mid-August, a day off on Labor Day, a 2day Parent/Teacher Conference time in October, a weeklong Thanksgiving break, two week Christmas break, a day off for MLK Day, a Winter break near Presidents’ Day, a Spring Break near Easter and a few teacher inservice days. Please plan accordingly.

B. DIGITAL CITIZENSHIP

Code of Conduct for Personal Electronic Devices

Students are expected to act responsibly with cell phones, tablets, laptops, iwatches, calculators, and all other personal electronic mobile devices. This includes practicing self control with appropriate time and place for using devices. Unless requested by the teacher, devices should be out of sight and in a backpack or locker. Students may use devices during class time when permitted by the teacher.

Under the direction of a teacher, students may appropriately use devices for:

- note-taking
- document creation
- academic inquiries or research
- skills practice
- photographs related to school work
- presentation directed by teacher
- uploading or submitting assignments
- viewing grades or assignments on Veracross

Student may *not* use devices during class time for:

- posting on social media
- texting family or friends on personal matters
- communicating with students enrolled in other schools
- online purchases or shopping
- random browsing
- personal photographs
- watching videos for entertainment
- video gaming
- recording class sessions (without express permission from teacher)

Internet Contract

Our goal in providing service to students and staff is to promote academic excellence by facilitating resource sharing via the Internet. Each student who is allowed on the Internet will participate in a discussion about ethics and the responsible use of the Internet. Each parent/guardian and student must read and sign this contract before a student will be able to use the Internet with school or personal devices. The appropriate disciplinary action will be enforced if the student fails to adhere to the rules and guidelines set forth in this contract.

- a. Adhere to the same standards on the Internet that are expected in the classroom.
- b. Refrain from posting inappropriate images or messages about an individual on social media or website.
- c. Avoid chat rooms and game sites with an R or Mature rating, or otherwise prohibited, at all times to all users.
- d. Respect others' privacy and refrain from reading/altering mail or files that do not belong to the user.
- e. Refrain from using another student's property without explicit and timely permission.
- f. Be aware of and respect Copyright laws. If there is a question, ask the teacher for clarification.
Acknowledge the student handbook regarding plagiarism. The user, not Valley Christian, will be liable for any monetary damages.
- g. Avoid observing or participating in an unauthorized area and acknowledge that privileges will be suspended from Internet usage on campus and be subject to discipline under the Student Handbook.
- h. Avoid texting personal messages or images during school hours to other students enrolled at Valley Christian Schools or elsewhere.

In consideration of the granting of the privilege to use Valley Christian computers to access the Internet, we hereby waive any claim against Valley Christian for any damage caused us by the use or abuse of the Internet rules set out above. We have read and will abide by the provisions and conditions of this contract. Any violation of the above provisions will result in disciplinary action and the automatic revocation of privileges to use the Internet.

Social Media Contract

Social Media, such as, but not limited to: Facebook, Twitter, YouTube, LinkedIn, Snapchat, personal texting, and others, are powerful tools of communication that have significant impact on your personal reputation as well as the reputation of Valley Christian Middle and High School. Each student and their parent/guardian must read and sign this contract acknowledging the student's responsibility to use Social Media responsibly as a member of Valley Christian Schools. Please use the following guidelines when posting on Social Media sites.

- a. Always be authentic. Be honest about your identity. If you post personally, or as a student of Valley Christian Schools, make sure you are aware of the Standards of Conduct – Honor Code stated in the Student Handbook.
- b. Don't be a mole, but protect your identity. Never pretend to be someone else when you post personally or as a student of Valley Christian.
- c. Think twice before posting. Privacy does not exist in the world of Social Media.
- d. Be respectful and thoughtful. As a student of Valley Christian Schools, be mindful of the school's commitment to a Christian Worldview showing respect and dignity for all people.
- e. Think about timing. Do NOT message another student during school hours. This may distract them. This includes students attending other schools.
- f. Know the rules. Follow a code of ethics.

Always remember that cyberbullying is the willful and repeated bullying or harassment of another person or persons through the medium of Social Media, which includes electronic text. Students who engage in cyberbullying on social

media sites, including electronic text, can be disciplined by Valley Christian School administrators, as needed. **Students should be aware of the cyberbullying section stated in this handbook.**

C. COUPLES ON CAMPUS

At Valley Christian School, we desire to provide an atmosphere that promotes healthy avenues of expression of friendships among couples and reflects Biblical standards of morality. Students at Valley Christian School are expected to honor and respect one another. Students are to refrain from public displays of affection at school and school functions. Middle School students may not “date” or label themselves a couple. They may not invite dates to a middle school dance or school sponsored event. High School students may ask a date to a school dance. High School students who are dating, exclusively, must refrain from public displays of affection at school and at school functions, however, holding hands is permitted.

D. DRIVING AND PARKING ON CAMPUS

Students must register their cars in order to park on campus. If a student changes their vehicle, they must notify the office. Forms may be obtained from the High School office. Each student driver will be issued a portable parking pass that must be displayed in the front window of the vehicle anytime it is parked on campus.

- a. Student parking is available for school days and events only. Cars are not to be left overnight. Students do not have weekend access to parking unless it is a school related event.
- b. Cars must display a parking permit in clear view from outside the vehicle. VCS reserves the right to have any non-permitted car towed at the owner’s expense.
- c. Students are to obey all posted speed limits, traffic signs and the directions of school staff/ personnel at all times while approaching, entering, driving on or leaving the campus. Students must identify themselves when asked.
- d. Students may not text or use cell phones while driving.
- e. Students are to park in the student parking lots only and are to occupy one parking space only. Level one (closest to school) is reserved for members of the Senior Class.
- f. Students are not to park in a designated “FIRE LANE,” or “NO PARKING” lane, and must park within lined parking stalls.
- g. Neither students, nor parents, may park in handicapped spaces without the appropriate DMV issued placard or license plate.
- h. Students driving off the paved area, doing “wheelies” or “donuts”, using excessive speed when pulling out of parking spaces or the parking lot, or any other driving described as reckless, may have all parking and driving to school privileges revoked and be subject to administrative review.

Drivers failing to obey these rules are subject to these disciplinary actions. Failure to comply with the parking lot policies will result in the following consequences.

1. Detention
2. Assist with morning and afternoon Carpool Duty for a day
3. Loss of driving and parking privileges on campus for 5 days
4. Loss of driving and parking privileges on campus for 30 school days or to the end of the semester, whichever is longer.

E. DRESS CODE

All clothing and personal appearance must be neat, clean, in good repair, and modest in fit and length and appropriate to a positive educational environment. Valley Christian Schools understands that one’s attire communicates many things about the individual. With this in mind, students are trained to take these four principles into consideration when dressing for school:

- S Self expression
- O Occasion
- F Functionality
- T Tact

Self expression and exploration of styles is a normal part of adolescence. Students may try different fashions, however, they must also be dressed appropriately for the occasion, in this case, learning in a classroom. The clothing must

function well for the necessary activities, i.e. sitting, standing, walking up and down stairs, wearing a backpack. Also, the student must be tactful, not displaying crass or shocking images or phrases or wear clothing that is too tight, form-fitting, revealing, or immodest. Dress, hairstyle or makeup should not call undue attention to the individual.

DURING THE SCHOOL DAY: This code applies during any school day including exam days from the time of arrival on campus. There may be some Spirit Days where dress code rules vary slightly. These will be communicated clearly to the student body. There may sometimes be special considerations made for certain field trips. These considerations will be communicated on the permission slip.

AFTER SCHOOL ON CAMPUS DRESS CODE: Valley Christian students continue to be representatives of the student body, even after class hours, so appropriate levels of modesty and cleanliness are required. Athletic wear is appropriate for those participating in practice or games. Dance wear is appropriate for those participating in practices for choreography. Students are cautioned not to change clothing to “out of dress code” attire directly after school, with no appropriate need for a specific activity. Gentlemen must wear shirts at all times. Likewise, ladies must not wear form fitting leggings without the appropriate length skirt or shirt. Printed messaging or images must not promote ideologies inconsistent with VCS principles. Dress code principles of dressing for the occasion and tact apply at all school sponsored events including athletic events, dances, field trips, and other activities organized by and/or for the school.

SUPPORT FROM HOME: As the school is an extension of the home, appropriate dress is first the responsibility of the home. We need and expect parental support to effectively maintain standards of dress. Parents are encouraged to teach their student to submit to the guidelines within the dress code. It has been established so that matters of dress are not a distracting or dividing force within our community. To that end, we ask that parents:

- a. Discuss the purposes of a dress code and the importance of learning to live within guidelines with your child.
- b. Make every effort to help your child stay well within the established parameters.
- c. Acknowledge that school employees seek to administer the dress code as consistently and fairly as possible.

DRESS CODE FOR ALL

- Clothes are to fit well and not be overly tight or baggy.
- Clothing should not contain large holes, rips, or frayed edges. Some minor, fashion designed, fraying may be acceptable, but this should be discreet and not in excess. No skin or undergarments should be visible above the knee both in front and in back.
- Undergarments are not to be visible at any time, for men this includes boxers above pant waists and for women this includes uncovered bra straps and low or baggy sleeve openings.
- Clothing, jewelry, and personal items (backpacks, binders, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any insignia which contain inappropriate innuendo or double meaning; which bear drug, alcohol, or tobacco company advertising, promotions and likeness; or which advocate racial, ethnic, religious or political prejudice.
- Excessive multiple rings on the ears, larger than .25” gauges, or any ring deemed indecent (size or style) by administration is not permitted.
- Body piercing or tattoos must be discreet or not visible.
- Hair must not be a distraction (i.e. mohawks, spikes, shaved messages, hair color other than muted or naturally occurring colors, etc.).

Decisions on the appropriateness of fashion or hairstyles are at the sole discretion of the school administration. Students are encouraged to seek clarification regarding any dress code guidelines. If necessary, a student may be asked to leave school until a dress code situation is resolved.

SPECIFICS FOR GENTLEMEN

Young men may wear:

- Collared or crew neck shirts, polos, sweaters, or button-down shirts with long or short sleeves
- Tailored pants, shorts, khakis and jeans worn at the natural waistline
- Neat and trimmed hair
- Facial hair, neat and trimmed
- One pair of simple stud earrings (one earring in each ear)

- Appropriate footwear: sole is rubber, leather, or other supportive material to protect the bottom of the foot

Young men may *not* wear:

- Warmups, “pajama pants”, sweat suits, sweatpants or sweat-like material pants (nylon joggers)
- Basketball shorts or gym style athletic shorts
- Hats and hoods in classroom, assembly or chapel
- Tank tops or muscle shirts
- Sagging pants or shorts (pants must be worn at waistline)
- House slippers, with no hard sole

SPECIFICS FOR LADIES

Young women may wear:

- Tailored pants, capri pants, properly fitting jeans, shorts, and skirts worn at the natural waistline
- Skirts, dresses, and shorts at or longer than fingertip length when standing naturally
- Tights/leggings worn with a dress or skirt at or longer than fingertip length when standing naturally
- Blouses, flannel shirts, sweatshirts, crew neck, or other tops
- Attire that covers the back and midriff at all times. Tops must cover the lower back when sitting or extending arms.
- Tank tops whose straps are wider than 1 inch and cover all undergarment straps.
- Appropriate footwear: sole is rubber, leather, or other supportive material to protect the bottom of the foot

Young women may *not* wear:

- Warmups, “lounging pants”, “pajama pants”, yoga pants, basketball shorts, sweat suits, sweatpants or sweat-like material pants (nylon joggers)
- Leggings/ Jeggings worn without a long top that hangs past the fingertips around the entire body
- Spaghetti strap tank tops, dresses or low-cut tops
- Hats and hoods in the classroom, assembly or chapel
- Strapless dresses or strapless shirts (*strapless gowns are excepted for formals: Winter Ball and Prom*)
- House slippers, with no hard sole

DRESS CODE CONSEQUENCES

As a community of learners, students, faculty, and administrators are committed to creating a wholesome and appropriate learning environment. Faculty, staff, and administration will assist in holding students accountable to the dress code. The Administration has the right to determine appropriateness of any and all student dress at school and/or school functions. Please recognize this list is not exhaustive nor does it touch all the possible combinations of acceptable dress.

For the first offense, the student will receive a warning and be required to change attire before attending or returning to classes. If a change of clothes is unavailable, the student will report to the main office. Appropriate attire is available for purchase in the office of the Campus Pastor. Parents will receive a written letter of notice, email, or phone call for the first dress code infraction. If a second offense occurs, the student will receive a detention; the student will be required to change immediately. If a third offense occurs, the student will be placed on a Behavior Contract

DISCIPLINARY PROCEDURES FOR MAJOR RULE VIOLATION

Our standards of behavior are based on mutual respect and common courtesy. Disruptive and disrespectful behavior in and out of class is unacceptable. In order to deal with such behavior, the following policy will be enforced:

- Students who are disruptive inside or outside of the classroom will be given a verbal warning or reprimand.
- Students who are disrespectful or grossly disruptive may be given a lunch, after school, or Saturday School detention without prior warning.
- Students who are excessively or repeatedly disruptive and/or disrespectful will be referred to the Campus Pastor who will connect with the student’s parents. The student may be placed on probation or a personal development plan, suspended, or removed by voluntary withdrawal or expulsion.

In the case of severe misbehavior, the Campus Pastor must act to maintain a safe culture and environment for the student body. This includes removal of a student from the campus temporarily or permanently.

Students who are disrespectful or disruptive outside of class will be corrected by any faculty or staff member of VCS and will proceed through the above stated policy.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion. Any person suspected of violating this policy may be immediately removed from school until an investigation can take place. Any person who creates a legitimate fear and indicates violence is imminent will be subject to disciplinary action, up to and including expulsion from school. This would include any discussion of the existence or communication regarding a real or implied "hit list." Law enforcement officers may be called to assist in further investigation.

It is important to note that we are to protect ourselves from situations that will harm us personally and/or cause harm to others. Students will be expected to contribute positively to this community along with faculty members and parents at all times.

Severe or habitual infractions may result in suspension or expulsion. In some instances the student may be placed on probation. While on probation, a student may lose certain privileges, such as but not limited to holding office and participating in interscholastic activities. A student on probation will also be required to attend a weekly meeting with the Advisor or Academic Counselor to discuss personal progress.

This is a framework for appropriate behavior and not an exhaustive list, so discipline will not be limited to infractions of these policies. Furthermore, these policies are not geographically limited, nor are they limited to school hours, if the school believes that a student's conduct in his or her own community or elsewhere is unbecoming of a Valley Christian School student, it reserves the right to take appropriate action, including disciplinary action.

DISCIPLINE COMMITTEE

The Discipline Committee meeting is an educational process that aims to help students understand the rules, the reasons for them, and the need for consequences when rules are broken. The committee aims to uphold the high standards of Valley Christian Schools.

When a student is suspected and reported to be in violation of a major rule, the Campus Pastor may convene a discipline committee to hear the student's case. The committee consists of: Campus Pastor, who chairs the committee and presents the case; one school leader; and one to two faculty members. The Head of schools may attend discipline committee meetings as an observer. No outside person, including parents or guardians, may be present at a discipline committee meeting. Parents will be notified about the meeting.

After hearing the facts; interviewing the faculty member who reported the case, the student and any others involved, and engaging in discussion, the committee decides on a recommendation for disciplinary action. If the decision involves suspension or expulsion, the recommendation is given to the Head of School.

The Head of School, with the support of the Board of Deacons, will make the final decision on cases involving expulsions.

DISCIPLINARY RESPONSES

Letter of Reprimand

With or without the recommendation of the discipline committee, the Campus Pastor may issue a Letter of Reprimand in response to a student's minor mistake or misbehavior. A copy is placed in the student's file. A subsequent violation of the same or related rule would likely result in a hearing of the committee and an elevated disciplinary response.

Status of Warning

At the recommendation of the committee, or at the discretion of a Campus Pastor, a student may be placed on Warning for a violation of a major rule with significant mitigating circumstances or for a series of lesser infractions. A repeated violation of the same or related rules would likely result in recommendation for enrollment review.

Disciplinary Probation and Suspension

Disciplinary probation typically includes suspension as a part of the disciplinary response. At the recommendation of the committee, a student may be placed on Disciplinary Probation for the violation of a major rule or for an accumulation of minor infractions. A suspension, which can range from one to five days, will be assigned to a student if prior disciplinary action does not promote a positive behavioral change in a student, or the nature of the behavioral infraction warrants such action. A suspended student will be placed on a personal development plan.

A second suspension as determined by the committee for another major rule violation during the course of a year will result in the student and parents being required to meet with administrators. This meeting must occur in order for the student to continue classes. The administration will decide if the student should be reinstated.

Students who are suspended are responsible for all tests, assignments and work, which is due upon return to class or on the date specified by the teacher. Suspended students are not permitted on campus or at any school function during the time of suspension, and must meet with the Campus Pastor upon their return to school. A record of suspensions is placed in the student's file.

Enrollment Review

With the recommendation of the discipline committee or at the discretion of the Head of School, a student may be placed on Enrollment Review at any point in the year for a repeated and ongoing failure to meet Valley Christian Schools' expectations. The specific nature of the concerns will determine the exact composition of a Review Committee with the adults in the school that work most closely with the student. The duration of a student's time on Enrollment Review may vary.

At the end of the Enrollment Review period the Review Committee will make a recommendation for further action to the Head of School and Campus Pastor. We expect that the student placed on Enrollment Review not only change the negative behaviors and attitudes that caused concern, but also actively make positive contributions to the school community. Failure to respond to this requirement may result in a recommendation for the student's dismissal. Similarly, students who violate a major school rule while on Enrollment Review will likely be dismissed.

Behavior Report Sharing & College Notification

Valley Christian Schools reserves the right to remain discretionary on reporting expulsions, suspensions or other disciplinary actions to other educational institutions including transfer and post-secondary schools. Behavior records are not included on school transcripts. College notification requirements may apply to any student who has been placed on suspension at any time during his or her high school career. As is needed, the administrative team helps students manage the process of reporting discipline records to colleges, universities, and scholarship agencies.

Detentions

Detentions are a serious matter and should be regarded as such by parents and students alike. Detentions will be given to a student as a consequence for violations of school policy.

- Excessive tardiness – 5 tardies per quarter
- Disrespect
- Disruptive behavior
- Offensive language
- Academic dishonesty
- Repeated or flagrant dress code violations
- Defacing school property
- Other behavior that warrants issuance of a detention

Lunch detention, after school detentions, or Saturday detentions will be held on campus with a teacher or administrator. Students will be notified by the office in writing of the assigned detention date, and an email will be sent and/or a phone call will be made to the parent as well. A fee may be charged to pay for the teacher's service.

Students must arrive on time! Students are to report to the designated classroom and teacher promptly. A student who is tardy will not be admitted to the detention room. Any student who fails to show for a detention will receive an additional detention. If the same student fails to attend a subsequent detention, they will receive a one day suspension. Electronic devices are not permitted in the detention room.

A one day suspension will result when a student has already served 3 detentions and receives a 4th detention in the **same semester**.

The detention policy will run with the semester schedule. Each semester begins with a clean record. An accumulation of school detentions within a semester will result in the following actions:

Suspension

Suspension is defined as removal of a student from participating in the normal course of school activities. A student may be suspended from school for receiving multiple detentions, for multiple removals from class due to disrespect or disruption, fighting, or for other situations determined by the administration to warrant suspension. A suspension, which can range from one to five days, in-house or off campus, will be assigned to a student if prior disciplinary action does not promote a positive behavioral change in a student, or the nature of the behavioral infraction warrants such action. A suspended student will be placed on a personal development plan.

- Truancy
- Fighting/Aggressive behavior
- Sexual harassment
- Threats or acts of violence
- Offensive language
- Repeated academic dishonesty
- Repeated or flagrant dress code violations
- Vandalism
- Other behavior that warrants issuance of a suspension

A second suspension during the course of a year will result in the student and the parents being required to meet with administrators. This meeting must occur in order for the student to continue classes. The administration will decide if the student should be reinstated.

Expulsion

Expulsion from VCS represents the most extreme form of disciplinary action. It is defined as the removal of the student as an enrolled member of VCS. It is imposed in those rare instances when a student shows persistent and/or seriously inappropriate behavior that threatens the academic and/or spiritual integrity of VCS. It is also imposed on students who continually defy the rules and guidelines set forth for students.

Expulsion is an action of the Head of School and Deacon Board at the recommendation of the administration. It is our desire to never have to use this mode of discipline, but students who do not adhere to the rules and regulations will find themselves subject to this means.

The following are examples of, but are not limited to, reasons justifying expulsion: repeated plagiarism; truancy; cyber bullying; participation in any website that contains material derogatory to VCS or any of its students or employees; harassment; threats; inappropriate sexual conduct; possession of obscene material; possession, use, or sale of mind altering drugs or paraphernalia, alcohol, tobacco products, firearms, knives or other weapons.

Withdrawals and Transfers

In the event of a withdrawal or transfer, necessary forms must be completed. Parents must contact the Director of Enrollment in order to begin the process of transferring or withdrawing a student from the school. Using a prescribed form to be signed by each teacher, students must obtain withdrawal grades up to the exit date and submit the completed form to

the Registrar. All textbooks and other school property must be returned before the final date of attendance. Parents will complete an exit interview before the withdrawal is finalized.

ReAdmission

A student who has withdrawn by request of the school administration may apply for readmission after a waiting period of no less than one full academic year following the date of the expulsion or withdrawal. Evidence of satisfactory adjustment must be presented. The school administration has absolute discretion regarding all matters relating to readmission.

Surveillance Cameras

Valley Christian Center is equipped with surveillance cameras that are active 24 hours a day, 7 days a week. Valley Christian Center and schools reserves the right to employ such cameras to enforce codes of conduct as outlined in this handbook. All activities that are recorded are subject to review by administration.

A NOTE TO PARENTS

Scripture indicates that God delegates parents as the authority over their student, and this authority is transferred to the people in positions of authority in the student's life.

Valley Christian Schools serve as one of the authorities in a student's life. Therefore, we consider it a serious matter and offense should students demonstrate defiance of authority such as backtalk and other disrespectful behaviors. While many small areas are outlined in this handbook, the most important goal and aim of all discipline is to be able to have students understand what authority is and where it comes from. In so doing, Valley Christian Schools stand ready to assist parents in bringing up their students to be God fearing young adults. The school will expect and require support from parents in the discipline of their students. We will support the discipline of your home and will expect the same support from you, as parents of students at Valley Christian Schools.

We seek to prepare the hearts and minds of God's children for service in His kingdom.

The guidelines set forth in this handbook are essential for an effective partnership with families as we seek to prepare the hearts and minds of God's children for service in His kingdom. However, they will be ineffective if there is not agreement and support between the home and school. When a discipline situation arises, it can be a very emotional time for all involved. If our focus remains on developing Christlike character in our young people, these situations can be opportunities for tremendous growth. The faculty and staff of VCS are experienced professionals who love each and every student enough to discipline them and will make every effort to fairly and consistently apply the handbook guidelines. If your student receives discipline at school, we ask that:

- If you have any questions regarding the incident, prayerfully and calmly discuss it with the teacher as well as your student. Remain objective and avoid making premature conclusions.
- Refrain from discussing the matter with others – sidewalk chatter and gossip generally does not lead to peaceful resolution.
- Remember that there are multiple perspectives in any incident and students may relay incidents casting themselves in the most positive light possible. When all parties remain open to other perspectives, a realistic understanding is more likely to come to the surface.
- Recognize that the behavior we model sends a powerful message to students. Let your attitude and actions convey support for the teacher and school.

It is also important to remember that parents are partners even in discipline situations that do not involve their student. We expect that you refrain from gossip and negative chatter about discipline situations regarding any Valley Christian students. Please display the same restraint and discretion that you would want if your student were involved.

As a matter of privacy protocols, School personnel will keep discipline matters in the strictest confidence and work with you to lovingly restore the disciplined student to good standing. When you have questions regarding a situation, we ask that you direct them to the appropriate school personnel.

A. Parental Communication Guidelines

The school works not just with students, but also with families, as both share all educational objectives. We believe that much is gained from the positive interaction of adults working in the best interest of our students, and much is lost without it.

Parent/teacher communication is often the key to stopping a problem and ensuring success. We recommend that email be used only to request a call or to exchange factual information. In almost all cases, a conversation is more productive and does more to develop the desired parent/teacher relationship. Experience has shown that email exchanges containing expressions of opinion or interpretations of events can lead to misunderstandings. The reader may perceive a tone not intended by the author, or one party may respond to incomplete or incorrect information without first clarifying the facts. In both cases, the written word may create a tense situation where no friction is necessary, since both parties have the interest of the student at heart. Faculty members are expected to abide by these same guidelines and to follow up with a phone call whenever there is even the remote chance that an email message will not be clear. Our parent/teacher partnership is too important to be jeopardized by miscommunication.

B. Parental Support & Cooperation

It is our expectation that parents and students will support and cooperate with the faculty and administrative staff of our schools. Our schools are structured and administered to achieve the stated goals of the mission statement of the schools. If a student and/or parent is not in agreement with our goals, and find themselves in substantial disagreement with the administration or teaching staff, we recommend that they seek a different environment to achieve the goals that are important to them. If in our estimation, it is apparent that a parent and/ or student is in substantial disagreement with the administration of Valley Christian Schools, we will require them to remove their student(s) from our schools, and help with the transfer of the student to the school of choice as designated by the parent.

C. Policy Regarding Parental Behavior, Language, and Communications

It is our expectation that all parents, family members and guardians having students enrolled in any of the Valley Christian Schools behave, communicate and relate to others in a fashion and attitude that demonstrates personal maturity and principles of grace, love, patience, kindness, gentleness and self control – both in word and deed. We expect these behavioral qualities to be on display at all times while on Valley Christian property, but also when serving or traveling as chaperones, participants, or drivers on school sponsored trips; volunteering for any school sponsored function or activity; and during all sporting events, whether that be at-home on VCS property or during away games.

Profane, degrading, obscene, threatening or harassing language and/or behavior, should it occur, will not be tolerated on school property or during any school sponsored functions. Any physical incidents such as fighting, wrestling, grabbing, punching, assault, battery, sexual misconduct, or a credible threat thereof may be reported to the local police jurisdiction in which the behavior has taken place.

VCS Administration does not intend to impose undue restrictions on behavior as long as it is within the stated boundaries. Actual violations of this parental behavior and communication policy that have been substantiated may result in sanctions or limits on future parental involvement in school functions, the banning of a student from VCS activities or sports, removal or expulsion of the student from VCS, up to and including administrative cooperation in the legal prosecution of the offending party as justified by the alleged offense.

This policy of VCS Administration is intended to protect our students, other parents and staff that participate in school sponsored activities.

D. Parent Safe Home Agreement

Valley Christian School would like to partner with you and your student to encourage awareness regarding teen sexual activity, pornography, and the increased use of alcohol and drugs among teenagers across our nation. We strongly encourage you to discuss the following issues with your student at home.

- Teens dying or having near death experiences from alcohol poisoning and drug overdoses.
- Teens attending private parties where teen bonding takes place around illegal drinking and drug use, sometimes with parents present.
- Teens participating in house trashing and vandalism.
- Teens addicted to alcohol and other drugs.

- Teens involved in fights, accidents occasionally date rape because alcohol or other drugs cloud judgments.
- Teens fearing rejection if they challenge negative behaviors of other students.
- Teens participating in coed sleepovers.
- Teens having access to prescription drugs in the home.
- Teens viewing pornographic movies/ magazines on the Internet.

By signing the Safe Home Agreement, you are advising other school families that you are in partnership with them to create a healthy and safe home atmosphere where sexual activity and the use of alcohol, illegal drugs, or controlled substances is not socially acceptable.

- I agree to discuss the above issues concerning teens with my student.
- Unless there is a responsible adult present, I will not permit parties in my home.
- When parties are hosted in my home, I will not serve alcohol, marijuana, nicotine, or illegal drugs to teens, nor will I permit teens to use these substances at anytime.

Please take the initiative and contact the adults in the home where your child will be socializing to confirm that an adult will be present. Thank you for helping to provide safe homes for our students.

E. Grievance and Conflict Resolution

The grievance procedure at Valley Christian Schools is based on the biblical principle set forth in the following scripture:

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” (Matthew 18:15-17)

Steps for handling a complaint about a policy, procedure, or employee of Valley Christian Schools:

1. The parent and student meet privately with the Valley Christian employee immediately involved with the complaint to seek the resolution with a spirit of reconciliation.
2. If unresolved, the parent meets with that employee and an administrator to seek resolution with a spirit of reconciliation.
3. If unresolved, the administrator informs the Head of Schools and the Valley Christian Schools Committee of the issue.
4. The problem is presented to the Schools Committee who calls upon the parties involved as necessary, all in a spirit of reconciliation.
5. If unresolved, the problem is presented to the Valley Christian Deacon/School Board for resolution. The School Board may give guidance to school administrators regarding the parties involved as necessary, all in a spirit of reconciliation.

DISCLAIMER

Nothing in this Student Handbook should be misconstrued as a contract. Any contractual rights are set forth in the Parent/Student Contract. Valley Christian reserves the right to add, delete, or modify any policy in this Student Handbook at any time with the support of Schools Committee and Deacon Board.

NOTICE OF NONDISCRIMINATION POLICY

Valley Christian Schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school administered programs.