Valley Christian High School

2023-2024 Handbook

(as of 8/24/23)

(this is a living document and is subject to change)

**Table of Contents**

[OUR PURPOSE](#_d3ghq4ismz0m)

[Academic Calendar](#_1yw4jyhlm2pt)

[Academic Counseling](#_x9frf7p7dubc)

[Academics](#_c3s58gmegwrv)

[Academic Contract](#_4sqvf4siqdxa)

[Academic Honesty/Personal Integrity](#_s3toofwut8lm)

[Cheating](#_nm4e8j402ltx)

[Plagiarism](#_c48ba793h0t6)

[Academics and Extracurricular Activities](#_v6mrz3i0g7y0)

[Advanced Placement (AP) Program](#_39h7fkj8oes8)

[Advisory Period](#_nenoso3zmzoa)

[Associated Student Body (aka ASB)](#_mjrvo26ibvnw)

[Assemblies](#_579u5fky189p)

[Athletics](#_fb3mrvs0x3ep)

[Attendance Policy](#_fdid53odd06j)

[Step-by-Step Absence Reporting Procedure: Full Day, Late Arrival, Early Dismissal:](#_kyqbvu1o36ug)

[Late Arrival to School](#_28pnvtl65r4d)

[Early Dismissal](#_esai1pa9tpck)

[Excused Absences](#_l8pe8lpbr3hg)

[Unexcused Absences](#_bf05bt6xcddm)

[Health-Care Provider Appointments](#_n04u262yq6cf)

[Family Vacations/Planned Absence Form](#_z0t5mb6i76l4)

[Tardiness](#_tk0o8nhnxa5p)

[Attendance for Extra Curricular Activities, Performing Arts, and Sports Participation](#_b0dajo7trxnq)

[Homework And Test Makeup Policy](#_5exymw6eo2gl)

[Solutions](#_x3gx7dogel1h)

[Back-to-School Night](#_bq5ntmzh740b)

[Bathroom Privileges](#_38vopnx47nxy)

[Bell Schedule](#_dyoy60adugp5)

[Before and After School Supervision](#_mfu9dpl1ud6n)

[Books](#_8secukqp8ez)

[Bullying](#_7xjh5h1mmszj)

[Calendar of School Events](#_dvko2mk6izs5)

[Cell Phones](#_za81mqs5uf00)

[Choicelunch](#_1vjn3ycaigy6)

[Clean Campus](#_iruhkfk5tyeu)

[Closed Campus](#_8rqqx2xufz31)

[Current Students](#_y95dp0lmtksw)

[Visitors on Campus](#_u9dup62jzi4u)

[Clubs and Organizations](#_uhx7yvg211or)

[College and Career Advising](#_14rezmjw27qe)

[Courses, Placement, Drop/Add](#_r0jvdsvfeehv)

[DROPPING AND ADDING COURSES](#_umrhwxod4c3m)

[Concurrent Enrollment](#_30d28u1gkuhc)

[Counseling (Student/Family)](#_b7de0rrzcj8s)

[Dances](#_hdj6hhw5gazu)

[Detention](#_fcf39fwbaey1)

[Disciplinary Procedures For Infractions](#_t10iqut5qzyh)

[Disciplinary Responses](#_tcsfi2q73kki)

[Disciplinary Probation and Suspension](#_xnkflsg6yic6)

[Expulsion](#_542gh212cv7u)

[Behavior Report Sharing & College Notification](#_d6mo4txlqy4x)

[Suspension and Expulsion](#_6783kt9hfyek)

[Discrimination](#_bvgqqwsrxaxs)

[Dress Code](#_pj02u8p0clx8)

[Driving And Parking On Campus](#_31gwihketyst)

[Drop Off/Pick Up](#_h2ace45skftu)

[Early Release](#_e8n1v0vg6o5e)

[Educational Records (FERPA)](#_hjfg6rssr661)

[Emergency Procedures = Earthquake, Fire, Lockdown, Shelter in Place](#_bgtq7akohf4j)

[Email](#_yc6g6m9efghf)

[Emergency Forms](#_obi86wfe97fq)

[Exams](#_omdopv8fjrpb)

[Extracurricular Activities](#_h3qlju71hdnj)

[Expulsion](#_d96rskggm7xn)

[Extra Academic Support](#_fxuktzihmq7)

[Field Experiences (Trips)](#_fkq8dv5cws7o)

[Fighting](#_e8a11p6ss9na)

[Flex Time](#_p9cmubcwnexq)

[Fundraising](#_2bjan9x40p7j)

[Grades](#_w5d7rp37d0q3)

[Graduation Requirements](#_75hz2oadjacx)

[Grievance and Conflict Resolution](#_ywplfg25soft)

[Half Days](#_csnwqh49em2f)

[Health](#_j8n0y2un7hk1)

[Homework](#_4grdxtquh9ut)

[Makeup Work](#_5r0bs3101m3c)

[Intramurals](#_wfe4yk42ryi)

[iPads/Computers/Digital Citizenship](#_27tnzqclaqay)

[Lockers and Locks](#_1758rym6l5sy)

[Lost and Found](#_iznvumn3q1kr)

[Lunch](#_m7r5a2smn7f2)

[Main School Office](#_pokcvaamqvne)

[Medication](#_8a3ji9h94a3j)

[Naviance](#_6tafd8p7yb4r)

[Notice Of Nondiscrimination Policy](#_axkyrgnvvo33)

[Parent/Guardian Behavior](#_epqa4dsipsib)

[Parent/Guardian Safe Home Agreement](#_i31487t68scy)

[Parent/Teacher/Student Conferences](#_5elnqs2h5z5h)

[Parent-Teacher Communication](#_hnma0459kjx7)

[Pastoral Care/Life Coaching](#_la02mekcupci)

[Performing Arts](#_dlvk8isj0q51)

[Physical Education](#_voxdw5hmflr2)

[PTF (Parent/Teacher Fellowship)](#_hulibjpk35od)

[Release of Information](#_713akc81rpri)

[Request for Official Documents](#_odybigxnibbb)

[School Hours](#_6joyzzj2o43v)

[Staying After School](#_a5ggshr15141)

[Spiritual Formation](#_u2ksegggmrpt)

[Chapel](#_blhgbuouz0do)

[Biblical Studies](#_9eihsx8bw0ot)

[Service Learning](#_g3ldmiyu5bbl)

[Community Service Honor For Excellence Recognition](#_khobo5ac72ue)

[Standardized Testing](#_t4antild8m4p)

[Student Visitors](#_ywx5h4u9am18)

[Surveillance Cameras](#_a85viu14w2l4)

[Suspension and Expulsion](#_huo938eze5b)

[Technology Agreement](#_gjyflu8ty83j)

[Testing](#_v5kcuhizuooh)

[Tobacco-Free School](#_e284th66hrjo)

[Vacation Days](#_eauokhs3kbh6)

[Valley Christian Schools Online](#_gthtsayz9nwl)

[Volunteers](#_78hukaklk4rr)

[Volunteer Driver’s Requirements](#_87r7bdiw176)

[Withdrawals and Transfers](#_9kdo1yqp1tws)

# OUR PURPOSE

Dear Valley Christian Parents,

We aim to develop young leaders by disciplining young hearts and minds. This handbook equips families with the information necessary to navigate situations that may 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. 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.*

**OUR STATEMENT OF FAITH**

Valley Christian Schools is interdenominational in attitude and emphasis. We exist as a ministry under Brave 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 personal faith in the Lord Jesus Christ.

**PORTRAIT OF A GRADUATE**

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

The following handbook is an expectation guide for “all things high school.” While rules exist for the safety and security of everyone in our school, it is our hope one would read this handbook more as a “guide to life” at Valley Christian High School. A healthy, positive, and life-bringing culture is of the utmost importance; staff, students, and parents alike are expected to speak and act in accordance. In these pages is a list from A-Z of anything you might need regarding school policies, procedures, and expectations.

**A**

# Academic Calendar

Valley Christian School starts mid-August through the end of May. Please see the VCS Academic Calendar in the parent section of the VCS website for more specific information regarding quarters and breaks. <https://valleychristianschools.org/vcs-parents/>

# Academic Counseling

Counselors meet with students throughout the school year during personal appointments and also in scheduled class periods to provide individual and group guidance. 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. Please contact [counseling@valleychristianschools.org](mailto:counseling@valleychristianschools.org) for your academic counseling needs.

# Academics

Valley Christian High School is part of a private co-educational 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).

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.

# Academic Contract

Personal Academic Contracts 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 Contract,” which will last for a minimum of one quarter. Depending on the student's 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 coaching and assessment of student progress by a teacher, academic advisor, or an administrator. Once a student is back on track, the contract will cease.

The Performing Arts and Athletic Directors, along with the appropriate coaches, will be notified of students on a plan. In some circumstances, students will be ineligible to participate in any school ­sanctioned extracurricular activities.

# Academic Honesty/Personal Integrity

The educational program at Valley Christian is founded on respect for intellectual property and a commitment to personal integrity. All work submitted by students should be the product of their own efforts and reflect their own abilities. Unfortunately, cheating is common among middle school students. Some factors contributing to cheating can include pressure for high grades, not having enough time to finish all the required homework due to a busy schedule or lack of time management, and/or poor study skills. None of these reasons makes cheating acceptable. In any of its forms, for whatever reason, cheating denies the value of education. Our teachers put the importance of learning above the importance of grades and convince students that their best efforts are all that anyone should expect. A parent or tutor should encourage and help equip a student to do his/her own academic work.

**To avoid inadvertent dishonesty, the following list, which is not intended to be all-inclusive, describes a variety of methods as cheating:**

* Using AI to generate a paper or answer questions
* Letting someone else see one’s own or another’s paper during an examination, test or quiz
* Looking at someone else’s paper during an examination, test, or quiz
* Using any kind of “cheat” notes
* Talking with another student during an examination, test, or quiz
* Copying work assigned to be done independently or allowing someone else to copy one’s own or another’s work, including computer-generated information and programs
* Forging a signature
* Using a cell phone or electronic device to capture or share information
* Copying or closely paraphrasing sentences, phrases, or passages from an uncited source while writing a paper or doing research
* Giving test information to other students in other periods of the same teacher/same course
* Submitting individual projects not wholly one’s own
* Fabricating or altering laboratory data
* Not doing a student’s share of a group project

Please note, individual teachers hold different expectations with regard to homework (i.e., some teachers encourage students to work together while other teachers may expect an assignment to be completed independently at home). The individual teacher will clarify to the student his/her expectations regarding assignments.

**Consequences for Academic Dishonesty are determined on a case-by-case basis and may include, but are not limited to, the following:**

* May receive a zero on the assignment or assessment.
* May be required to redo the assignments
* May be asked to redo previously graded work while in the presence of the teacher and be reassessed.
* Conference with parents and teacher, counselor, and/or administrator
* Referral to Academic Advisor or other school support personnel

**First Incident**

* Student may receive a “F/Zero” for the assignment, test, or project, which may affect overall grade
* Teacher notifies the student, parent, and middle school administrator.
* Academic dishonesty incident is logged into Veracross as a first offense

**Repeated Incidents**

* Students will receive a “F/Zero” for the assignment, test, or project, which will affect his/her overall grade.
* Teacher notifies the student, parent, academic advisor, and high school administrator.
* Academic dishonesty incident is logged into Veracross as a repeated offense
* Meeting is held with the student, parent, and administrator.
* Consequences can include but are not limited to, detention, suspension, and loss of extracurricular activities.

## 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.

## Academics and Extracurricular Activities

Valley Christian High School’s academic honesty and personal integrity policy is not limited to the classroom. The expectation is that all students model ethical behavior in all school-related events. If a student fails to act ethically during extracurricular activities, consequences will occur at the discretion of the administration.

# 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 and may earn college credit based on AP test scores. Individual institutions and universities do reserve the right to limit or exclude college level credits from AP courses.

See the “VCS Advanced Placement Student Contract” and the Academic Counseling Office for more details.

# Advisory Period

The Valley Christian High School Advisory period provides students with the opportunity to connect with each other and one of their teachers in a safe, nurturing, non-academic setting. Each student is a member of a high school level advisory class that meets weekly. Advisory is designed to give students a “home base” and an opportunity to make informal adult-student connections. Students attend student assemblies, check in with teachers on grades/assignments, and engage in special advisory programs.

# Associated Student Body (aka ASB)

The High School student body maintains an active student council, referred to as the Associated Student Body (ASB). ASB positions are selected by an application and interview process. The purpose of ASB is to work alongside the high school faculty, staff, parents, and administrators to promote a positive school culture. ASB members are responsible for developing, promoting, and administering student affairs, serving to improve student participation in school activities and community outreach. ASB holds regular weekly meetings to govern activities under the scope of its constitution.

# Assemblies

Two times a month, high school students gather together to receive the latest announcements and information regarding upcoming high school events.

# Athletics

Valley Christian High School is part of the BAC conference in conjunction with North Coast Section, which are all a part of California Interscholastic Federation (CIF). Our programs support 3 seasons (Fall, Winter and Spring) all at a Varsity level; with exception to Basketball currently having Varsity and JV. Each student athlete is required to fully participate in all activities within that sport of choice prior to the season in training(s), during the season, and closing out the season effectively. Each season collectively has a running time of 12 weeks of preseason and seasonal competition; with the expectation of playoff competition for NCS (North Coast Section) lasting approximately one - two weeks, and concluding with CIF playoffs and championships for another one - two weeks. Each student athlete will receive two uniforms and be required to return those uniforms in the proper condition. Even though Athletics understands that issues with uniforms will occur; if outside of competition a uniform is damaged or not returned in a timely manner, a replacement fee will be assessed for that entire uniform. Price for Varsity uniforms per set range between $300 - 500 (outfitting per athlete uniform set), and will be required if damaged or not returned outside of the norm of seasonal competition.

**It is the expectation that any student playing for Valley Christian High School will attend all practices and games.** Practices are held Monday - Friday; with varying times depending on the day and schedule, as it pertains to that sport. No team will practice or compete past 9pm; unless it pertains to special events, tournaments or a weekend game(s). For example, Men’s soccer may start practice / games at 3:30pm due to our facility not having evening lights, and Women’s Volleyball may actually start sooner because of the season not having any other sports in the gym. Please be mindful of the schedules and plan accordingly per your son’s or daughter's sport of choice.

If a player is injured, they will still be required to attend practice; as they will receive treatment and recovery, during those times. Players with severe injuries, will be at the direction of their orthopedic physician; or if your family does not have one, our athletics department has recommendations to accommodate. If your son or daughter decides to participate in athletics, then the expectation is to be fully committed to their season of choice. Any athletes that decide to participate in “club” or “travel teams” along with participating in Valley Christian Athletics (in season), must remain committed to Valley Christian Athletics as the primary or forfeit one or the other. Once committed to our athletic program while in season, the expectation is to remain committed through the season. Given an opportunity for all players to play in athletics; however, we are also competitive. Equal playing time will not be offered. Athletes must understand that hard work and dedication are necessary to improve skills and increased playing time. Failure to follow these rules will result in release for their teams; and or termination from Valley Christian High School Athletics for the remainder of the year.

An annual sports physical (found on the school website) must be on file in order for students to participate in any sport. An annual sports contract will also be available online and must be turned in along with the physical. All parents with student athletes will fill out the Parent Driver form in the event we have emergencies that require additional support on game days. Head Coaches and Team Parents will require volunteers; and if a parent fills out a form, that doesn't necessarily mean they will drive. We have had parents volunteer in the past and we find a wonderful balance led by our Team Parents in ensuring we have enough drivers.

Additionally, students playing sports will be eligible by maintaining a 2.0 GPA and not failing any classes. It is a privilege to participate in athletics; and as we progress forward, education is always paramount. Maintaining a 2.0 GPA ensures that athletes understand the value in education, and respect the integrity of why they have the desire to become student athletes. If a student falls below a 2.0 GPA, they will be on a two week suspension from competition for that season, and have a chance to make up their assignments. Once that GPA is met, at that point, the student may return to the team. If the student fails to meet that requirement during the season and desires to participate in another sport later in the year; they must then meet that requirement prior to the start of that season. If for a second time they drop below the GPA, then that student is then suspended for the remainder of the season/year if it falls under the Spring season. If, at any point in the season, a player has an “F” in a class, they will be ineligible to participate until the grade and the GPA have improved.

# Attendance Policy

Valley Christian places a strong emphasis on class attendance. We recognize that success in school is directly tied to class attendance. Frequent absences or tardies lead to missed learning opportunities which in turn hinders students from achieving their potential.

## Step-by-Step Absence Reporting Procedure: Full Day, Late Arrival, Early Dismissal:

Parents/guardians are to contact the school on the attendance line at (925) 560-6261 or by emailing [attendance@valleychristianschools.org](mailto:attendance@valleychristianschools.org), by 8:30 AM.

Please include:

* The student’s full name and grade level.
* Reason for absence, late arrival, or early dismissal.
* Time of return, if your student will be returning to school later that same day

## Late Arrival to School

Students who arrive late shall check in at the front office for a pass to class. Attendance will be indicated as “tardy”. A tardy may be excused or unexcused at the discretion of the Administration. *See “Tardiness” below.*

## Early Dismissal

Students who need to leave school during the day must have a parent or guardian call or email the attendance line before the time the student needs to leave campus. A pass will be issued and ready for the student to pick up in the office before leaving campus. Passes can only be picked up in the office during the passing period and lunch.

In the event of an unplanned early dismissal, a parent or guardian must sign the student out in the school office.

## Excused Absences

Excused absences fall into one of two categories:

1. Health: Absences due to illness, medical appointment, or quarantine.
2. Warranted: These include, but are not limited to, the following:
   1. Court appearance
   2. Bereavement
   3. Funeral service

## Unexcused Absences

An unexcused absence may result in zeros for all assignments for each class missed, including tests. Continuous unexcused absences may result in disciplinary action by the administration. Unexcused absences include but are not limited to

* Tardiness
* Over-Sleeping
* Staying at home due to a late-night
* Family vacations

## Health-Care Provider Appointments

Parents are asked to make appointments for their students outside the school day whenever possible. If you must arrive late due to an appointment or pick up your child early for an appointment, a doctor’s note or medical office appointment confirmation must be submitted to the office to clear the attendance record.

## Family Vacations/Planned Absence Form

We realize families sometimes need to travel for various reasons during the school year. However, family vacations are not considered excused absences, unless they are for bereavement. Valley Christian Schools believes that classroom instruction and the interactive nature of the classroom experience are irreplaceable. While unexcused, students may be given the opportunity to make up missed work as long as the make-up work is turned in on the first day back to school. Students are to check Veracross throughout their vacation for homework assignments. Tests must be made up within 5 school days.

When a student plans to be absent from school for 2 or more days, students and parents shall complete the Planned Absence form. This form serves as a request for a prolonged planned absence. The following guidelines will be adhered to:

1. The student will pick up a Planned Absence form from the MS/HS office two weeks prior.
2. Fill out the top portion of the form and take it to teachers for required signatures
3. Submit the completed form to the MS/HS office one week prior to the absence for approval.
4. A signature is required by the School Principal.

*Again, all homework assignments are due the first day upon return to school. Tests must be made up within 5 school days.*

## Tardiness

Being punctual is an important personal habit to develop, promoting school and life-long success. It is our expectation that students will arrive at class on time so as not to disrupt the flow of class.

If students are tardy at the beginning of the school day, they shall report to the office for a tardy slip. Accumulation of unexcused tardies within a quarter marking period will result in the following:

| **Number of Tardies** | **Consequences** |
| --- | --- |
| 1-4 | Grace, no consequences |
| 5 | Lunch Detention |
| 6-7 | After-School Detention |
| 8+ | Attendance Contract |

**Attendance Notes**

* After eight (8) absences in a semester a student may be placed on attendance probation and will meet with the School Principal to sign a contract outlining adherence to the attendance policy.
* 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 the Veracross portal.

## Attendance for Extra Curricular Activities, Performing Arts, and Sports Participation

Students may not participate in after-school activities such as sports practices, games, performing arts, or other school-related events on a day they are absent from school, including leaving school early for illness. The administration may grant exceptions on a case-by-case basis.

## Homework And Test Makeup Policy

Students absent on the day work is due must follow classroom guidelines to make it up. Students have as many school days as their excused absence(s) to make up missed work for full credit. Acceptance of student work past the deadline and its subsequent point value are at the discretion of the teacher, see course syllabus.

Students are reminded they are responsible for schoolwork missed. Teacher/Student communication is key to scheduling makeup work due to an absence.

## Solutions

Solutions is a service provided to students that allows the make-up of tests and quizzes outside of class time due to absence on the day of a quiz/test. Solutions will be in the morning from 7:20 am-8:10 am each day of the week in SRC-101.

**B**

# Back-to-School Night

Back-to-School night is an opportunity for parents and teachers to connect in the first two weeks of school.

# Bathroom Privileges

Bathrooms are open before and after school, during breaks, and during lunch. Only in an emergency should students leave during a class period. Students must receive permission, sign out, and get a pass from the teacher in order to use the bathroom during this time. If a student is using the bathroom during class time, the teacher or administration may call home to ask about health concerns. If there is a health issue, a doctor’s note will be requested.

# Bell Schedule

The bell schedule may be downloaded on the parent section of the Valley Christian Schools website at [valleychristianschools.org/vcs-parents/](https://valleychristianschools.org/vcs-parents/) under Downloads and Links.

Alternate bell schedules for short weeks, holiday weeks, midterm/finals weeks will be posted in the Life on the Hill newsletter.

# Before and After School Supervision

Valley Christian Schools allows for drop off for school beginning at 7:45 AM. All students, unless accompanied by an adult, must be off campus by 4:00 PM unless involved in extracurricular activities. This is a safety issue.

# Books

English reading books purchased at Back-to-School check-in are the property of students. Textbooks given to students are the property of VCS. Students are expected to maintain books in good condition and return the exact textbook given to them. If textbooks are lost, stolen, or damaged, students will be assessed a fine.

# Bullying

Bullying is defined as “any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils.” Bullying behavior can be verbal, nonverbal, physical, emotional, and or cyber. When a bullying complaint is received, the administration will dutifully investigate the claims which may or may not include help from the Dublin Police Department. Consequences for bullying may include coaching, detention, suspension, and/or expulsion.

**C**

# Calendar of School Events

Please view the events calendar on the school website: <https://valleychristianschools.org/>

# Cell Phones

VCMS students are permitted to have phones during school hours; however, cell phones will be collected as they enter each class period.. Cell phones cannot be used for any reason during class hours without permission from a teacher or administration. Cell phones are not a replacement for an iPad or a computer. Failure to comply will result in students losing cell phone privileges while on campus.

# Choicelunch

VCS offers customized and catered lunch for students through [Choicelunch](http://choicelunch.com). Choose an entree, snacks, drinks, and fruits/veggies to order a customized school lunch.

# Clean Campus

We have been blessed with an amazing campus. Students are responsible for picking up after themselves and are encouraged to “leave the world a better place” by picking up trash when they see it around campus.

# Closed Campus

Valley Christian Schools has a closed campus. Students may not leave campus without checking out at the front office, unless an Early Dismissal pass has been issued.

## Current Students

Students who need to leave school during the day must have a parent or guardian call the attendance line at 925.560.6261 before the time the student needs to leave campus. A pass will be issued and ready for the student to pick up in the office before leaving campus. Passes can only be picked up in the office during the passing period and lunch. Classrooms will not be interrupted to notify a student of an early dismissal.

If a student becomes ill during the day, parents must come to the office to sign them out.

If a student leaves campus prior to parental permission or without checking out through the front office, they will receive a detention. The parking lot is “off campus” during school hours.

## Visitors on Campus

During school hours, all visitors to the Valley Christian High School campus must sign in at the main office located in the High School building. All 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.

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.

# Clubs and Organizations

Any club or organization’s mission statement, constitution, by­laws, rules of procedure, nomination and election procedures must be submitted for administrative approval to the Principal. 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.

# 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.

*(also see Naviance)*

# Courses, Placement, Drop/Add

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. 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.

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. *See Advanced Placement (AP) Program.*

## DROPPING AND ADDING COURSES

Student schedules will be distributed at Back to School Check In in August. The drop/add period occurs the first two weeks of each semester. Schedule change request forms are available in the HS Office and outside the Academic Advising office during drop/add periods. Students choosing to drop an AP course will forfeit their AP fees as these are non-refundable.

# Concurrent Enrollment

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.

**William Jessup University Dual Credit Partnership**

William Jessup University offers high school students the opportunity to receive college credit through an innovative Dual Credit program. This program provides earned college credits for approved courses while on high school campuses. Students are able to take classes at $70/unit.

The University approved curriculum is taught by Valley Christian High School teachers. Students enrolled in dual credit receive both high school and college credit for the course. Many colleges and universities accept dual credit based on achieving an academic grade of C or better.

| **High School Course** | **Jessup Course Equivalency** | **Course Number** | **Credit Hours** |
| --- | --- | --- | --- |
| AP Calculus AB | Calculus I | MATH 140 | 4 |
| AP Chemistry | General Chemistry I and II | CHEM 110-111/L (FA-SP) | 8 |
| AP US Government and Politics | American Government | PPOL 111 | 3 |
| AP Physics C: Mechanics | Physics I | PHYS 102/102L | 4 |

**Note about dual credit course transferability:** William Jessup University dual credits transfer to most colleges and universities across the nation. Because every institution varies on how they accept or do not accept dual credits, it is the responsibility of the student to contact universities prior to registering for William Jessup University Dual Credit courses so they gain an understanding of how credits may or may not transfer. There are colleges that do not permit students to earn dual credit for college courses taken while in high school, meaning the student will not be awarded college credit for the course and will need to retake the course in college. Students will need to submit an official transcript from William Jessup University when applying to colleges.

# Counseling (Student/Family)

*(See Pastoral Care/Life Coaching)*

**D**

# Dances

High School students have an opportunity to gather for several dances throughout the school year including Spirit Week, Homecoming, Prom, etc. Dances are organized by the Associated Student Body. Students may apply to bring a high school visitor and must be approved by the principals of both schools. High School administration may offer a limited number of Guest Pass applications for particular dances or events.

# Detention

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. Students may be assigned detention before, during, or after school. 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. Electronic devices are not permitted in the detention room.

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

● Excessive tardiness

● Disrespect

● Disruptive behavior

● Offensive language

● Academic dishonesty

● Repeated or flagrant dress code violations

● Defacing school property

● Other behavior that warrants issuance of a detention

# Disciplinary Procedures For Infractions

It is our expectation that disciplinary infractions will be few and far between. If a situation does arise, please remember the following points:

* 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.

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.

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.

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 a suspension the recommendation will come from the Principal. The Chief School Administrator will make the final decision on cases involving expulsions.

# Disciplinary Responses

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 lunch, or after school detention without prior warning.

● Students who are excessively or repeatedly disruptive and/or disrespectful will be referred to the Principal 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.

## Disciplinary Probation and Suspension

Disciplinary probation may include suspension as a part of the disciplinary response. At the recommendation of the committee, a student may be placed on a behavior contract for an accumulation of infractions. An in-school suspension, which can range from one to three 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. Parents, the student and administration must meet before a student is reinstated.

The Principal may issue a Letter of Reprimand in response to a student’s major violation. 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.

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. A record of suspensions is placed in the student’s file.

## 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.

Expulsion is an action of the Chief School Administrator and the School Board. It is our desire to never have to use this mode of discipline. 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.

## 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.

# Suspension and Expulsion

A suspension or expulsion is never the first choice of action except in extreme safety situations. In serious cases or ongoing behavior, a discipline committee will be established. 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. After hearing the facts, interviewing faculty, staff, students, and any others involved, the committee decides on a recommendation for discipline.

An in-school suspension, which can range from one to three 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. Parents, the student, and the administration must meet before a student is 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. A record of suspensions is placed in the student’s file.

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, safety, and/or spiritual integrity of VCS. It is also imposed on students who continually defy the rules and guidelines set forth.

Expulsion is an action of the Chief School Administrator and the School Board. It is our desire never to have to use this mode of discipline. The following are examples of, but 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 of, or sale of mind ­altering drugs or paraphernalia, alcohol, tobacco products, firearms, knives or other weapons.

School 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.

# Discrimination

Valley Christian Schools will not tolerate discrimination, including harassment, intimidation, bullying, or any other behavior that infringes on the safety or well-being of students or staff. Students who choose to engage in discrimination shall be subject to discipline from the administration.

# Dress Code

Valley Christian students are expected to dress for the occasion of learning. All clothing and personal appearance should be neat, clean, and appropriate to a positive educational environment. *The following dress code has been APPROVED by the School Board on August 24, 2022.*

**Expectations:**

* Clothing should not contain excessively large holes, rips, or frayed edges.
* Undergarments are not to be visible at any time.
* Athleisure is permitted. This includes athletic shorts, leggings, jeggings, and sweats.
* No sleepwear is permitted.
* Clothing, jewelry, and personal items 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.
* Body piercing(s) or tattoo(s) must be discreet or not visible.
* No hoods or hats that cover the ears in the classroom, assembly, or chapel. Fashion statement hats (berets, baseball caps, etc.) may be worn in the classroom as long as they are not distracting.
* Chapel/Assembly is a “hat-free” zone.
* No exposure of the midriff, buttocks, cleavage, or the entire back.
* Shorts, skirts, and dresses shall be long enough to cover the buttocks and pelvis while standing, sitting, and bending over. The administration has the right to ask students to change if clothing is deemed inappropriate.
* Appropriate footwear must be worn.

Students choosing to violate the dress code at any point in the school year will be asked to change immediately. If students do not have attire to change into or put on, PE uniforms or extra shirts/shorts in the MS/HS office will be worn. Parents will not be called to bring new clothes. Repeated choice of inappropriate clothing may result in detentions or loss of extracurricular activities.

# 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.

* 1. Student parking is available for school days and events only. Cars are not to be left overnight. 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.
  2. Students are to obey all posted speed limits, traffic signs and the directions of school personnel at all times while approaching, entering, driving on or leaving the campus. Students must identify themselves when asked.
  3. Students may not text or use cell phones while driving.
  4. Students are to park in the student parking lots only and are to occupy one parking space only. Level one (closest to WAPAC) is reserved for members of the Senior Class.
  5. The school office must be contacted by a parent or guardian prior to a driving student being allowed to leave campus early for the school day or arriving late due to an appointment. Students must sign in/out at the front office.
  6. Students may not leave campus during break or lunch times for personal purposes such as obtaining food, running errands, etc.
  7. Student drivers may not drive themselves to school sanctioned events.

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. Loss of driving and parking privileges on campus for 5 days.
3. Loss of driving and parking privileges on campus for 30 school days or to the end of the semester, whichever is longer.

# Drop Off/Pick Up

In the morning, students are to be dropped off in the high school car loop in front of the Science and Research Center. Afternoon pick-up is in the same loop. Please remain in your vehicle at all times. Please do not use the elementary drop-off lane.

**E**

# Early Release

Every Thursday is “Early Release” day, and students are out at 2:15 PM. Students must be off campus by 3:00 PM unless with an adult or they are involved in an extracurricular activity.

# Educational Records (FERPA)

**THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

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 can request that a school correct records they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student 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:

● 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. This notification in the Student Handbook serves as the notification for Valley Christian Schools’ parents.***

# Emergency Procedures = Earthquake, Fire, Lockdown, Shelter in Place

The Safety Committee includes 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
* Evacuation
* Earthquake
* Shelter in Place
* Lockdown

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

● 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.

In the event of a real emergency, emergency sign-out procedures will be followed. Students will only be released to parents/guardians or those listed on the Emergency Contact list in Veracross, siblings may not pick up students if they are a minor. If buildings must be evacuated, the school will congregate on the softball field, and parents/guardians will report to the Student Release Station.

# Email

Email is the preferred method of communication for Valley Christian Schools. To contact a staff member via email, the address is [firstinitiallastname@valleychristianschools.org](mailto:firstinitiallastname@valleychristianschools.org). All teacher contact information is also available on the Veracross portal.

# Emergency Forms

At the beginning of each school year parents/guardians update their Veracross portal with the important emergency contact information. It is essential that the emergency information be complete and up to date. Please notify staff immediately if any of this information changes during the school year as it is important for the safety and security of all our students.

# Exams

Midterms and Finals are given for all high school courses except PE. Midterms and Finals may include traditional paper tests, essays, projects and/or presentations.

Students are expected to attend all end of semester and end of year exams. Exam schedules are published 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 through the planned absence form 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 Administration before the exam. Contact the High School Office for the Request for Alternate Midterm or Final Exam Form or download in the [parent section](https://valleychristianschools.org/vcs-parents/) of our website.

# Extracurricular Activities

VCMS offers extracurricular activities in athletics, performing arts, as well as clubs and after school classes. Regardless of the activity, students participating are expected to conduct themselves in a respectful manner in class and community, and maintain the stated GPA requirement.

# Expulsion

*(see Disciplinary Procedures for Infractions)*

# Extra Academic Support

Extra help is available for students with teachers after school until 4:00 PM with an appointment. Additional support is available during some flex periods throughout the school year.

**F**

# Field Experiences (Trips)

Different field experiences may be planned throughout the school year to aid in learning. Permission slips and trip information will be provided well in advance. Parents volunteering to transport students will need to ensure their insurance is up to date in the MS/HS Office *(see Volunteer Driver’s Requirements)*.

Students may not drive themselves or others on the field trip. Students attending a field trip will be expected to communicate ahead of time to other teachers and complete all work done in the classes they have missed.

# Fighting

Attempting to deal with an issue through physical violence is unacceptable. Any student involved in a fight will be held responsible; this includes students who incite, encourage, or set up fights among other students. Consequences may include detention, loss of extracurricular activity, suspension, or expulsion.

# Flex Time

Each week students will have a period called, “Flex Time.” In high school, this period is used for leadership, class meetings, assemblies and clubs.

# Fundraising

Any class looking to fundraise must first get approval from the administration.

**G**

# Grades

All teachers post grades on the web­-based learning management system, Veracross. Each student and parent is issued a password enabling access to grades. Students and parents are encouraged to regularly review progress on Veracross. Grades are posted on Veracross within 10 business days after each quarter/semester.

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 4­ point scale:

**A = 4; B = 3; C = 2; D = 1; F = 0**

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.

# 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:

| 2 years | Bible (must be taken on campus unless pre approved by administration) |
| --- | --- |
| 4 years | English (must be taken on campus unless pre approved by administration) |
| 3 years | Social Studies |
| 3 years | Mathematics (courses taken in high school; must include Algebra II) |
| 2 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) |
| 4 years | Electives |
| Total | 250 credit units |

# 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 a resolution with a spirit of reconciliation.
2. If unresolved, the parent meets with that employee and an administrator to seek a resolution with a spirit of reconciliation.
3. If unresolved, the administrator informs the Chief School Administrator.

**H**

# Half Days

Valley Christian Schools will have half-days at the end of the first and third quarters of each school year. School hours for half days are 8:15 AM-12:15 PM, lunch will not be served.

During midterm and final exam weeks, students will have three half days. The exam week schedule school hours are 8:30 AM-12:00 noon; lunch will not be served.

Students will need to be off campus by 1:00 PM on all half days unless with an adult or they are involved in an extracurricular activity.

# Health

If a student is feeling unwell, he or she should go to the MS/HS front office to tell the office staff. Students are allowed to rest in the sick room or in some cases call a parent/guardian to be picked up. If a student has a fever, a 24-hour fever-free timeline (without the use of medication) will be adhered to before the student is allowed back to school.

# Homework

Student homework will be posted on Veracross daily for students and parents to review. Homework should have a positive impact on student learning and is defined as the assigned learning activities that students work on outside of the classroom. The purpose of homework is to provide students an opportunity to practice, reinforce and apply previously taught skills and acquired knowledge and prepare for future lessons, and is directly tied to classroom instruction. Assignments have a clear purpose and are designed for completion within a reasonable time frame. Completing homework is the responsibility of the student. Parents can play a supportive role by monitoring, encouraging students’ efforts, and providing a conducive learning environment.

## Makeup Work

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence.

Students have as many school days as their excused absence(s) to make up missed work for full credit.

Students who miss school work because of unexcused absences may result in zeros for all assignments for each class missed, including tests. All tests must be made up within two school days upon return.

**I**

# Intramurals

Intramurals may be held during Flex Time for all high school students once or twice a week. Communication on sports and game schedules will be posted on the monthly Flex schedule.

# iPads/Computers/Digital Citizenship

(See *Technology Agreement*)

**L**

# Lockers and Locks

High School students may use a locker of their choice for the school year and provide their own lock. Lockers are located on the second floor of the high school building. Students are expected to remove their personal items at the end of the school year and maintain cleanliness of the locker.

**Locker Guidelines:**

* The school is not responsible for lost or stolen items
* The staff reserves the right to search lockers at any time
* Students should keep only necessary items in their lockers
* Lockers must be in the same condition as they were at the beginning of the school year. Decorative materials that may be easily removed and are consistent with the school’s philosophy are allowed on the inside only. Please no stickers or writing on the inside or outside of the locker
* Students may not be at lockers while classes are in session without teacher permission
* If there are any problems with lockers, students should contact the MS/HS Office.

# Lost and Found

If a student loses something, please check the lost and found bin located inside the Gym or in the HS front office. Items of value will be in the HS Office. Articles lost in PE can be found in the PE lost and found located in the gym. Lost and found articles are donated to a second-hand shop at the end of each quarter.

# Lunch

Students can bring their own lunch from home or order Choicelunch from choicelunch.com. Choicelunch is served daily from the Snack Shack located outside the West gym doors.

In order to maintain a clean and safe environment, students are to eat in the designated lunch outdoor areas inside the Student Center, the Student Center Patio, or in a space supervised by a faculty member. Students are responsible for keeping eating areas clean and orderly.

Meal delivery services (DoorDash, GrubHub, Uber Eats, etc.) are not allowed on campus for safety reasons. Parents and guardians may drop off lunches on the cart located outside the MS/HS office; please make sure students’ names are on the lunches.

**M**

# Main School Office

The Middle School/High School office is located in the High School Building and is open from 7:30 AM to 4:00 PM. This office houses both the High School and Middle School Principals. Appointments with Principals may be scheduled through the office. Medications, parking permits, planned absences, attendance are also the responsibility of the main office.

# Medication

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. “Authorization for Administration of Medication” forms may be obtained through the MS/HS office or school website and must be renewed yearly. ***No school employee is permitted to administer medication (prescription or “over the counter” medicine) to any student without written parental consent.***

In addition, prescription medication must be provided in its pharmacy container, and non-prescription medication must be provided in the original container. Only designated school personnel will administer medication.

The school does not provide non-prescription pain relievers or medication for students’ use, nor does it allow students to carry or administer their own medication, except inhalers and epi-pens.

**N**

# Naviance

Naviance is a web-based service designed especially for planning and exploring your college and career options. It is a comprehensive website that students and families can use to help in making decisions about colleges and careers, as well as a place to get information about programs and scholarships.

# 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.

**P**

# Parent/Guardian Behavior

It is our expectation that all parents, guardians, staff, and other family members having students enrolled at Valley Christian Schools behave, communicate, and relate to others in a fashion and attitude that demonstrates personal maturity and the principles of grace, love, patience, kindness, gentleness, and self­ control – both in word and deed. We know sometimes this is hard during athletic events or other situations where tempers can flare. The expectation from all people representing Valley Christian Schools in any capacity should be that of maturity in order not to embarrass yourself, other parents or students, or our community.

# Parent/Guardian 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 young teens across our nation. We strongly encourage you to discuss the following issues with your student at home:

* Young teens dying or having near-death experiences from alcohol poisoning and drug overdoses
* Young teens attend private parties where teen bonding takes place around illegal drinking and drug use, sometimes with parents present
* Young teens participating in house trashing and vandalism
* Young teens involved in fights, accidents ­ occasionally date rape ­ because alcohol or other drugs cloud judgments
* Young teens fear rejection if they challenge negative behaviors of other students
* Young teens participating in co-ed sleepovers
* Young teens having access to prescription drugs in the home
* Young 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 young 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 young teens, nor will I permit them to use these substances at any time.

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

# Parent/Teacher/Student Conferences

Parent/Teacher/Student Conferences happen formally after the first quarter during a two-day period in October. Parents or teachers wanting a conference at different times may do this by emailing and setting up a personal appointment. It is strongly recommended that students engage in conferences as well to grow in leadership skills.

# Parent-Teacher Communication

We are honored to walk alongside parents on this educational journey. Parent-teacher communication is often the key to stopping a problem and ensuring success. Because email can sometimes be misinterpreted, it is recommended that both parents and staff alike use email only to request a call or exchange facial information. In most cases, a phone conversation is most effective and loving to both parents, teachers, and students.

# 

# Pastoral Care/Life Coaching

Valley Christian Schools has a Student Care person who can help walk students and families through challenging times. Also, as a ministry of Brave Church, we have pastors who can meet with individual students or families. Please note we do not have Licensed Professional or Marriage and Family Counselors on site. Any situation requiring more than pastoral care will be referred to a licensed professional. If you feel your student or family is in need of pastoral care, please email [care@valleychristianschools.org](mailto:care@valleychristianschools.org).

# Performing Arts

Valley Christian Schools has a robust Performing Arts department that puts on numerous events each year. High school students have the opportunity to participate in the fall musical, the Winter Showcase, and in the high school play in the spring.

Students performing in the musical or high school play must maintain a 2.0 GPA. If at any point a student is failing a class, he or she may be unable to attend a practice or performance until the failing grade is improved.

# Physical Education

The physical education program is designed to create a passion for lifelong fitness. Ninth grade students engage in a variety of physical fitness activities including learning individual and team sports as well as weight training and nutrition. Students will be assigned a locker and a lock to be used daily for the PE uniform. Each uniform piece (shorts and a shirt) must have the student’s name on it.

Students are expected to suit up and participate daily. Students who are hurt for more than 4 days must bring in a doctor's note. Modifications will be made to help the injured student get physical fitness daily depending on the injury. Papers and/or presentations might be required if the student cannot do any physical fitness.

# PTF (Parent/Teacher Fellowship)

The PTF is an organization that works for the betterment of the school. It serves to support school-home communication, enhance student learning, and build community.

**R**

# Release of Information

Valley Christian High School wants to recognize students' academic achievements and talents. Students may be recognized in the Life on the Hill newsletter or on social media. Students' work may also be submitted to local and national contests. If a parent has objections to his or her child's name being posted or work displayed and/or photographed, this exemption must be noted in the student’s Veracrossportal*.*

# Request for Official Documents

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. Please contact the Registrar at: [registrar@valleychristianschools.org](mailto:registrar@valleychristianschools.org).

**S**

# School Hours

School hours are from 8:15 AM - 3:15 PM daily, unless otherwise noted. Please see “Half Days” for the minimum day's schedule.

# Staying After School

Students must leave the campus by 4:00 PM on regular school days and 1:00 PM on half days unless with an adult or they are involved in an extracurricular activity.

# Spiritual Formation

Valley Christian Schools is unapologetically Christian. Our goal is to provide an excellent education through a Biblical lens. Biblical lessons and engagement in the Bible can occur in any classroom setting; however, we have set aside specific times for individuals and groups to become more like Jesus Christ.

## Chapel

Weekly Chapel is a time to ponder what life looks like as a Christ-follower. Through creative arts, small groups, older students, worship, and speakers, our students wrestle with topics consistent with living the high school years.

## 

## Biblical Studies

The Bible Department teaches the biblical narrative as the defining story for humanity. Our Bible classes provide intellectual and spiritual rigor, as well as introductions to the Christian faith for students of various faith backgrounds.

For a Standard Diploma, high school students must complete 2 years of Bible including Senior Capstone. For the VCS Advanced Scholar Diploma, high school students must complete 4 years of Bible.

| Course Title: | Grade Level: | Duration & Prerequisites: | UC Category: |
| --- | --- | --- | --- |
| Bible 6 | 6th | Yearlong | n/a |
| Bible 7 | 7th | Yearlong | n/a |
| Bible 8 | 8th | Yearlong | n/a |
| Old Testament Survey | 9th recommended | 1st Semester | G Elective |
| New Testament Survey | 9th recommended | 2nd Semester | G Elective |
| Church History & Theology | 10th/11th/12th | 1st Semester, 1 year of Bible previous recommended | G Elective |
| Christian Apologetics | 10th/11th/12th | 2nd Semester, 1 year of Bible previous recommended | G Elective |
| Comparative Religions | 10th/11th/12th | Yearlong, 1 year of Bible previous recommended | G Elective |
| Senior Capstone: Life Calling | 12th- required to graduate | Yearlong, during senior year | G Elective |

# Service Learning

Throughout the year, group service projects are offered as a way to give back to the community. Projects can include onsite, in the city of Dublin, or the Bay Area at large. Individual service learning projects are always encouraged.

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 throughout the school year. 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 graduating Seniors, who have 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

# Standardized Testing

Students at Valley Christian take the following standardized tests:

●PSAT 8/9 – grades 8 and 9

●PSAT – grades 10 and 11

# Student Visitors

During school hours, all visitors to the Valley Christian Middle and High School campus must sign in at the main office located in the High School building. All 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.

# Surveillance Cameras

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

# 

# Suspension and Expulsion

*(see Disciplinary Procedures for Infractions)*

**T**

# Technology Agreement

**Code of Student Conduct for Personal Electronic Devices**

Students are expected to act responsibly with cell phones, iPads, laptops, smart watches, 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 failing to meet technology expectations may lose electronic privileges.

**Phones:** Phones are allowed between periods and at lunch.

**Ipads/Computers:** Each student must have their own personal electronic device. Apple products are highly recommended as they connect to our classroom technology. IPads and computers are to be used for educational purposes only during class periods.

**Social Media Agreement**

Social Media, including but not limited to, SnapChat, Discord, Instagram, Facebook, YouTube, LinkedIn, 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 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

* 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 Code of Student Conduct.
* Never pretend to be someone else when you post personally or as a student of Valley Christian.
* Think twice before posting. Privacy does not exist in the world of social media.
* 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.
* Know the rules. Follow a code of ethics.
* 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.

# Testing

(See Standardized Testing)

# Tobacco-Free School

Valley Christian Schools is a tobacco-free school. It is the responsibility of all staff and community members to implement this policy in school buildings and school-owned vehicles, on school grounds, and at school-sponsored events off campus. A student may be warned, suspended, or recommended for expulsion from Valley Christian Schools if he or she chooses to violate California Education Code, Section 48900, as follows: *Possessed or used tobacco or products containing tobacco or nicotine.* This policy further extends to all manner of smoking nicotine or other plant products intended for inhalation, whether natural or synthetic in any manner or form and includes the use of an electric smoking device that creates aerosol or vapor.

**V**

# Vacation Days

Valley Christian Schools publishes an annual calendar outlining breaks, half days, and designated teacher in-service times. These are intended as a time for students to be away from school for family outings, vacations, trips, etc. Off-school days include a day off on Labor Day, a 2 day 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, Good Friday, a Spring Break near Easter and a few teacher in-service days. Please plan family trips accordingly.

# Valley Christian Schools Online

Valley Christian Schools' online presence is located online at [valleychristianschools.org](https://valleychristianschools.org/high-school/). Here you can find links to forms, dates, staff information, and activities.

# Volunteers

Parents are always encouraged to volunteer in all areas of the school through chaperoning, lunches, field experiences, PTF, Performing Arts, and/or Athletics. Please reach out to the office or watch the bi-weekly Life on the Hill for more information.

# Volunteer Driver’s Requirements

Before parents can drive students on a school outing, they must complete the Volunteer Driver form annually. These forms can be obtained in the MS/HS Office or on the website under “VCS Parents” and ”Downloads and Links”.

**The following must be turned in to the office:**

* Signed Parent/Volunteer Driving Form
* Copy of current driver's license
* Proof of the following insurance limits:
  + Bodily Injury ($100,00 per person/$300,000 per accident)
  + Property Damage ($50,000 per accident)
  + Combined Single Limit ($300,000 per accident)
  + Medical Payments ($5,000 per person)
  + Uninsured Motorist ($30,000 per person/ $60,000 per accident)

**W**

# Withdrawals and Transfers

In the event of a withdrawal or transfer, necessary forms must be completed. Parents must contact [enrollment@valleychristianschools.org](mailto:enrollment@valleychristianschools.org) in order to begin the process of transferring or withdrawing a student from the school. Please check your enrollment contract regarding the tuition obligation for your child. 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.