

# VALLEY CHRISTIAN ELEMENTARY SCHOOL HANDBOOK



*Building on a fifty year legacy of excellence in Christian Education*

1968 - 2018

A ministry of



Valley Christian Schools Upper Schools Handbook © 2018  
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# PURPOSE

Dear Valley Christian elementary 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 a 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 strive 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 life-long 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, and 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 existent 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.” and are prepared to enter a 21st century world. *The Journey* is our way of describing an intentional framework for developing young people to be thought leaders, innovative problem solvers, and those with the courage to transform the world for Christ. Our mission comes to life in classrooms and student experience 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. The 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.

## ACADEMICS

Valley Christian Elementary School has been serving the Tri-Valley area since its inception in 1970. We offer a Christ-centered, quality education taught by dedicated loving teachers.

**Academic Integrity:** The educational program at Valley Christian is founded on a 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. A parent or tutor should encourage and help equip a student to do his/her own academic study.

**Accelerated Math Program (AMP):** Third - Fifth grade students who are academically advanced in math may have the opportunity to be a part of our AMP classes. AMP eligibility is based on standardized test scores, math grades and classroom teacher recommendations.

**Classroom Placement Policy:** Determining class placement for each student is a very important decision and one taken very seriously. Many variables are considered, including academics, behaviors, personality, learning styles and needs. Each placement is examined from both an individual and group level to determine the ideal learning environment. For this reason, we do not accept requests for specific teachers as changing one student actually means changing the entire grade. However, we do accept relevant information about student needs. (This information should be sent to the Principal, by the final week of the school year.) We appreciate your understanding and support of this policy. Class lists will be posted in advance before the first day of school.

### **Retention and Promotion Information**

Promotion of students to the next grade level is dependent upon successful completion of the year’s academic work and a demonstrated readiness for the challenges of the next grade level. Each case is handled individually.

### **Homework**

Valley Christian Elementary School encourages the development of student responsibility through independent studies. Instructors will assign homework as necessary for the reinforcement and application of principles taught in the

classroom. Students can expect to be assigned homework up to five days a week, depending upon the grade level, according to the following guidelines:

TK-Kindergarten	10-15 minutes + reading
First-Second Grades	20-30 minutes + reading
Third-Fourth Grades	30-40 minutes + reading
Fifth Grade	40-60 Minutes + reading

Some students may require additional time, depending on their learning style and focusing ability. When students are at home with an illness, parents may request homework assignments from the teacher. Please email the classroom teacher by 9:00am. The homework assignments and needed textbooks will be available in the pick-up cubbies in the foyer marked by grade at the end of the school day (after carline).

**Bibles:** Bibles are required for every student, TK through fifth grade. The version required for school use is the New International Version.

**Books and Supplies:** The school provides the necessary texts and workbooks. Please refer to the student supply list for materials, which must be provided by the student.

**Core Enrichment Classes:** In addition to core subjects, including Bible, VCES offers enrichment classes weekly as a part of the curriculum. Core Enrichment classes will be highlighted at the beginning of each school year.

### **Field Trips**

VCES recognizes that first hand experiences, provided by well-planned field trips, are worthwhile means of learning. The teacher will provide parents with an itinerary of the trip and other pertinent information. A signed permission slip is required for each student. Students not participating in a field trip should be in attendance at school. A student whose conduct is considered disruptive and/or unsafe to him or others may be denied participation. Unless otherwise stated, field trip chaperones are not authorized to deviate from the class field trip route to purchase treats, memorabilia, etc.

Attending a field trip with your student's class can be an exciting and bonding time as you travel and learn together. In order to enhance the learning environment, it is necessary to have specific protocols in place to ensure the best possible educational experience. Any parent(s) that attends or drives for a field trip is considered a Parent-Chaperone. It is expected that a Parent-Chaperone's attention will be fully engaged in the learning experience for all elementary students in attendance. Since our protocol is specifically directed to the students attending the field trip and their safety, it is the policy of VCES that **siblings are not allowed to attend any field trip**.

Drivers should check in with the school office to obtain a badge to be worn on the field trip prior to reporting to the classroom. It is not permissible to make additional stops to or from the field trip destination.

Drivers transporting students on any school activity must be at least 25 years of age and have required documentation. **A copy of the current proof of insurance (the form the state requires to be carried in your car) and your driver's license must be on file in the school office.** It must show policy effective and expiration date.

All volunteers, whether driving on a field trip or working in the classroom, are required to have a yearly background check done through the Megan's Law Website. This process is handled directly through the school office.

### **Parent Supervision of Students:**

- The parent in charge is accountable for his/her designated students at all times.
- The parent is responsible to supervise assigned students. Please inform the teacher of any ongoing student misbehavior.
- Trips to the restroom must have at least one adult present while other adults supervise remaining students. Students are not allowed to leave the group alone.
- Good judgment should be used in selection of music while transporting to and from field trips. Additionally, if the travel time is long a "G" movie may be shown.

**Veracross:** Veracross is a web-based student information system that allows Valley Christian parents and students check academic progress via the Internet. Parents gain immediate access to their children's grades and attendance, and students can track their own progress.

**Report Cards:** Report cards are issued to students four times a year at the end of each quarter. Parents should check the report card to see the progress their child is making. Grades are available through Veracross and can be accessed at your convenience. Families with outstanding tuition or fee balances at the end of May will have a hold placed on the report card until all fees are current.

### **Library**

Our library, located on the top floor of the building, includes a library of books and magazines, and is used for student learning. All students may check out books from the library. All books are due back one or two weeks after check out. Books may be kept longer if they are brought back and renewed in the library. Students may not check out additional books until the overdue book has been returned. Books that are damaged while checked out to a student must be replaced or reimbursed.

## **ATTENDANCE**

Valley Christian Elementary School requires a high level of participation in engaged learning. Regular class attendance is necessary if your child is to progress academically. Regular attendance enables students to benefit from classroom discussions, presentations, and interactive activities. These shared academic experiences are integral to the learning process and social development of the child. They cannot be re-created or replicated. It is recommended that appointments be made outside of school time. Should appointments be necessary, please contact the school office. Students are reminded they are responsible for schoolwork missed.

**Absences:** A student is considered absent if he/she misses more than one half of the school day (three hours). If a student is ill, it is expected that he/she will be kept at home. Please do not allow your child to come to school with a temperature.

### **Step-by-Step Procedure**

1. A parent should contact the school office as soon as possible giving the reason for the absence.
2. If the absence is due to illness, parents should call the main office at 925-560-6270 by 8am.
3. If a phone call is impossible for that day, an email may be sent to:  
esoffice@valleychristianschools.org. Absences that are not communicated by a phone call, note from home or email, will be considered unexcused.
4. Requests for work/homework missed during the absence should be made by a phone call to the office during the morning on the day it is needed or via email to the teacher. Homework will be available after 3:30 p.m. until 6 p.m. in the school foyer. The student will be granted the number of days equal to the number of days absent to make up the work, if it is due to illness.
5. Requests for work missed during unexcused or pre-planned extended absences must be made at least two weeks prior to the planned date(s) of absence, and will be given to the student on his/her last day in attendance. The work given will come directly from the texts but will not include teacher directed or supplemental work/instruction. It will approximate as closely as possible what the class will be doing during that period of absence. As classroom instruction will be missed, it is the parents' responsibility to be sure the student understands the work given. All work must be finished and turned in on the first day back to school following the absence. Any work not completed will then be treated as a late assignment.

**Excused Absences:** Valley Christian Elementary 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.

**Unexcused Absences:** Repetitive or chronic absence due to illness or injury not documented by a doctor or other medical professional, undocumented absences, non-emergency family situations.

**Students Leaving School Early:** If you wish to have your child dismissed early from school, the teacher and office must be notified and a parent or other authorized adult must sign out the student from the front desk. A staff member will call into the classroom for the student to be dismissed. All students must report to the office before they are dismissed from

the school campus.

**Tardy Students:** Students grade 1 through 5 arriving after 8:00 a.m., and TK and Kindergarten students arriving after 8:15 a.m., will be marked tardy. All tardy students must obtain a tardy slip from the front desk. No child will be admitted to the classroom after this time without a tardy slip. Students must be present for at least half of the school day (three hours) to receive attendance credit for that day. A student is allotted 5 tardies per quarter, after which a note and an email will be sent home requesting a meeting with the child's parents and the Principal.

**Vacation:** We strongly discourage taking family vacations that extend beyond Valley Christian Schools' scheduled school breaks. When families do so, they put significant burden on our teachers to help those students with lessons missed and make-up work. Students who miss classes also miss out on the benefit of learning in a collaboration setting in a classroom. If a family vacation must take place during the school day, the parent must notify the school two weeks in advance. This will provide the needed time to gather materials for the student. Assignments are due the day the student returns to school. Any work not completed will then be treated as a late assignment.

**Foyer Drop-Off And Pick-Up Cubbies:** The white cubbies in the Elementary School foyer has been designated as a "drop-off/pick-up" area. Parents may leave lunches and books for their children. If requested, teachers will leave homework assignments for students who are absent. If you are leaving an item for pick-up, please inform the school office so that they can notify the teacher.

**Missed Assignments:** Lessons and assignments missed during absences are primarily the responsibility of the student and their family. Requests for work/homework missed during the absence should be emailed to the teacher during the morning on the day it is needed. Homework will be available after 3:30 p.m. until 6 p.m. in the school foyer drop-off/pick-up cubbies. In case of illness, the student has two days for every day absent to complete their assignments. Other assignments that were due on the day of the child's absence, such as tests, homework, special projects, etc., would be due on the day the student returns to school. Special arrangements can be made for a child with an extended illness.

## LUNCH SERVICE

Students may either bring a lunch or purchase their lunch. Students must eat their lunch during their assigned lunch period. Students are to eat in designated lunch areas and are responsible for keeping eating areas clean and orderly.

Our daily lunch service is provided by **Choicelunch**; a premiere food services program in California, serving over 300 schools. Lunch menus will be posted in early August and you will see daily, weekly, and even monthly options for ordering. **Choicelunch** has a customer service team who are available to answer all of your questions about ordering, lunch ingredients, loading funds, and details about the lunch program.

Contact information:  
855-GO-LUNCH (855-465-8624)  
[customerservice@choicelunch.com](mailto:customerservice@choicelunch.com)

**Lunch Delivery:** In order to minimize classroom and student distraction during school hours, other than the occasional times a child may forget their lunch, please reserve outside lunch delivery to students for special occasions only.

**Food Allergies:** To keep our students with food allergies safe, a special table is available. If your child needs to sit at this table, please inform the office at the beginning of the school year. If in the event your child comes to school with a nut butter sandwich or any other "main entree" they will be given a choice of eating the sandwich in the office or purchasing school lunch.

### Snacks:

Students in the TK through fifth-grade may bring a healthy snack from home to be eaten when designated by the teacher. Soda and candy are not allowed for snack time.

# CAR LINE

*The VCS parking lots are a no cell phone zone. Do not text and drive. Speed limit is 5 mph at all times.* Carline procedures have been established to ensure safety for all students. Please follow them carefully. Staff will be on duty each morning and afternoon. The yellow lined area along the sidewalk in the pick-up area is for pedestrians. Please keep this area clear of vehicles at all times.

**Morning Car Line:** Student supervision begins at 7:40 a.m. Students are to be dropped off and picked up in the carline loop unless directed otherwise by the carline staff. Students are not to be dropped off in the parking lot unescorted.

**Afternoon Car Line:** It is important to display the child's last name and teacher's name for each child you are picking up as you round the upper corner of the loop. Teachers and carline staff can quickly locate each child and have them ready for pick up.

If you want to park and walk up to meet your child please do not park in the first parking bay where the carline forms for grades 1 through 5. Please wait outside the front doors of the school building for your child to exit.

If you park in the upper parking lot, you must remove your vehicle by 2:30 p.m. on regular days, and 1:30 p.m. on early release days, or wait until carline is over. Please be cautious of students and parents who are walking in the parking lot.

Students in grades TK through 2 are dismissed at 2:40 pm (Thursdays 1:40 p.m.). The first parking bay is specifically designated for parents of students in grades TK through 2 only. This carline loop expedites the carline process and operates until 2:50 p.m. (Thursdays 1:50 p.m.). If you have students in other grades to pick-up, please come through the 3<sup>rd</sup> through 5<sup>th</sup> grade carline.

Grades 3 through 5 are dismissed at 2:50pm (Thursdays 1:50 p.m.). Carline begins when all classes are brought down to the pick-up area at the bottom of the stairs, approximately 2:55 p.m. (Thursdays 1:55 p.m.). Carline ends at 3:10 p.m. (Thursdays 2:10 p.m.) and remaining students will be taken to CREW.

## **Afternoon Car Line Guidelines for Parents:**

- Please follow the instructions of the individuals directing traffic, whether you are *driving or walking* to pick up your child.
- Speed limit is 5mph at all times.
- Respect our 'No Cell Phone' Zone – signs are posted.
- Please do not pull around cars unless instructed.
- Please don't stop where your student is seated. Pull all the way to the crosswalk allowing us to load more cars.
- Please keep the sign with your student's name and teacher visible.
- Please refrain from having conversations with teachers during carline.
- Please do not arrange to drop off, pick up, or exchange items during carpool.
- *If walking*, please use the designated crosswalks. One at the base of the loop and the other at the middle of the first bay of cars next to the softball field.
- Please do not congregate and converse in front of the seated students as this may hinder them from viewing their car.
- If possible, please leave pets at home.
- Please remain in your car. Teachers will load your students.

# 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 co-curricular 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.

**Biblical Studies:** A period of each day is set aside for specific and relevant Bible instruction. Each child is encouraged to develop his/her Christian faith with understanding and personal acceptance of Jesus Christ as his/her Savior and Lord.

Each child learns how to use the Bible and is introduced to the entire spectrum of Biblical truth.

**Chapel:** Chapel is scheduled weekly on Wednesdays (times will be noted in the Daily Bell Schedule) and is a time for students and faculty to worship together. It includes singing, prayer and a short message from God’s Word. Chapel is led by faculty and staff, as well as a variety of outside speakers. The last Wednesday of each month will be a combined worship chapel.

**Christian Example and Leadership:** Our teachers are well grounded in the Bible and mature Christian living. They come to their profession with a sincere desire to serve the Lord through their teaching and to encourage Christian principles of living in the many details of the classroom activities.

**Prayer:** The child is led in the practice of prayer each day, as the school day begins, before lunch, in special need or in time of trouble. He/she learns to pray privately, as well as with a group, and to share his/her needs with others as they share their requests with him/her.

**Scripture Memorization:** Memorization of scripture is a good mental discipline and is important in guiding positive Christian thoughts and actions. A child’s ability to memorize and develop great mental facility is often underestimated. With this in mind, scripture memorization is encouraged throughout the year.

**Service Projects:** Valley students learn the Christian value of serving others through annual community-wide service projects such as Samaritan’s Purse: Operation Christmas Child, Oodles of Noodles: Food Pantry Stock, Kids Against Hunger, and more.

## COMMUNICATION

The teachers will communicate regularly with parents about their students through class newsletters, emails, and phone calls.

**For questions outside of the classroom, parents may contact:**

- General questions – [esoffice@valleychristianschools.org](mailto:esoffice@valleychristianschools.org)
- Admissions/Re-Enrollment/Financial Aid – [admission@valleychristianschools.org](mailto:admission@valleychristianschools.org)
- Extended Day Care – [Crew@valleychristianschools.org](mailto:Crew@valleychristianschools.org)
- Financial Matters, Donations – [accounting@valleychristianschools.org](mailto:accounting@valleychristianschools.org)
- Parent Involvement – [ptf@valleychristianschools.org](mailto:ptf@valleychristianschools.org)
- Lunch Program – [esoffice@valleychristianschools.org](mailto:esoffice@valleychristianschools.org)
- Elementary School Calendar – [esoffice@valleychristianschools.org](mailto:esoffice@valleychristianschools.org)
- Communications, Marketing – [admission@valleychristianschools.org](mailto:admission@valleychristianschools.org)

**Change of Address:** Please notify the office and teacher promptly of any change of address or telephone number (home, cell, work, physician, etc.), place of employment, or family status.

**Email:** The most efficient way to communicate with Valley Christian Schools’ faculty and staff is via email. Every faculty and staff member has an email address. Faculty and staff email addresses are comprised of the individual’s first initial and last name, followed by “@valleychristianschools.org” (Example: Jane Doe – [jdoue@valleychristianschools.org](mailto:jdoue@valleychristianschools.org)) You should anticipate an answer to your email within 48 hours, unless it is over a weekend or a holiday. Please be reminded that the teacher’s primary responsibility during the school day is to teach your students. Responses to emails most often will occur at the end of the day. VCS email lists are not to be used by parents for personal use (such as solicitations, invitations, etc.).

When using email:

1. Please send only non-vital messages by this medium. For example, do not use email to inform a teacher that your child will be picked up by someone other than authorized contacts. A teacher may not have time to read your message in a timely fashion. Instead, call the elementary office to be sure your message is received and clearly understood.

2. Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An email message on these matters is not appropriate.
3. Please remember that email is not necessarily confidential. Confidential information should be conveyed by phone or personal contact.
4. For all medical or health concerns, please contact the office child's by phone.
5. Please keep all contacts professional. School email lists are not to be used for personal use such as solicitations, invitations, etc.
6. Mass email to the staff must be approved by the Principal before sending the email. The School maintains email accounts for teachers to facilitate parent/teacher communication and internal staff communication. The school reserves the right to block or filter email messages to staff that are not directly related to school business or to the educational mission.

**Classroom Folders:** The TK and Kindergarten students take home a folder daily containing schoolwork and information. Students in grades 1st-5th take home a folder weekly on Friday with similar contents. Parents should carefully examine all school assignments and communications.

**Newsletters:** Each student will receive a weekly grade-level newsletter containing assignments as well as school and classroom updates.

**Grievance and Conflict Resolution:** The Valley Christian Schools' grievance procedure 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.

**Parent-Teacher Conferences:** Parent-Teacher conferences are formally scheduled at the beginning of the second quarter. Parents will be notified regarding dates and times. However, conferences may be held at any time during the school year, and may be arranged by contacting your child's teacher. If parents have any questions regarding their child's progress, they are encouraged to schedule a meeting. Both parents are welcome and encouraged to participate in parent and teacher conferences, discipline meetings, academic support meetings, and any other conference called by school personnel regarding the student's education. **If parents are separated or divorced, the custodial parent is asked to share scheduling information with the non-custodial parent.** The school will provide scheduling information to the non-custodial parent only if the school receives a written request to do so.

**Phone Calls to Teachers:** Teachers do not have a direct telephone line to their classrooms. You may email a teacher directly or leave a message for the teacher to return your call.

**Website| [www.valleychristianschools.org](http://www.valleychristianschools.org):** The VCS website contains information about our school in general. It is a resource for VCS parents, and others in our school community, to better understand our school at large. Information for prospective parents and those seeking employment can be found on the site, as well.

A weekly e-bulletin will be emailed to all parents and faculty. The weekly Life on the Hill Bulletin, in combination with our website and teacher communication, is the most up-to-date guide and source of information during the school year.

**Divorced and Separated Parent Involvement:** Valley Christian School’s administration recognizes that while the parents of some students may be divorced or estranged, both have the right to be informed of, and involved in, their child’s educational process. Despite such estrangement, both parents are welcomed and encouraged to participate in the child’s education, to the extent appropriate. Generally both parents have the right to attend school programs open to parents and patrons, volunteer in their child’s classroom, or eat lunch with the student. The parent’s right is not negated solely by the fact that he/she is the non-custodial parent. Such visitation will be limited only if the school has received a copy of a court order specifically restricting the parent’s visitation with the child by: 1) denying the parent’s visitation rights or 2) requiring supervision of the parent’s visitation with the child. The school does not have the responsibility to supervise visitation between a parent and his/her child and, thus, will not allow parent access in the school setting.

**Release of Student to Someone Other than Custodial Parent:** Only the custodial parent has the right to authorize removal of the child from school property during school hours. If the custodial parent desires the student to be removed by another individual, he/she must inform the school in writing that such party is authorized to pick-up the student. Such authorization shall be assumed to be generally applicable, unless the custodial parent specifies that it is limited to a specific date and time.

**Report Cards and Student Records:** Both parents have the right to receive report cards and review student records of their minor children. If the parents are separated or divorced, report cards will be sent home to the custodial parent and mailed to the non-custodial parent (if the school has been provided with the current contact information). It is the parent’s responsibility to keep the school informed of any changes in their contact information in a timely manner.

**Parent Teacher Fellowship:** PTF is a Parent Volunteer Group coordinated by Parent Volunteer Coordinators. In conjunction with administration, the purpose of PTF is to support and strengthen Valley Christian through prayer, community building, and fundraising support. PTF works towards bringing greater unity and community in the school by coordinating fellowship/social opportunities with parents, teachers, and students. PTF works to enhance the programs of Valley Christian in a variety of ways that may include the following: fundraising to assist in providing for non-budgeted items, offering encouragement to the staff through a variety of expressive acts of teacher/staff appreciation throughout the year, providing practical assistance to the classroom teachers, organizing community events for students and their families, enhancing communication with parents, and offering encouragement to the student body.

**Family Involvement Hours:** Recognizing that no school can be strong and successful without enthusiastic participation by the parents and families of each student, our objectives are to build community events that enhance the relationship between the home and school. There are several ways to volunteer. The Parent Volunteer Coordinators will send out information regarding the activities provided throughout the year, some of which include Room Parent, Staff Appreciation and Community Building Events.

## DRESS CODE

A uniform is required for grades kindergarten through fifth to be worn five days a week and on all field trips unless otherwise specified. A variety of daily uniform options are available for purchase through our uniform provider,

Tommy Hilfiger [www.globalschoolwear.com](http://www.globalschoolwear.com).

**All items available on the website are acceptable daily uniform options.**

Basic Daily Uniform Requirement Chart	
Girls	Boys
<p><b>Tops</b>                      Short/Long Sleeve Polo with Logo-Red, White, Black, or Gray                      Short/Long Sleeve Blouse – White                      V-Neck Sweater Vest with Logo – Red, Black or Gray (Black vest required for chapel)                      V-Neck Sweater Long Sleeve with Logo – Red, Black</p>	<p><b>Tops</b>                      Short/Long Sleeve Polo with Logo - Red, White, Black or Gray</p>

<p>or Gray Cardigan Sweater with Logo – Red, Black or Gray Full Zip Fleece Jacket with Logo – Red, Black, or Gray</p> <p><b>Bottoms</b> Twill Pants - Black, Khaki Twill Shorts - Black, Khaki Traditional Five Pocket Blue Jeans Skirt/Skort – Khaki, Plaid, Heather Gray Jumpers in Khaki and Plaid Jumper Polo Dress – Navy and Red</p> <p><b>Socks</b> Plain or patterned socks, tights or ankle length leggings are acceptable</p>	<p>Short/Long Sleeve Oxford Shirt - White V-Neck Sweater Vest with Logo – Red, Black or Gray (Black vest required for chapel) V-Neck Sweater Long Sleeve with Logo – Red, Black or Gray Full Zip Sweater with Logo – Red, Black or Gray Polar Fleece Jacket with Logo – Red, Black or Gray</p> <p><b>Bottoms</b> Twill Pants - Black, Khaki Twill Shorts - Black, Khaki Traditional Five Pocket Blue Jeans</p> <p><b>Socks</b> Plain or patterned socks are acceptable</p>
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**Outerwear:** Uniform sweatshirts, sweaters and jackets are the only outerwear garments that may be worn for school indoors. A non-uniform rain jacket or cold weather jacket may only be worn outdoors.

**Jeans:** Jeans that comply with the school dress code may be worn on NON-Chapel days ONLY.

- **Girls:** Medium to dark dye, straight-legged or boot cut jeans with minimal stitching on the pockets. Jeans may not be frayed, torn or embellished (including patches), and must fit properly. No capri length jeans or jeggings.
- **Boys:** Medium to dark dye, 5-pocket jeans. No carpenter style or baggie pants allowed. Jeans may not be frayed, torn or embellished (including patches), and must fit properly.

**Chapel Uniform:** The required articles of clothing to be worn on CHAPEL DAY are listed below. Chapel uniform may also be required for some field trips and on certain special occasions at the discretion of the teacher or administration.

- **Girls:** Khaki OR plaid skirt/skort, or khaki pants, white blouse with collar, white polo or turtleneck, black V-neck vest, and solid, red, white, gray or black socks or tights. Footless tights must be near ankle length.
- **Boys:** Khaki shorts or pants, white oxford shirt, white polo or turtleneck, black V-neck sweater vest, and solid, red, white, gray or black socks.

**All Students/Daily Requirements:**

1. Clothes are to be neat, clean, and in good repair.
2. Extremely tight or oversized clothes are not acceptable.
3. Clothing and school supplies with slogans or pictures or pictures associated with violence, immodesty, disrespect or anything else which conflicts with the philosophy of VCS may not be worn.
4. Students are required to wear lace up or Velcro athletic shoes with support each day unless it's a specified dress-down day. For safety on the playground, boots are not allowed, including rain boots.
5. Jewelry such as long necklaces and other accessories, which could contribute to physical injury during play, are to be avoided.
6. No tattoos of any kind, including temporary, are allowed.
7. Hats, caps, and hoods may be worn outdoors only.
8. Hair should be a natural color
9. The layering of Valley Christian shirts is permitted. Long sleeved shirts used for layering are to meet the uniform requirements. (See Uniform Requirement Chart)

**Girls/Daily Additional Requirements:**

1. Bike Shorts are to be worn under dresses and skirts for the sake of modesty during PE and recess time.
2. Minimum uniform skirt/skort/jumper length is 4 inches from the floor when kneeling.
3. Make-up or face painting is not permitted at school (including face glitter). No cosmetic or acrylic nails are allowed.

**Boys/Daily Additional Requirements:**

1. Hair is to be neat and trimmed. No mohawks or other distracting hairstyles. Hair is not to overlap the earlobes, shirt collar or eyebrows.
2. Earrings may not be worn at anytime.
3. Face painting is not permitted

**Girls (Designated Dress-Down Days ONLY):**

1. Dresses, skirts, split skirts
  - a. Minimum skirt length is no more than 4 inches from the floor when kneeling.
  - b. Skorts and split skirts are acceptable as long as they look like skirts and conform to dress code for skirt lengths.
  - c. Skirts and dresses should not be excessively tight or sheer. Dresses must cover the shoulders.
  - d. Bike shorts should be worn under dresses for sake of modesty during P.E. and recess, and should not be showing below a skirt.
  - e. Capri length pants are acceptable.
2. Blouses and tops which are suggestive, low-cut, backless, revealing the midsection, skin tight (including leotards worn as a top), netting, or see-through, body suits, racer-back, tank, and spaghetti strap tops are not permitted.
3. Pants
  - a. **Shorts must be no more than 4" above the knee – walking short.**
  - b. Pants or shorts must be in good repair, not faded, frayed, unhemmed, tight fitting, or excessively loose.
  - c. Jeans must comply with school dress code.
4. Long T-shirts, sweaters, or sweatshirts are not acceptable to wear over a pair of tights, leggings or tight-fitting pants. If tights are worn, they must be worn with a skirt or dress that conforms to the dress code length standards.
5. Shoes: Athletic shoe with support (must tie or Velcro) must be worn for P.E. classes. Enclosed heels and toes are required for all footwear. Slip-ons, flip-flops, sandals, Heely's and other footwear that would be deemed unsafe on the playground are not allowed. Heels should be under 1/2 inch for grades kindergarten through third and 1 inch for grades four and five. Platform shoes may not be higher than 1 inch.

**Boys (Designated Dress-Down Days Only):**

1. Pants or shorts must be in good repair, not faded, frayed, unhemmed, tight fitting, or excessively loose. Jeans must comply with the school dress code.
2. Shirts may not be cut-off, tank tops, or sleeveless t-shirts.
3. Shoes: Athletic shoes with support (must tie or Velcro) must be worn for PE classes. Heely's and other footwear, which would be deemed unsafe on the playground, are not allowed. Slip-on footwear is not permitted.

**Final decisions in interpretation of the dress standards reside with the school administration**

**Dress Code Violations:** The classroom teacher will notify parents in writing, if their student is in violation of the VCES dress code. Repeat violations will result in parental notifications by an administrator. Failure to comply will result in the student's removal from class until the violation has been corrected.

## **EXTENDED CARE (CREW)**

CREW is available for parents from 7:00 a.m. until 6:00 p.m. Children are supervised during these periods at designated locations. All children arriving on campus before 7:45 a.m., and all who enter CREW after school, will be billed automatically. If you are picking up your child up after school before 3:05 p.m., he/she will be required to wait in carpool. At 3:05 p.m., children who remain will be escorted to CREW. At 3:15 p.m. the student's account will be billed for the afternoon. A late fee of \$5.00 per minute after 6:00 p.m. is charged for each child not picked up on time. Children are not to be left unattended on campus. Our CREW Handbook is available for your reference.

**CREW Hours:**

- 7:00 – 7:45 a.m.
- 2:40 – 6:00 p.m. (TK – 2)
- 2:50 – 6:00 p.m. (3 – 5)
- 11:35 – 6 :00 p.m. ½ days (TK – 2)
- 11:45 – 6:00 p.m. ½ days (3 – 5)

1:40 – 6:00 p.m. Thursday Early Release Day (TK – 2)

1:50 – 6:00 p.m. Thursday Early Release Day (3 – 5)

### **CREW Options:**

For flexibility, there are four different options to choose regarding CREW use. These options can be changed during the year depending on families' schedules with a two week advance notice.

Quarterly Option: Recommended for families with heavy CREW usage. There is an AM/PM option as well as PM only.

Drop-In Option: Two options (AM and PM), recommended for occasional CREW use.

Hourly Option: Recommended for emergency situations and/or in situations where the student(s) will definitely be picked up before 4:05 p.m. (MTWF) and 3:05 p.m. (TH).

Quarterly options will have two payment plans, payment in full at the beginning of the quarter or two installments – the first and fifth week of the quarter.

*\*\*Quarterly option families must notify the Director of Student Care two (2) weeks in advance of the next quarter if they would like to switch to a different option due to schedule changes.*

Hourly and drop-in options will be billed at the end of each month.

A \$30.00 late fee will be charged on invoices not paid within 15 days of the invoice date. Each additional 15 days of delinquency will result in another \$30 late fee charge. Student's with past due payments of more than two months may not be able to use CREW until debt is paid.

If you have a question regarding your bill you may contact the CREW Office at (925) 560-6276. There is a \$30.00 processing fee for each month that is to be reviewed. If we have made an error, however, you will not be charged.

CREW closes promptly at **6:00 p.m.** Children who are left after this time will be charged **\$5.00 per minute per child.**

On ½ days, carline ends at **12:00 p.m.** All children remaining will be escorted to CREW. The CREW staff will attempt to contact parents to inform them of their child's whereabouts.

**CREW Snacks: A healthy afternoon snack is provided for the children each day.** After this snack is served, the children will be given the opportunity to purchase a treat from our snack closet. We limit all children to purchasing two items per day.

**CREW Pick-Up:** When picking up your child, please go to Room 2 using the outside access located to the right of the elementary main entrance. Until the CREW Staff is familiar with all of the parents, you will be asked to show your identification. (We ask for your cooperation in this matter as we are looking out for your child's safety.) After you have signed out your child, the supervisor on duty at the desk will call for him/her to be sent in from the playground. For the safety of the children, please do not go directly to the playground. This will eliminate concern regarding unauthorized persons being on the premises.

Your child will not be released to anyone who is not listed on the emergency card unless we have received a note instructing us to do so. No student may leave the elementary school premises, unless they are with an authorized person who is 18 years of age or over, or are being driven home by a student of driving age.

**CREW Belongings: It is important that all of your child's belongings be labeled.** All items left in CREW are checked and returned to the student when possible. If you do find something that does not belong to your child, please return it to the lost and found.

**After-School Enrichment Programs:** VCES strives to provide a variety of contracted after-school enrichment programs. These programs are provided for a separate registration fee per session. Each session is dependent upon student enrollment in the program. A list of contracted after-school enrichment programs will be provided at our Back To School Night.

# SAFETY AND HEALTH POLICIES

**Security:** The safety of your children is of utmost importance to us. The front doors are locked and coded. Other doors with access to the elementary school building are locked or attended by a staff member. Door codes change throughout the year.

**Playground:** Students are allowed on the playground with adult supervision. Outdoor recess provides students with time to be physically active and to socialize with peers. Only on rainy and/or extremely hot or cold days will indoor recess be held. Outdoor and indoor recesses are supervised for the safety and well being of every student. Times for recesses are noted in the Daily Bell Schedule for each classroom.

**Safety Drills:** Fire drills, earthquake drills and lockdown drills will take place periodically throughout the year. At the beginning of school, teachers will review all procedures with students.

**Health Topics:** Our staff is trained to assess illness and injury occurring at school, provide acute emergency care and referrals for specific health care needs, and collaborate with parents/guardians regarding individual student health concerns and issues. Please contact them should you have any concerns regarding health related issues. A health record is maintained on each child throughout his/her school years. The results of all testing, e.g. vision, hearing, physical exams, immunizations, diseases, etc., are recorded. Please provide the office staff with reports of all injuries, immunizations, and major illnesses so that records can be kept up to date.

**Accidents:** In the event of an accident or injury requiring immediate medical attention, an ambulance will be called. Parents will be notified immediately. If parents cannot be reached immediately, the school will attempt to reach the physician listed on the child's health form. Other minor injuries or accidents will be appropriately treated by the faculty and staff.

**Illness:** Students who become ill during the day will be taken to the office staff who will determine if the child should go home. If the student has vomiting or diarrhea, a temperature of 100-degrees or higher, or an injury requiring medical attention, parents will be contacted to pick up the child. We encourage parents to pick up sick children within 30 minutes to make your child comfortable and to prevent the spread of illness. If we are unable to reach a parent, we will begin calling persons listed on your emergency contact form.

Students returning after an illness may not return to school until his or her temperature has been normal for 24 hours without the aid of medication or until 24 hours after any vomiting or diarrhea has stopped. If the student is being given antibiotics, please do not send him/her to school until at least 24 hours after the first dose.

Sick children are not permitted in CREW.

## Communicable Diseases

It can be difficult to make an early morning decision as to whether to send your child to school or not. Minor physical symptoms may be indicative of allergies, contagious illness, or even school avoidance. Please abide by the following procedures when deciding whether or not to send your child to school.

**Conjunctivitis:** Pinkeye can be extremely contagious, and is common among young children. Please seek the advice of your child's pediatrician when you notice red, weepy eyes. Many children will develop these symptoms as a result of allergies, though others may need treatment for bacterial conjunctivitis. Generally, children who awaken with yellow crust or discharge from their reddened eyes will require a pediatrician's intervention. If antibiotic drops or ointment is required, your child should remain home for a 24-hour period after treatment is initiated.

**Coughs:** Frequent or productive coughs can be a significant physical symptom. It can indicate the worsening of a cold or allergy, or it could be a sign of secondary infection. If your child's cough is worse than you might expect with a common cold, you need to consult the pediatrician. A severe cough can distract your child and those around her in a classroom setting.

**Diarrhea:** A single episode of watery diarrhea DOES warrant exclusion from school. It would be uncomfortable and embarrassing for your child to have another episode while at school, and there are infection control issues to consider as

well. If diarrhea is persistent or accompanied by fever, rash, or general weakness, consult your child's pediatrician and keep your child out of school until the illness passes.

**Fever:** A temperature greater than 100 degrees is an important symptom that should not be overlooked. Children should not attend school with a fever and **MUST BE WITHOUT FEVER FOR AT LEAST 24 HOURS BEFORE RETURNING TO SCHOOL**. Students should not be given fever-reducing medications (e.g. acetaminophen, ibuprofen) and sent to school.

**Head Lice:** Head lice are common among school-aged children. They are not a health hazard or a sign of being dirty, and are not responsible for the spread of any disease. The most common symptom is itching. Lice do not jump or fly. Most often they are passed through head-to-head contact as a result of sharing of personal items (combs, brushes, hats, pillows, etc.). Parents are asked to notify the school if their child becomes infected with lice. If lice are found on a student during the school day, the front office will notify the parents. It is best to consult with your child's pediatrician, pharmacist or lice specialist for treatment instructions. Your child should not return to school until treatment is completed.

**Sore Throat:** Many children will experience a sore throat from allergies, a cold, or sinus drainage. This is not a reason to keep your child home. Unfortunately, it is often difficult to discern a minor symptom from a serious strep infection. Strep is highly contagious and often makes its presence known with a sudden complaint of sore throat, fever, and many times a stomachache, and/or headache. A child with these symptoms should see the pediatrician for diagnosis and treatment, and should not return to school until he is without fever and has been on antibiotics (if necessary) for 24 hours.

**Vomiting:** A single episode of vomiting, in the absence of other symptoms, may not be reason to exclude a child from school. If you elect to send your child to school, please make sure that you leave a number where you can be reached should symptoms recur.

**Medication During School Hours:** We frequently receive requests from parents to administer medication. There are certain requirements specifically mandated by the State of California that must be met before we are permitted to assist. A statement listing these requirements can be obtained from the school office. If your child is going to require medication to be administered at school, either on a short-term or long-term basis, please request and read a copy of the medication information sheet. All medical treatments must be stored in the school office, administered in the office, and supervised by a staff member.

**PE Excuse:** A note is necessary in order to be excused from P.E. This note is good for one specific time only.

**Recess Excuse:** If you want your child to stay inside during lunch, recesses, or before and after school, he/she must have a note stating the reason. Be sure you are specific as to the number of days your child should be kept in.

**Smoke-Free Campus:** VCS is a smoke-free environment; this includes e-cigarettes.

**Nut-Free Zone:** Valley Christian Elementary is a NUT-FREE Zone for students. Please do not bring any food products with nuts. Please refer to the Nut Policy guidelines found online or in the school office.

**Immunization and Medical Policy:** Children must meet health requirements of the California State Health Department and the Alameda County Health Department. Children will not be admitted without proper immunization. California state regulations require that children entering school be up-to-date on all immunizations and that the immunizations be verified by a record from a doctor or clinic. Each child entering our school must have a complete physical within one year prior to starting school. Proof must be submitted before school begins.

## **STUDENT CONDUCT AND DISCIPLINE**

Students in the Elementary School are learning appropriate school behavior and self-control. They are beginning to deal with these concepts on a developmental level equivalent to their age. They learn by practicing the correct behaviors and actions, but also through correction and reminders. Learning appropriate behavior is a time consuming process but one to which we are committed. Please review the following student behavior expectations with your children. Please partner with us and review the following behavioral expectations:

- Students are expected to speak, listen, and act respectfully.
- Students are expected to keep hands, feet, and objects to themselves.
- Students are expected to conduct themselves in ways that honor the Lord in both their behavior and speech.
- Students are expected to be positive and encouraging in words and actions.
- Students are expected to follow directions promptly
- Students are expected to respect and care for property. Damaged or destroyed property belonging to the school is to be replaced by the student(s) responsible.

Although not exhaustive, the following guidelines provide boundaries and structure for student conduct and is considered unacceptable behavior:

- Repeated, negative conduct (threatening, taunting, intimidating, excluding, making fun of) in word and/or action toward one student or a group of individuals
- Excuses like, "I was only kidding," or "I was just joking," or "I didn't mean to hurt him/her," does not remove a student from being responsible for the choices they make
- Hitting and/or any physical action taken toward another individual with the intention to hurt or insult
- Actions and words that pressure others, and may often lead to poor choices
- Students possessing objects or materials designed to communicate violence will be in violation of school policy and are subject to discipline action. Please be aware that some of the students may have replica pistols in their possession. Please remind them that firearm and firearm replica toys made of cardboard, plastic, metal, paper, clay, stick or other materials designed to resemble firearms are not permitted on the school campus. If the object has a handle, a trigger, and barrel design it will be considered to be a firearm replica.

**Discipline Philosophy:** We believe that God created man in His own image and that each child is of infinite worth as an individual person. This means that we will treat each child as a unique individual who is worthy of personal nurturing and instruction. Our desire is to administer correction that focuses on relationship and reaches into the heart. The goal is to create a safe and secure environment where all are students are growing and learning. The following foundational considerations will apply to Valley Christian Elementary School's approach to discipline:

- Discipline should be restorative: designed to get the child back on track to what is right.
- Discipline should be related: in accord with the student's choice(s).
- Discipline should be respectful: preserves the dignity of the child and the classroom.
- Discipline should be reasonable: an appropriate level, neither too severe nor too lenient.

**Disciplinary Practices:** Most disciplinary problems involve minor infractions of school rules and are handled by the classroom teacher. Minor infractions include: running in the halls, pushing ahead in line, talking at inappropriate times, interrupting, or other similar breaches of school etiquette. A phone call or note home may be used to notify parent of minor behavior issues. Should these infractions develop into a pattern of misbehavior, the teacher will consult with the Principal to develop an age-appropriate behavior plan.

Serious infractions, such as defiance or arguing with the teacher, physical or verbal threats, or other actions that display disrespect or belligerence, will necessitate the removal of the student from the class or group. The Principal will discuss the seriousness of the matter with the student and work to find an acceptable solution to the conflict. The Principal will notify the parents of the behavior and a copy of the Behavioral Referral will be sent home. The most serious infractions involving physical or emotional harm may result in an immediate in-school or at-home suspension. Valley Christian has a Hands-Off Policy.

#### **Damage to School Property**

Any damage to or loss of school property (books, windows, etc.) caused by neglect, vandalism or inadvertent conduct (i.e., broken windows) on the part of a student will be charged to the student's account. Parents will be responsible for paying for the repair and/or replacement of the damaged property.

**Discipline protocol may change depending upon the severity of the situation.**

## **Suspected Child Abuse Policy**

The State of California requires Valley Christian Elementary School to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the well-being of their children, the administration is placed between the parent and the state, acting on behalf of the parent and in accordance with state law. It is the school's policy not to contact parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting.

## **Technology**

We believe that Internet access and the use of technology will help the students develop skills that are an essential part of learning. The school's information technology resources, including email and Internet access, are provided for educational purposes. These opportunities also pose challenges to ensure that precautions are taken to limit access to inaccurate, potentially offensive or controversial material. The school takes precautions to restrict access to material through the use of filters/safeguards/blocks; however, it is impossible to control all such material. The most important way to safeguard children while using technology is to monitor their use at school and at home. This is a joint responsibility shared by all members of the Valley Christian Elementary community: faculty/staff, parents, and students.

The Acceptable Use of Computer and Information Technology Resources Policy will be presented and discussed during the student's regularly scheduled computer class. Adherence to this policy is necessary for continued access to the school's technological resources.

Students using school computers are expected to exhibit appropriate behavior and will be held responsible for their behavior. The school's computers are to be used only for school-related purposes. General school rules for behavior and communications apply.

**General Guidelines:** If a student does bring a mobile device (in the backpack) to school, the parents will assume responsibility for those devices. There is an inherent risk that personal electronic devices could be lost, damaged, or stolen while at school, and the students will take full responsibility for their own device. VCES is not responsible for storing, charging, vandalism, theft, or fixing any device. Devices must be labeled with student's name prior to usage in school. Students may not connect to the school network at any time with any mobile device.

**Code of Conduct:** Students are not to intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are offensive, threatening, rude, discriminatory or meant to harass).

**Communication:** Students should only communicate in ways that are kind and respectful.

**Destruction of Property:** Students are not to destroy physical property such as computer equipment or electronic property such as student work, projects or files.

**Inappropriate Material:** In cases where a student inadvertently accesses or discovers inappropriate, offensive, threatening, or controversial material, the student should notify the attending teacher immediately and should not share with other students.

**Logging Out:** When students are finished using a computer, they are to log out.

**Plagiarism:** Students are not to violate copyright laws and copy information directly from a website or other source without proper citation.

**Private Information:** Students are not to distribute private information about others or themselves. Some websites request that forms be completed before accessing their page. Students should never fill out an Internet form with personal information, unless the teacher instructs them to do so.

**Supervision and Monitoring:** Teachers and network administrators monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person, or to protect property.

**Violation Consequences:** Violations of the above rules may result in disciplinary action including, but not limited to, the loss of a student's privileges to use the school's computers and information technology resources. The use of the computers is a privilege.

## MISCELLANEOUS

**Office Phone Usage:** Students are permitted to use the office phone if needed, with teachers' permission. These calls should be limited to emergency messages.

**Use of Cell Phones:** We realize that many Elementary School students have cell phones but prefer that students do not bring cellphones to school. If a student must bring a cell phone to school, the phone must remain powered off and in the student's backpack all day. If needed, students may use the office phone during the day to contact parents.

### TOYS, ELECTRONICS AND OTHER ITEMS FROM HOME

Students are not to bring toys, collectables, balls, electronics such as cell phones and iWatches or other items that distract from learning to school. However, appropriate items may be brought on "Show AND Tell" days.

### VISITORS AND VOLUNTEERS

We are grateful for all friends and family of VCES who choose to volunteer in the many different capacities. All visitors and volunteers must enter in the main doors at the elementary school and sign in at the front office. Please wear your name badge and lanyard for the safety of the students. Once finished with the visit, please check out and return the lanyard. Please kindly refrain from dropping into a classroom or playground unannounced. All drop-offs of books and lunches should be done in the foyer cubbies at the entrance of the school.

### LOST AND FOUND

Please label your child's coats, jackets, sweaters, winter hats, etc. so that they can be easily identified and returned to the owner. Unlabeled clothes and items left on the playground and around the school will be placed in the lost and found. Lost items will be displayed at the end of each quarter. Those not claimed will be donated to charity.

### SCHOOL PICTURES

Individual student and class pictures are taken during the school year. Parents will be informed about the pictures through the event calendar, flyers and email. Students will be provided order forms or web-links for photos prior to Picture Day(s).

### SCHOOL SUPPLIES

A school supply list will be emailed and available on the school website. Supply Kits for Transitional Kindergarten and Kindergarten will be ordered by the school for families to purchase.

### SCHOOL COMMUNITY EVENTS

Faith, wisdom, and service are our primary goals, but we also desire to instill tradition and provide our students with an enjoyable, community atmosphere. See the School Event Calendar and the weekly Life on the Hill e-newsletters for up to date information. We have several traditional events that define the tight-knit relationship between our students, their families, and our faculty. Some of our events, dependent on parent volunteers, have included:

- Western BBQ
- Father/Daughter Dance
- Father/Son Adventure
- Field Day
- Fun Run

**SPRING EXPOSITION OF LEARNING**

This “Open house” style event is a showcase of our students’ learning for parents, friends, and community members to visit campus and see student work on display.

**STUDENT BIRTHDAYS**

Birthdays are special days for our students. A special treat may be sent in for the class if you make arrangements with the teacher ahead of time. A child with a summer birthday may celebrate their birthday with a special treat at a time mutually decided upon between the teacher and parent. (Nut free treats only.) A special lunch may be brought for your student on this day.

**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 other school administered programs.