



VALLEY CHRISTIAN SCHOOLS
FAITH • WISDOM • SERVICE

16/17 MIDDLE AND HIGH SCHOOL STUDENT HANDBOOK



Dear students and families,

Welcome to a new school year at Valley Christian! We are excited to embark on this new academic year with you in a pursuit of faith, wisdom, and service.

This student handbook is a guide to our school community's mission, core values, and expectations that we place, not only for our students, but also for all members of this community. It also identifies the foundations and explains the philosophies of what we do and who we strive to be. In addition, it outlines academic procedures and provides relevant school information. Lastly, it conveys rules and expectations for developing a school setting that allows all students and teachers to flourish.

Our mission states that we are here to *develop courageous, thoughtful, and creative young leaders through excellent interdisciplinary, holistic, and rigorous Christian education.* This is the point of reference that animates everything here at school. Please find a brief explanation in the first section of this handbook.

**WE ARE HERE TO DEVELOP COURAGEOUS,
THOUGHTFUL, AND CREATIVE YOUNG
LEADERS THROUGH EXCELLENT
INTERDISCIPLINARY, HOLISTIC, AND
RIGOROUS CHRISTIAN EDUCATION.**

As you begin this year, I encourage you to further develop areas where you may excel, take risks by pushing yourself in new and challenging ways, and work hard to stick to your commitments to your classmates, teammates, teachers, and coaches. We look forward to witnessing and celebrating ways that God enables you to flourish. Have a great year!

With love and affection,

Michael Chen, Ed.D.
Superintendent, Valley Christian Schools

TABLE OF CONTENTS

I. FOUNDATION AND PHILOSOPHY	5
Introduction	5
Our Vision and Mission	5
Portrait of a Graduate	6
Our Values	6
Statement of Faith	7
Emblem Motto	7
Expected School-Wide Learning Results (ESLRs)	7
Faculty and Administration	8
II. DAILY LIFE AT SCHOOL	9
Office Hours	9
Closed Campus	9
Fire Drills & Emergency Procedures	9
Guidance	9
Lockers	9
Lunch	10
Physical Education	10
Prescription & Non-prescription Medication	10
Visitors on Campus	11
The Family Educational Rights and Privacy Act (FERPA)	11
Student Activities & Organizations	12
Conditions of Extracurricular Activity Eligibility	12
Eligibility for Senior Events	13
Field Trip Policy	13
National Honor Society	13
Organization of New Clubs	13
Sports & League Activities	14
Student Government	14
III. SPIRITUAL FORMATION	15
Overview	15
Chapel	15
Biblical Studies	15
Faculty Advisory System	15

IV. ACADEMICS	16
Middle and High School Overview	16
Grading Policy	16
Quarter and Semester Grades	17
Service Learning	18
Community Service Honor for Excellence Recognition	19
Graduation Requirements	19
Placement	19
Advanced Placement (AP)	19
Concurrent Enrollment	20
Dropping and Adding Courses	20
Grade Reporting Procedures	21
Mid-terms and Final Exams	21
Standardized Testing	21
Requests for Official Documents – Records and Transcripts	21
V. RULES AND RESPONSIBILITY	22
I. Introductions	22
II. Guiding Principles	22
III. Major School Rules	23
A. Harrassment, Bullying, Hazing	23
B. Honesty	24
C. Academic Integrity	24
IV. Personal Responsibility	25
A. Attendance	25
B. Internet Usage	29
C. Driving and Parking	31
D. Dress Code	31
V. Disciplinary Procedures	34
A. Discipline Committee	34
B. Disciplinary Responses	35
C. Detentions	36

D. Suspensions	37
E. Expulsion	37
F. Withdrawl and Transfer	38
G. Readmission	38
H. Surveillance Cameras	38
A Note To Parents	39
Parental Communication Guidelines	40
Parental Support & Cooperation	40
Policy Regarding Parental Behavior, Language, and Communications	40
Parent Safe Home Agreement	41
Grievance And Conflict Resolution	41
Disclaimer	42
2016/2017 School Calendar	43
2016/2017 Weekly Bell Schedule	44

FOUNDATION AND PHILOSOPHY

INTRODUCTION

St. Augustine once said, “Wherever truth may be found, it belongs to the Lord.” This means that as our Christian faith animates our spiritual and moral pursuits, we also inspire our students to the high calling of intellectual pursuits – the renewing of our rational and thinking minds. We see that faith and learning are complementary, not contradictory. So, we strive for excellence in both the personal and academic aspects of Valley Christian Schools’ programming. Jesus said, “To whom much has been given, much is expected.” We answer this challenge by putting forth our earnest effort in every subject.

MOREOVER, WE STRIVE TO DEEPEN OUR WISDOM, WHICH IS OUR KNOWLEDGE AND COMMITMENT TO OTHERS AND ALL THAT GOD CREATED.

An author once defined wisdom as “the moral quality of knowing what you don’t know and figuring out a way to handle your ignorance, uncertainty, and limitation” (Brooks, 2015). Such wisdom requires an educational setting that continually challenges our students to spiritual, moral, and intellectual pursuits. And, it is through these pursuits that we may seek the grace to emulate Christ’s unselfish love in serving others and in doing so, also do something great with our lives.

Moreover, we believe that character is fundamental to excellent scholarship and to preparation for the opportunities and adversities faced in a well-lived life. Each of us develops character through discovering both the extent of and the limits to our own capabilities. While we enjoy the natural abilities that each student brings to life, we believe that it is in striving personally and communally through challenges that a person can achieve real self-knowledge.

THEREFORE, WE ENCOURAGE STUDENTS TO TAKE RISKS BY PUSHING THEMSELVES IN NEW WAYS, BY STICKING TO THEIR COMMITMENTS, AND BY STANDING FIRM IN TRUTH AND LIGHT IN THE FACE OF NEGATIVE PEER PRESSURE.

Achieving success through acknowledging and overcoming obstacles enables students to develop and pursue great goals in life, both on their own behalf and on behalf of others. Learning how to handle all aspects of growth with integrity, humility, and grace is central to the various programs at Valley Christian Schools.

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 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 is 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 see the following characteristics in our graduates.

PORTRAIT OF A GRADUATE:

- To strive for intellectual rigor
- To exhibit self-awareness
- To exercise creativity
- To display courage
- To show compassion
- To demonstrate service
- To be community-minded
- To be globally-minded

OUR VALUES

- To ensure that every student is known and loved
- To inspire faith, wisdom, and service
- To be a blessing to our local, regional, and global communities
- To commit to social justice
- To be innovative in educational approach
- To value and commit to diversity
- To strive for educational and vocational excellence



OUR EMBLEM MOTTO

Faith. Wisdom. Service.

OUR STATEMENT OF FAITH

Valley Christian Schools are interdenominational in attitude and emphasis. 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.

EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs)

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 presented on our school emblem.

1. 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.
2. 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.
3. Learn Independently (Courageous; Holistic; Rigorous; Wisdom) - Drawing from previous experience, knowledge and a set of personal skills, students will identify individual academic goals and pursue intellectual challenge autonomously.
4. Apply Biblical Principles and Christian World view (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.
5. 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.

OUR FACULTY AND ADMINISTRATION

The following provides descriptions to some of Valley Christian Schools' department and individuals that will play an important role in our students' time here.

OFFICE OF ACADEMICS

The Office of Academics administers all aspects of academic life at Valley Christian Middle and High Schools. Examples include curricular content, courses and academic schedules, faculty advisory system, faculty coaching and evaluation, academic counseling, and college and career counseling. The Dean of Academics (Mrs. Angela Bruggeman) is supported by the Academic Counselor (Mrs. RoseMary Tuuri) and College and Career Counselor (Mrs. Carolyn Mariot).

OFFICE OF ATHLETICS

The Office of Athletics oversees the development and implementation of all middle and high schools' athletic programs. The Athletic Director (Mr. Larry Lopez) is supported by the Assistant Athletic Director (Mr. Jeff Gadd).

DEAN OF STUDENTS OFFICE

The Dean of Students Office oversees areas of student life that are not directly involved in academic and extracurricular programs. The Office leads in matters of student life, leadership development, and discipline. Examples include overseeing student government, chapel program, discipline committee, attendance issues, etc. Mr. Don Dickinson and Mrs. Chelsie Anderson serve as co-Deans of Students.

OFFICE OF PERFORMING ARTS

The Office of Performing Arts oversees the curriculum and implementation of K-12 performing arts curricular and programs. The Director of Performing Arts (Ms. Joyce Ting) works closely with both performing and fine arts teachers as well as others in a collaborative effort to develop student artists and performers.

DAILY LIFE AT SCHOOL

OFFICE HOURS

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

CLOSED CAMPUS

Valley Christian School strives to maintain a safe environment for all students and operates under a “Closed Campus” policy. Students are not allowed to leave campus during operating school hours without written parental permission. Students are not permitted to leave campus for the purpose of getting lunch. If a student needs to leave campus for the purpose of a doctors appointment, check-up or illness, the following protocol will be necessary: Before leaving campus at any time prior to the normal dismissal bell, students must present a signed note of permission or fax from a parent or legal guardian. Parent or guardian must come to the office and sign out the student. After checking out from school, if a student returns to school during that same day, the student must sign in at the main office. If a student leaves school without written permission, parents will be contacted and disciplinary action may be taken. The parking lot is considered off campus.

FIRE DRILLS & EMERGENCY PROCEDURES

Whenever a fire alarm sounds, students are to follow fire drill directions given by school staff. If students are told to evacuate the building, they should do so quickly, quietly, and in an orderly fashion, directly to the area designated by their teacher. Students are to remain with their teacher during the alarms, evacuations of, and re-entries into the building.

During an earthquake (or like emergency), students are to take the “Civil Defense Position”:

- Drop to the knees
- Clasp both hands behind the neck

- Bury the face in the arms
- Make the body as small as possible
- Close eyes
- Cover ears with forearms

This position should be taken under desks or other furniture, with backs to the windows. Students outside of buildings should move away from trees, buildings, or exposed wires and take the “Civil Defense Position.”

A student found to have participated in the ringing of a false alarm on campus may be dismissed from Valley Christian School.

GUIDANCE

An Academic Counselor is available to assist students in selecting courses and designing an appropriate academic program. Academic guidance counseling is available to assist students in successfully completing high school course requirements and preparing for careers and/or colleges. Catalogues and brochures from various colleges and universities are available for student review as well as college entrance exams and scholarship information.

LOCKERS

Students are issued one locker for the school year. Decorative materials that may be easily removed and are consistent with the school’s philosophy may be used inside the locker only. Authorized school personnel may inspect school lockers at any time. Students are expected to treat all student lockers with respect and tampering with another locker will result in discipline consequences.

Students are advised to guard their personal possessions. The school is not responsible for lost/stolen items. Students should not bring substantial amounts of money or items of great value to school. Valley Christian has no liability for loss/damage to student property left in a locker.

All students must use a lock that is purchased from the school and keep their locker securely locked. Changing lockers is not permitted without a school administrator's authorization.

All lockers must be cleaned at the end of student's use. Assessments will be made for the cost of cleaning or repairing a locker left unclean or damaged.

LUNCH

Students may either bring a lunch or purchase their lunch or other food items at the on-campus food service. Food is available for purchase five days a week, and students must eat their lunch during their assigned lunch period. Students purchasing/eating lunch must use the new "Cashless Campus Lunch Program" system (FSS PositiveID technology) beginning the first day of school. Please refer to the school website for all information regarding this program.

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

PHYSICAL EDUCATION

A note from a parent or guardian is necessary for a student to be excused from participation in physical education. This note will remain in effect for one minor illness/injury only, to a maximum of three consecutive school days. After three days, a doctor's verification is required. Students may be required to "dress out" for PE even when a parent note is brought excusing or limiting the student's activity. Only appropriate, approved clothing is permitted for PE courses. PE lockers are assigned by the PE department and must be kept clean of food and drink.

PRESCRIPTION & NON-PRESCRIPTION MEDICATION

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

The school does not keep a supply of non-prescription pain relievers or medication on hand for students' use, nor does the school allow students to carry or administer their own medication except inhalers. Students failing or refusing to take medication pursuant to these rules are subject to dismissal from school.

VISITORS ON CAMPUS

All visitors to the Valley Christian School campus must sign in at the main office located in the High School Building.

Student visitors from other secondary schools are not allowed on campus during regular school hours without an application on file or prior written approval from a VCS administrator. Visitors are to remain with their student host, wear a visitor's badge, and adhere to all school policies and rules at all times while on campus. Failure to do so will result in the visitor being asked to leave the 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.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools

are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - o School officials with legitimate educational interest;
 - o Other schools to which a student is transferring;
 - o Specified officials for audit or evaluation purposes;
 - o Appropriate parties in connection with financial aid to a student;

- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. **Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. This notification in the Student Handbook serves as the notification for Valley Christian Schools’ parents.**

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.
Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

STUDENT ACTIVITIES AND ORGANIZATIONS

Student activities and organizations help enrich the curriculum and/or enrich a student’s interest in future vocational and professional interests. All of these activities and organizations are important aspects of the total school program. Some of the most important learning experiences in a student’s middle school and high school career will result from participation in school activities. It is our hope each student will find some activity of special interest.

CONDITIONS OF CO-CURRICULAR ACTIVITY ELIGIBILITY

Students participating in co-curricular activities are expected to exceed in upholding and conducting themselves according to the stated policies of the school, including but not limited to, behavior issues, disrespect, apathetic attitude, excessive tardiness and/or absences.

- Some activities may require parental permission prior to participation.
- Applicable fees (ISS, club dues, etc.) must be paid before a student is eligible.

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

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

- All athletic teams
- Instrumental or vocal performances
- Dramatic performances

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

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

ELIGIBILITY FOR SENIOR EVENTS

Senior events include a Fall Semester Senior Class Camping Retreat, Junior/Senior Prom, Grad Night at Disneyland, Baccalaureate, Graduation Breakfast, and Graduation ceremony. Senior activities celebrate the conclusion of four years of study and the successful completion of High School diploma requirements. These activities are privileges extended to members of the Senior Class who are in good behavioral standing. Seniors who participate in these school-sponsored events are expected to uphold the school's standards for behavior and dress.

FIELD TRIP POLICY

A field trip is a planned visit to a location outside the regular classroom. Field trips offer experiences that are not obtainable in a classroom setting. All students must have a signed permission slip from a parent. A verbal notification or phone call is not acceptable. Adults who have required documentation on file in the school office will transport students. Students

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

NATIONAL HONOR SOCIETY

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

- Scholarship
- Leadership
- Community Service
- Character
- Attendance

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

ORGANIZATION OF NEW CLUBS

Any club or organization's mission statement, constitution, by-laws, rules of procedure, nomination and election procedures must be submitted for administrative approval to the Office of the Deans of Students. 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.

SPORTS & LEAGUE ACTIVITIES

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

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

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

Any high school student transferring to VCS from another private or public school must complete the necessary paperwork required by the North Coast Section in order to become eligible to compete in CIF sanctioned sports. To begin the process, students must contact the Athletic Department at the time of enrollment. The Athletic Director can be reached at 925-560-6252. Please refer to vcsathletics.com for team information, updates and announcements.

STUDENT GOVERNMENT

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

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

Elections are held each year for the various ASB positions open for election at that time. All candidates must be approved by the administration and the nomination, election, and holding of office must be in accordance with the approved by-laws of the ASB. Each grade-level has faculty sponsors and plans its own activities during the school year.

SPIRITUAL FORMATION

OVERVIEW

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.

CHAPEL

Valley Christian Middle and High Schools gather for a time of worship as a community every Thursday morning. As Valley Christian is an educational community, the chapel program offers instruction in the ways of God and seeks to form students after the person of Jesus. Through songs, prayers, reading of scripture, and reflection on God's Word, the Valley Christian community weekly orients itself toward Christ, who is "the way, the truth, and the life" (John 14.6). The chapel program seeks to create the habits of worship in prayer, in contemplative reflection, as well as in service that will transform both individuals and communities.

BIBLICAL STUDIES

The Biblical Studies Department at Valley Christian educates students of the capacity of the biblical narrative as the defining story for the human life. Each year, students enroll in a Bible class as an academic course of study. While not all students may subscribe to the belief and values of the Christian faith, we expect our graduates to demonstrate the ability to articulate substantive Christian perspectives on many major human and societal dilemmas. Grades for the Bible classes are included in the student's grade point average.

FACULTY ADVISORY

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

ADVISORS PLAY A SPECIAL ROLE IN SEEKING TO KNOW AND LOVE THE WHOLE STUDENT.

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

ACADEMICS

MIDDLE SCHOOL AND HIGH SCHOOL OVERVIEW

Valley Christian Middle School is part of a private co-educational Christian school system from pre-school through high school. Valley Christian Middle School is jointly accredited by the Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI). We are also a member of, Center for the Advancement of Christian Education (CACE). The middle school curriculum and academic standards are designed to prepare students for college preparatory high school level courses.

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

High School academic courses are certified by the University of California, and AP courses are approved by the College Board. 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 Dean, some Seniors may enroll in a minimum of five classes.

GRADING POLICY

Valley Christian Schools' academic year is divided into two semesters with grades given in each subject at the end of every quarter and semester. The grading standard is as follows:

A+	97.0 – 100%	C+	77.0 – 79.9%	F	< 59.9%
A	93.0 – 96.9%	C	73.0 – 76.9%	W/F	Withdraw/F
A-	90.0 – 92.9%	C-	70.0 – 72.9%	I	Incomplete
B+	87.0 – 89.9%	D+	67.0 – 69.9%		
B	83.0 – 86.9%	D	63.0 – 66.9%		
B-	80.0 – 82.9%	D-	60.0 – 62.9%		

Class ranking is determined by the cumulative semester grades in years nine through twelve.

QUARTER AND SEMESTER GRADES

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

School policy is to remove any student from a math, science, or foreign language course at the end of first semester if the semester grade is an "F". A semester grade of "D" is passing. Students in the "D" range may continue with the recommendation of the teacher.

High School - The quarter grade includes tests, homework, class work, projects, labs, and participation, as set out in the course description. The semester grade is a combination of quarter grades and the semester exam. Each academic class is required to have a semester final exam. 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 (ADP) 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

Some honor courses and all Advanced Placement courses are weighted on the 5-point grading scale as designated by the University of California. Courses currently receiving weighted grades are:

AP Biology
AP Physics C Mechanics
AP Calculus AB
AP Chemistry
AP Physics C Electricity & Magnetism
Chemistry Honors
Pre-Calculus Honors

AP English Language & Literature
AP Spanish Language
AP English Literature & Composition
AP Statistics
AP Macroeconomics
AP US History
AP Microeconomics

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

Academic Support Plans (THRIVE)

Thrive Plans are created for students at-risk for low academic performance. The following procedure has been designed to support students:

Students who earn a GPA below 2.00 during any grading period are placed on an Academic Development Plan. The ADP will last for a minimum of one quarter. If the student remains on an ADP for longer than one semester, they will be placed on a 90-day probationary period that will lead to dismissal (if deemed necessary by administration). Depending on the student circumstance, the terms of the ADP will include one or more of the following: mandatory meeting with the student, parent(s), teacher(s), and an administrator; a written and signed plan of action specific to the student’s needs; periodic monitoring and assessment of student progress by an administrator.

Administrators, counselors, the athletic director, and appropriate coaches will be notified of students on an ADP. Students may be ineligible to participate in any school-sanctioned extracurricular activities for the duration of the ADP.

SERVICE LEARNING

Just as Jesus Christ came to the world “not to be served, but to serve,” Valley Christian students perform community service each year. Service Learning is an integral part of student development.

Middle School - Valley Christian Middle School’s mission is to teach students how to serve by providing opportunities for them to serve and bond as a class, working alongside their teachers on activities planned by their teachers. Community service is embedded in our school program on campus in field trips, and cross-cultural activities, etc.

High School - Valley Christian High School students perform community service each year. Students take initiative in planning their own community service activities, as well as work with the Deans of Students, Service Learning Lead and other faculty to participate in giving time, energy, and resources to others.

- Community service will be recorded on the student’s transcript as graduation requirement completed, incomplete, exceeded requirement, etc.
- Current Freshmen, Sophomores, and Juniors are expected to participate in community service projects each school year. Community service hours are to be recorded on the community service logs, available in the office. Log sheets are to be signed by a supervisor who can authorize and verify service hours performed by the student. Community service logs should be turned into the Deans of Students office throughout the year, with a final deadline at the end of 3rd Quarter.

All graduating Seniors are expected to complete community service through the Senior Symposium course to fulfill the VCHS graduation requirement.

COMMUNITY SERVICE HONOR FOR EXCELLENCE RECOGNITION (optional)

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

Current seniors who complete the 200 hours of Service Learning (which includes the completed graduation requirement of 60 hours) will receive the following recognition:

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

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:

- 40 units Bible
- 40 units History/Social Science
- 40 units English
- 30 units Mathematics including Geometry and Algebra II
- 30 units Lab Science including one Life and one Physical Science
- 20 units Language other than English
- 20 units Physical Education including Health
- 10 units Visual & Performing Arts
- 20 units Electives
- 250 units

PLACEMENT

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

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

ADVANCED PLACEMENT (AP)

Placement in AP courses is initiated by student request. A panel of AP teachers and academic team members review requests in regard to readiness, work load, and ability to schedule. AP students are taking a college-level course for dual credit. Individual institutions and universities do reserve the right to limit or exclude college level credits for AP courses. Independent learning, personal integrity, and trust are essential to success in an AP course.

- Quotations and resources must be cited according to school standards and accepted forms.
- A student who dishonestly uses any electronic sources will be disciplined.

- Foreign language students may not use translating devices in class or while testing.
- Plagiarism may be cause for a student to be removed from a course.

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

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

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

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

Each AP course costs \$140, which includes the test fee. The fee will be due at Orientation. In addition, students will purchase their own books in order to permit highlighting and note taking in the text.

CONCURRENT ENROLLMENT

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

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

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

DROPPING AND ADDING COURSES

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

The Academic Dean must approve all schedule changes.

GRADE REPORTING PROCEDURES

All teachers post grades on the web-based program Veracross. Each student and parent is issued a password enabling access to grades. Students and parents are encouraged to regularly review progress on Veracross. Official reports will be mailed at the end of each semester.

MID-TERMS AND FINAL EXAMS

PLEASE NOTE: *Students are required to be in dress code for mid-terms and exam days.*

Middle School - "Final exams" are not given for middle school classes. Middle School students do follow the HS finals schedule during the last week of each semester. Teachers may schedule comprehensive tests at the end of each semester, lengthy unit tests, or culminating learning activities. Middle school students enrolled in high school classes will have mid-term and final exams at the same time as high school students. These high school exams do comprise 20% of the semester grade. Exam week schedules are published on the school calendar.

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

STANDARDIZED TESTING

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

- ACT Aspire – grades 6, 7, 8, 9 and 10
- PSAT and PSAT 8/9 – grades 8, 9, 10, and 11

REQUESTS FOR OFFICIAL DOCUMENTS – RECORDS AND TRANSCRIPTS

The Registrar handles requests for records and transcripts. Parents or students must submit a transcript request form for both official and unofficial copies of transcripts. Transcript request forms are available in the Registrar's Office or the Counseling Office. Transcripts will be processed within three (3) business days.

RULES AND RESPONSIBILITIES

I. INTRODUCTION

All members of Valley Christian Schools are called to live responsibly, ethically, and intelligently, honoring God and the mission of the school at all times. Moreover, all members are to strive to grow in faith, wisdom, and service.

AT THE HEART OF THE RULES AND EXPECTATIONS OUTLINED IN THIS SECTION IS THAT WE VALUE THE COMMUNITY GOOD OVER INDIVIDUAL EXPEDIENCY AND INTERESTS.

While it is impossible to list every rule, we expect our students to have a solid grounding in the difference between right and wrong that will guide their daily decisions. And, by making a rigorous effort to develop a habit of mind and heart for what is good, our students will gain a vision and develop strong characters for a life well lived.

II. GUIDING PRINCIPLES FOR GOOD CONDUCT

The following statement guides all of our actions, behavior, and conduct at Valley Christian Schools. It reads: "I will act with respect, honesty, and concern for others and will seek to inspire the same values in our community and beyond." This statement is the basis for every rule found in this book and should itself be regarded as the single most important rule at Valley.

Three basic principles guide student behavior at Valley Christian Schools:

1. Students are to respect people and see others as bearers of Imago Dei, or image of God (peers, teachers, deans, staff, visitors on campus, parents).
2. Students are to respect property because we are stewards of God's provisions and creations (lockers, desks, walls, equipment, etc.).
3. Students are to respect rules and authority especially when they are established for health, safety, and orderliness.

Teachers may administer discipline in and out of the classroom when needed for minor infractions. In addition, teachers have the obligation to report major rule violations and major misconducts to the Dean of Students Office regardless of circumstance or methods of discovery. In a case of a major rule violation or major misconduct, one of the Co-Deans of Students will convene a discipline committee to review the case and deliberate for a disciplinary action.

IT IS OUR DESIRE THAT EACH STUDENT DISCOVERS THE JOY OF ALLOWING THE HOLY SPIRIT TO CONTROL EACH AREA OF HIS OR HER LIFE AND THAT THE STUDENT WILL LOOK TO THE PRINCIPLES OF GOD'S WORD FOR GUIDANCE.

Authority is necessary in all areas of society to allow for individual and community flourishing. The authority and direction of the home and school are preparations for our yielding to God's loving leadership in our lives.

It is important to note we are to protect ourselves from situations which will harm us personally and/or cause harm to others. Students will be expected to contribute to this community along with faculty members and parents at all times. Failure to observe any of the regulations will result in appropriate action by the faculty and administration. Severe or habitual infractions may result in suspension or expulsion. In some instances the student may be placed on probation. While on probation, a student may lose certain privileges, such as but not limited to holding office and participating in inter-scholastic activities. A student on probation will also be required to have a weekly meeting with the Dean of Students, Advisor, or Academic Counselor to discuss their progress.

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

III. MAJOR SCHOOL RULES

- A. **Harassment, Bullying, and Hazing**
- B. **Honesty**
- C. **Academic Integrity**

A. **Harassment, Bullying, and Hazing**

Any form of harassment, including sexual harassment, bullying, or hazing, is absolutely prohibited. Teasing, harassing or bullying, along with verbal, written or any intentional threat of violence of a personal nature towards students, teachers, staff, or the school's property is prohibited. Any incident of possible harassment should be brought immediately to the attention of an administrator who will thoroughly review the matter with discretion. Administration will make a determination as to what, if any, disciplinary action, up to and including dismissal, will be taken against any employee or student who is found to have engaged in harassment.

1. **Cyber bullying**

is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic messaging and or images. Cyber bullying and harassment deliberately threatens, harasses, intimidates an individual or group of individuals; or places an individual in reasonable fear of harm to the individual or

group of individuals or damage to the individual's property; or has an effect of substantially disrupting the orderly operation of the school. This can be a violation of a student's right to be safe and secure on campus.

Students who misuse technology on campus (including cell phones and iPads) for cheating, bullying and other inappropriate activities may receive additional discipline.

2. **Student Dignity – Harassment & Threat Policy**

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

A threat is considered an action, written (on paper or online) or verbal communication which has announced or communicated danger, evil, injury or damage. Threats are considered as real. All threats will be viewed with utmost seriousness and not be considered as jokes.

VCS does not condone or allow threats and/or harassment of others whether engaged in by employees, students or others who may be present on our campus. Teasing, harassing or bullying, along with verbal, written

or any intentional threat of violence of a personal nature toward students, teachers, staff, or VCS property is prohibited.

All reports of threats and harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report, and will result in an immediate investigation by the Administration. Any act which would be defined as a crime under California law may be referred to law enforcement and the State Attorney.

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

3. Sexual harassment

includes unwanted sexual advances; making or threatening reprisals after a negative response to sexual advances; visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters; verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually

degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; and physical conduct such as touching, assault, impeding or blocking movement.

B. Honesty

The following statement guides all our actions, behavior, and conduct at Valley Christian Schools. It reads: "I will act with respect, honesty, and concern for others and will seek to inspire the same values in our community and beyond." This statement is the basis for every rule found in this book and should itself be regarded as the single most important rule at Valley. Any community can survive only in an atmosphere where honesty—and the trust that results—is a guiding principle. At Valley Christian Schools we value honesty above all. Dishonesty is a breach of trust and subjects a student to disciplinary action.

C. Academic Integrity

All work submitted by students should be the product of their own efforts and reflect their own abilities. Intellectual training occurs when individuals learn about intellectual conversations that occur within a discipline and then become effective participants in those conversations. Critical to this process – and to a school's measurement of it – is that clear distinctions be made between one's own work and that of others. The educational program at Valley Christian is founded on a respect for intellectual property and a commitment to personal integrity. A parent or tutor should encourage and help equip a student to do his/her own academic study.

1. 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 non-permitted 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 a classmates during a quiz or test. A first offense will result in a zero on the paper, test, or quiz, and detention with no opportunity to replace the grade, including extra credit. Subsequent episodes of cheating will be subject to further disciplinary action up to, and including, suspension or expulsion.

2. **Plagiarism**

Plagiarism is cheating and a serious violation of our student expectations. It is academically dishonest as well as an ethical offense. It violates the school's mission and expectations for students, and will not be tolerated at VCS. Administrators will review any incidence of plagiarism, and parents will be notified.

"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 other 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 has the responsibility to consult his or her teacher.

Incidents of suspected plagiarism are reviewed by the Academic Review Committee. The student will meet with a small group of VCS teachers and or administrators to discuss the incident. A first offense will result in a zero on the paper and immediate detention. A second offense will result in a zero on the paper with a 1-3 day suspension. A third offense will result in possible recommendation for expulsion from Valley Christian School. Students will not be given the opportunity to replace the grade, including extra credit work. The student's teachers will be notified, and the incident will be recorded in the student's permanent file, which could also affect college admission.

IV. PERSONAL RESPONSIBILITIES

- A. **Attendance**
- B. **Internet usage**
- C. **Driving and Parking**
- D. **Dress Code**
- E. **Couples On Campus**

A. **Attendance**

1. **Attendance**

Valley Christian Schools place strong emphasis on class attendance. We assume that students who come to Valley Christian have a serious purpose and will be conscientious in meeting all obligations. Academic obligations should not be compromised to

accommodate family vacations. Students should also note that they need to follow through their commitment to their teachers and fellow classmates by attending and contributing to everyone's learning in class. Parents should consider the effect of vacations taken during school days and its burdens placed on both students and teachers. Parent support is essential.

THERE IS A POSITIVE CORRELATION BETWEEN SCHOOL ATTENDANCE AND GOOD ACADEMIC ACHIEVEMENT.

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

2. Step-by-Step Procedure

Procedure to follow when a student must be absent:

- a. Parents are to contact the school as soon as he or she knows a student is going to be absent.
- b. If the absence is for illness, parents may leave a message on the attendance line at (925) 560-6261, by 8 am. Please include the student's full name and grade level.
- c. If a phone call is impossible for that day, an email may be sent to: attendance@valleychristianschools.org or a note may be sent with the student upon their return to school with the parent or guardian's signature.
- d. Absences that are not covered by a phone call, note from home or email, will be considered unexcused and the student will not receive credit for any work completed for the day in question. Unexcused absence issues must be resolved within 3 days of returning to school in order to receive credit for your work.
- e. Falsely representing a parent/guardian in any way will result in severe disciplinary action.

3. Excused Absences

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

students must take tests the day they return from being absent.

VCS defines **EXCUSED ABSENCES** as absences from school with the knowledge and permission of the parent and school that is documented appropriately with the school office.

4. **Unexcused Absences**

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

5. **Attendance for Extra Curricular Activities, Performing Arts and Sports Participation**

Students may not participate in afterschool activities such as sport practices, contests, or school-related events on a day they are absent from school including leaving school early. The Dean of Students may grant exception on a case-by-case basis considering academic learning as a priority.

6. **AP Testing**

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

may also be excused from other classes on the same day of the test.

7. **Planned Absences**

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

- a. Completed form submitted to office two (2) days prior to the absence to the office.
- b. The request must state the dates and nature of absence.
- c. The request will be decided by the Dean of Students.

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

8. **Homework And Test Make-up Policy**

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

Students absent due to a single-day field trip or sports event must make up missed tests by the end of the next succeeding school day. Tests

missed for reasons other than field trips and sports events must be made up and their point value as signed in accordance with the teacher's classroom policy. Teachers may exercise discretion in the application of this policy.

9. AP Course Academic Responsibilities

- a. Daily homework must be turned in on the date due; no late work will be accepted. Major assignments or projects will be reduced in grade if turned in after the due date with permission of the teacher.
- b. Students are expected to take all quizzes and tests on the date scheduled by the teacher. In case of absence, teachers may reschedule a make-up test to be completed in 1-3 school days. Any student who demonstrates a pattern of absences on exams may be dropped from an AP course.

10. Attendance Notes

- a. Students who miss more than five (5) periods of any class in a semester should expect to see a grade reduction for up to 10% lower in the course. This is an administrative deduction based on the loss of seat time for a brick-and-mortar accredited school.
- b. After eight (8) absences in a semester a student will be placed on academic probation and must meet with the Dean of Students to sign a contract outlining strict adherence to the attendance policy. Failure

to meet this requirement will lead to recommendation for removal from the school.

- c. 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.
- d. Parents may keep up-to-date with their student's attendance by accessing Veracross. Please contact your student's Advisor with questions or concerns.
- e. If a student goes home during the day due to illness, he/she must sign out in the office and is expected to remain at home for the rest of the day. This includes missing co-curricular activities.

11. Tardiness

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

**NUMBER OF TARDIES WITHIN A QUARTER-
AND THEIR RESULTS**

- 1-3.....None – grace
- 4.....Meet with Academic Dean and Advisor
- 5.....Detention
*** 5 tardies log as 1 unexcused absence**
- 6-7.....Meet with Advisor and Sign
Behavior Contract
*** Students may be excluded from
extracurricular activities for one week.**
- 8.....1 day in-school Suspension and placed
on formal Corrective Action Plan (CAP)
- 10.....2 day Suspension
*** Logged as a second unexcused
absence**
- 11+.....Possible referral for dismissal
from school

It must be noted that tardiness is not classified as excused or unexcused. It is in the student's best interest to be on time and realize there may be an occasion that a tardy will result because of unforeseen circumstances. It is for this reason each student is given grace for the first 3 of each quarter.

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

A written pass will be given to any student who is tardy to class. This pass does not distinguish between excused or unexcused. It only allows the student to enter class. Any student tardy to school must sign in on the "Sign In Sheet" in the office.

12. Early Dismissal

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

B. Internet usage

1. Internet Contract

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

- a. Adhere to the same standards on the Internet that are expected in the classroom.
- b. Refrain from posting inappropriate messages about an individual on social media or website.
- c. Check spelling and grammar before posting a communication. If a mistake is made, accept responsibility and apologize.
- d. Avoid chat rooms and game sites that are strictly forbidden at all times to all users.

- e. Respect others' privacy and refrain from reading/altering mail or files that do not belong to the user.
- f. Refrain from using other student's property without explicit and timely permission.
- g. Be aware of and respect Copyright laws. If there is a question, ask the teacher for clarification. Acknowledge the student handbook regarding plagiarism. The user, not Valley Christian, will be liable for any monetary damages.
- h. Avoid observing or participating in an unauthorized area and acknowledge that privileges will be suspended from Internet usage on campus and be subject to discipline under the Student Handbook.
- i. English to foreign language translation sites are forbidden to all student users.

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

2. Social Media Contract

Guidelines: Social Media, such as; Facebook, Twitter, YouTube, MySpace, 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 Middle and High School. Each student and their parent/guardian must read and sign this contract acknowledging the student's responsibility to use Social Media responsibly as a member of Valley Christian Schools. Please use the following guidelines when posting on Social Media sites.

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

- f. Always remember that Cyber bullying 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 Cyber bullying on Social Media sites, including electronic text, can be disciplined by Valley Christian School administrators, as needed. **MAKE SURE YOU ARE AWARE OF THE CYBER BULLYING SECTION STATED IN THE STUDENT HANDBOOK.**

C. Driving and Parking on Campus

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

- a. Students are to obey all posted speed limits, traffic signs and the directions of school staff/ personnel at all times while approaching, entering, driving on or leaving the campus. Students must identify themselves when asked.
- b. Students are to park in the student parking lots only and are to occupy one parking space only. Level one (closest to school) is reserved for members of the Senior Class.
- c. Students are not to park in a designated "FIRE LANE," or "NO PARKING" lane, and must park within lined parking stalls.

- d. Neither students, nor parents, may park in handicapped spaces without the appropriate DMV issued placard or license plate.
- e. Students driving off the paved area, doing "wheelies" or "donuts", using excessive speed when pulling out of parking spaces or the parking lot, or any other driving described as reckless, may have all parking and driving to school privileges revoked and be subject to administrative review.

Drivers failing to obey these rules are subject to having their car towed at the owner's expense. The first offense will be a detention. A second offense will be a 1-day suspension, and the student loses campus parking and driving-to-school privileges for 5 days. A third offense will result in the revocation of campus parking privilege for the balance of school year. Parents will meet with an administrator. Failure to comply with above consequences may result in student being asked to withdraw from the school.

D. Dress Code

All clothing and personal appearance must be neat, clean, in good repair, and modest in fit and length and appropriate to a Christian educational environment. Dress, hairstyle or makeup should not call undue attention to the individual or be distracting. This code applies during any school day including exam days from the time of arrival on campus. There will sometimes be special considerations made for certain field trips. These considerations will be communicated on the permission slip.

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

- a. Make every effort to stay well within the established parameters.
- b. Help your child to understand the stated purposes of the dress code and the importance of learning to live within guidelines.
- c. Do not take dress code infraction incidents personally. School employees seek to administer the dress code as consistently and fairly as possible.
- d. Do not allow the inconvenience or frustration of a moment to undercut the vital partnership between the home and school.

DRESS CODE FOR BOYS

Boys may wear:

- Regular fitting jeans
- Collared or crew-neck shirts, long or short sleeves
- Tailored pants, shorts, and jeans worn at the natural waistline
- Neat and trimmed hair, no longer than the top of the collar of a dress style shirt in the back and the top of eyebrows in the front
- Facial hair, neat and trimmed
- One pair of simple stud earrings (one earring in each ear)

Boys may not wear:

- Warm-ups, “pajama pants”, sweat suits, sweatpants or sweat-like material pants (joggers)
- Clothing that torn, threadbare, frayed, or that has holes
- Basketball shorts
- Hats and hoods in classroom, assembly or chapel
- Tank tops
- Sagging pants or shorts (pants must be worn at waistline)
- Slippers

DRESS CODE FOR GIRLS

Girls may wear:

- Regular fitting jeans
- Tailored pants, capri pants, jeans, shorts, and skirts worn at the natural waistline
- Skirts, dresses, and shorts that 4” from the floor when kneeling
- Tights/leggings worn with a dress or skirt 4” from the floor when kneeling. Flannel shirts, sweatshirts or other tops that are not 4” from the floor when kneeling and worn with either tights or leggings are not permitted and are in violation.
- Attire that covers the shoulders, back, and midriff at all times. Tops must cover the lower back when sitting and extending the arms. Long tanks may be worn under a shirt to ensure compliance.
- Tank tops whose straps are wider than 1-inch and that cover undergarment straps.

Girls may not wear:

- Clothing that is torn, threadbare, frayed, or that has holes
- Warm-ups, “lounging pants”, “pajama pants”, yoga pants, basketball shorts, sweat suits, sweatpants or sweat-like material pants (joggers)
- Leggings/ Jeggings worn as pants

- Spaghetti strap tank tops, dresses or low-cut tops
- Strapless dresses or strapless shirts
- Slippers

OTHER DRESS CODE FOR BOTH BOYS AND GIRLS

- Clothes are to fit well and not be overly tight or baggy.
- Undergarments are not to be visible at any time.
- Clothing, jewelry, and personal items (backpacks, binders, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any insignia which contain inappropriate innuendo or double meaning; which bear drug, alcohol, or tobacco company advertising, promotions and likeness; or which advocate racial, ethnic, religious or political prejudice. In addition, these items should not endorse or represent any groups or bands.
- Excessive multiple rings on the ears, larger than .25” gauges, or any ring deemed indecent (size or style) by administration is not permitted.
- Body piercing or tattoos must be discreet or not visible.
- Hair must not be a distraction (i.e. - mohawks, spikes, shaved messages, ponytails (for boys), hair other than natural occurring colors, etc.). Decisions on the appropriateness of hairstyles are at the sole discretion of the school

administration. Students are encouraged to seek clarification before making a change to their hairstyle. A student may be asked to leave school until a situation with a hairstyle is resolved.

DRESS CODE CONSEQUENCES

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

For the first offense, the student will receive a warning and be required to change attire before attending or returning to classes. If a change of clothes is unavailable, the student will report to the main office. Appropriate attire is available for purchase in the Deans of Students office. Parents will receive a written letter of notice, email, or phone call for the first (1st) dress code infraction. If a second offense occurs, the student will receive a detention; the student will be required to change immediately. If a third offense occurs, parents will be contacted, and the student will be suspended for 1-3 days.

E. Couples on Campus

Students at Valley Christian School are expected to honor and respect one another in a manner that exhibits the highest Christian standards. At Valley Christian School, we desire to provide an atmosphere that promotes healthy avenues of expression of friendships among couples and reflects Biblical standards of morality. Students are to refrain from public displays of affection at school and school functions.

IV. DISCIPLINARY PROCEDURES FOR MAJOR RULE VIOLATION

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

- Students who are disruptive inside or outside of the classroom will be given a verbal warning or reprimand.
- Students who are disrespectful or grossly disruptive may be given a lunch, afterschool, or Saturday School detention without prior warning.
- Students who are excessively and repeatedly disruptive and/or disrespectful will be referred to the Dean of Student's office.
- The Dean of Students will connect with the student's parents.
- The student may be placed on probation or a correction action plan (CAP), suspended, probation, or removed by voluntary withdrawal or expulsion.
- In the case of severe misbehavior, the Dean of Students must act to maintain a safe culture and environment for the student body. This includes removal of a student from the campus temporarily or permanently.

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

Detentions and suspensions are given for serious offenses, such as but not limited to: excessive tardiness, disrespect, disruptive behavior, offensive language, repeated dress code violations, cheating, lying, plagiarism, bullying, defacing school property, and fighting.

A. Discipline Committee

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

When a student is suspected and reported to be in violation of a major rule, one of the Co-Deans of Students would convene a discipline committee to hear the student's case. The DC consists of: 1. a Dean of Students, who chairs the committee and presents the case; 2. the Dean of Academics, 3. one director or counselor; 4. two faculty members, 5. two 12th grade student representatives as elected by the 12th grade class. The superintendent of schools attends all DC meetings as an observer. The student's faculty advisor will be present at the DC hearing to serve as the student's reasonable advocate for fair due process. No outside person, including parents or guardians, may be present at a discipline committee meeting. A student who is required to appear before the DC is required to notify his/her parents or guardians and advisor about the meeting. The members of the committee each have one vote.

After hearing the facts; interviewing the faculty member who reported the case, the student and advisor; and engaging in discussion, the committee votes by a majority on a recommendation for disciplinary action, which is then given to the superintendent.

It is the role of the superintendent to make the final decision. If a student fails to appear before a required DC meeting without a good cause, the student will be dismissed from the school. The vote of the DC is confidential and will not be disclosed. DC members are prohibited from discussing any decision or case.

The superintendent and the Dean of Students may alter this procedure and the constitution of the Committee when practical considerations, such as privacy, safety, or logistics, interfere.

All decisions of the superintendent are final and not subject to appeal.

B. Disciplinary Responses

1. Letter of Reprimand

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

2. Status of Warning

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

3. **Disciplinary Probation and Suspension**

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

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

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

4. **Enrollment Review**

With the recommendation of the DC or at the discretion of the superintendent and a Dean of Students, a student may be placed on Enrollment Review at any point in the year

for a repeated and ongoing failure to meet Valley Christian Schools' expectations. The specific nature of the concerns will determine the exact composition of a Review Committee with the adults in the school that work most closely with the student. The duration of a student's time on Enrollment Review may vary, but will be no less than two quarters. The progress of a student placed on Enrollment Review will be discussed by the full faculty at the end of each term. At the end of two complete terms, the Review Committee will make a recommendation for further action to the Superintendent and the Dean of Students. We expect that the student placed on Enrollment Review not only change the negative behaviors and attitudes that caused concern, but also actively make positive contributions to the school community. Failure to respond to this requirement will result in the student's dismissal. Similarly, students who violate a major school rule while on Enrollment Review will likely be dismissed.

5. **College Notification**

College notification requirements apply to any student who has been placed on suspension at any time during his or her high school career. The College and Career Counselor helps students manage the process of disciplinary reporting to colleges, universities, and scholarship agencies. Observance of the college notification policy is a matter of honesty.

C. **Detentions**

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

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

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

Students must arrive ON TIME! Students are to report to the designated classroom and teacher promptly. A student who is tardy will not be admitted to the detention room. Any student who fails to show for a detention will receive an additional detention. If the same student fails to attend a subsequent detention, they will receive a 1-day suspension. Electronic devices are not permitted in the detention room.

A 1-day suspension will result when a student has already served 3 detentions and receives a 4th detention in the **same semester**.

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

THE NUMBER OF DETENTIONS WITHIN SEMESTER- AND THE RESULTS

- 1-3.....None (Grace)
- 4.....1-Day Suspension/ Behavior Contract
- 5.....2 or more day Suspension
- 6.....Recommended Expulsion

D. Suspension

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

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

E. Expulsion

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

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

The following are examples of, but are not limited to,

reasons justifying expulsion: plagiarism; truancy; cyber bullying; participation in any web site 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 illegal drugs or paraphernalia, alcohol, tobacco products, firearms, knives or other weapons.

F. Withdrawals & Transfers

In the event of a withdrawal or transfer, necessary forms must be completed. Parents must contact the Academic Dean in order to begin the process of transferring or withdrawing a student from the school. Using a prescribed form to be signed by each teacher, students must obtain withdrawal grades up to the exit date and submit the completed form to the Registrar. In addition, all textbooks and other school property must be returned before the final date of attendance.

G. Re-Admission

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

H. Surveillance Cameras

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

A NOTE TO PARENTS

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

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

WE SEEK TO PREPARE THE HEARTS AND MINDS OF GOD'S CHILDREN FOR SERVICE IN HIS KINGDOM.

The guidelines set forth in this handbook are essential for an effective partnership with families as we seek to prepare the hearts and minds of God's children for service in His kingdom. However, they will be ineffective if there is not agreement and support between the home and school. When a discipline situation arises, it can be a very emotional time for all involved. If our focus remains on developing Christ-like character in our young people, these situations

can be opportunities for tremendous growth. The faculty and staff of VCS are experienced professionals who love each and every student enough to discipline them and will make every effort to fairly and consistently apply the handbook guidelines. If your student receives discipline at school, we would ask that:

- If you have any questions regarding the incident, prayerfully and calmly discuss it with the teacher as well as your student. Remain objective and avoid making premature assumptions.
- Refrain from discussing the matter with others – avoid sidewalk chatter and gossip.
- Remember that students will relate incidents from their own perspective, which is almost certainly favorable to them.
- Recognize that the behavior we model sends a powerful message to students. Let your attitude and actions convey support for the teacher and school.

It is also important to remember that parents are partners even in discipline situations that do not involve their student. We expect that you refrain from gossip and negative chatter about discipline situations. Please display the same restraint and discretion that you would want if your student were involved. School personnel will also 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 expect that you direct them to the appropriate school personnel.

A. Parental Communication Guidelines

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

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

B. Parental Support & Cooperation

It is our expectation that parents and students will support and cooperate with the faculty and administrative staff of our schools. Our schools are structured and administered to achieve the stated goals of the mission statement of the schools. If a student and/or parent is not in agreement with our goals, and find themselves in substantial disagreement with the administration or teaching staff, we would recommend that they seek a different environment to achieve the goals that are important to them. If in our estimation, it is apparent that a parent and/

or student is in substantial disagreement with the administration of Valley Christian Schools, we will require them to remove their student(s) from our schools, and help with the transfer of the student to the school of choice as designated by the parent.

C. Policy Regarding Parental Behavior, Language, and Communications

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

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

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

VCS, up to and including administrative cooperation in the legal prosecution of the offending party as justified by the alleged offense.

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

D. Parent Safe Home Agreement

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

- Teens dying or having near death experiences from alcohol poisoning and drug overdoses.
- Teens attending private parties where teen bonding takes place around illegal drinking and drug use, sometimes with parents present.
- Teens participating in house trashing and vandalism.
- Teens addicted to alcohol and other drugs.
- Teens involved in fights, accidents - occasionally date rape - because alcohol or other drugs cloud judgments.
- Teens fearing rejection if they challenge negative behaviors of other students.
- Teens participating in co-ed sleepovers.

- Teens having access to prescription drugs in the home.
- Teens viewing pornographic movies/magazines on the Internet.

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

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

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

E. Grievance and Conflict Resolution

The 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 chairman of the school board who may form a grievance sub-committee.
4. The problem is presented to the sub-committee who calls upon the parties involved as necessary, all in a spirit of reconciliation.
5. If unresolved, the problem is presented to the entire school board for a resolution. The School Board has the option to give guidance to school administrators and to the VCC Board of Deacons regarding the parties involved as necessary, all in a spirit of reconciliation.

DISCLAIMER

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

NOTICE OF NONDISCRIMINATION POLICY

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

2016/2017 School Calendar

VALLEY CHRISTIAN



School Information At-a-Glance

Admission Office: 925-560-6262 Registrar Office: 925-560-6242
 Athletics Office: 925-560-6257 (Transcripts and School records)
 7500 Inspiration Drive, Dublin, CA 94568 www.ValleyChristianSchools.org

AUGUST						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	First Day	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	Labor Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	end Q1	8
9	1st qtr grading	11	12	13	14	15
16	Teach Conf Days	19	20	21	22	
23-30	24-31	25	26	27	28	29

1st Quarter - 39 FULL days

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	Thanksgiving Break					26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	2nd qtr grading	17
18	Christmas Break					24
25	Christmas Break					31

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	MLK Day	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2nd Quarter - 37 FULL days, 4 HALF days (Finals) - Total - 41 Days

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	Winter Break					18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
1			1	2	3	4
5	6	7	8	9	end Q3	11
12	3rd qtr grading	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	Off	8
9	Spring Break					15
16	17	18	19	20	21	22
23-30	24	25	26	27	28	29

3rd Quarter - 44 FULL days

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	4th qtr grading	23	24	25	26	27
28	Memorial Day	30	31			

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Holidays/School Breaks
 First Day, End of Qtrs, Midterms/Finals
 Teachers on campus (No School)

4th Quarter - 43 FULL days, 4 HALF days (Finals) - Total - 47 Days

SEMESTER I - 76 FULL Days and 4 Half Days (Midterms)

SEMESTER II - 87 FULL Days and 4 Half Days (Finals)

Total 163 FULL Days 8 Half Days for Testing = 171 Total Days of School for 2016/2017

IMPORTANT DATES TO REMEMBER:

- 8/8 - all teachers on campus
- 8/10 - Back to School Check-in/Photo Day for all Middle and High School students
- 8/11 - TK Orientation
- 8/12 - Meet your Teacher Day (Preschool)
- 8/12 - Back to School Check-in for all Elementary students
- 8/15 - First Day of School -All Schools
- 10/7, 12/15, 3/10, and 5/26 - end of 1st, 2nd, 3rd, and 4th Quarters (ES-HS)
- 10/10, 12/16, 3/13, 5/22 - NO SCHOOL - Development Days for Teachers - ES, MS, HS
- 10/17 and 10/18 - NO SCHOOL - Parent/Teacher Conferences - Preschool through High School

- 12/12-15 - Midterms - Middle and High School - 1/2 days
- 5/23-26 - Finals - Middle and High School - 1/2 days
- 5/25 - Last Day of School - Preschool and 5th graders
- 5/26 - Last Day of School - Elementary, Middle, and High School
- 5/26 - 8th grade promotion
- 5/27 - Graduation
- 6/2 - Teacher last day on campus

2016-2017 Weekly Bell Schedule



Please Note: A student is tardy if they are not in their assigned classroom when the bell rings. For 1st period, a five-minute warning bell will ring at 7:45 am.

Monday			Tuesday			Wednesday			Thursday			Friday		
FULL DAY			FULL DAY			EP (1, 3, 5, 7)			EP (2, 4, 6) Early Release			FULL DAY		
Period	Time	Min	Period	Time	Min	Period	Time	Min	Period	Time	Min	Period	Time	Min
1	7:50-8:40	50	1	7:50-8:40	50	1	Announcements 7:50-9:25	95	2	7:50-9:20	90	1	7:50-8:40	50
2	8:45-9:35	50	2	8:45-9:35	50	Class Meetings	9:30-9:45	15	Chapel	9:30-10:20	50	2	8:45-9:35	50
Assembly	9:40-10:00	20	Advisory and Clubs	9:40-10:00	20	AM Break	9:45-9:55	10	AM Break	10:20-10:30	10	Advisory and Clubs	9:40-10:00	20
AM Break	10:00-10:10	10	AM Break	10:00-10:10	10	3	9:55-11:25	90	4	10:30-12:00	90	AM Break	10:00-10:10	10
3	10:10-11:00	50	3	10:10-11:00	50	Lunch	11:25-11:55	30	5	12:25-1:15	50	3	10:10-11:00	50
4	11:05-11:55	50	4	11:05-11:55	50	5	11:55-1:25	90	6	1:20-2:10	50	4	11:05-11:55	50
Lunch	11:55-12:25	30	Lunch	11:55-12:25	30	PM Break	1:25-1:35	10	6	2:15-3:05	50	Lunch	11:55-12:25	30
5	12:25-1:15	50	5	12:25-1:15	50	7	1:35-3:05	90	7	2:15-3:05	50	5	12:25-1:15	50
6	1:20-2:10	50	6	1:20-2:10	50							6	1:20-2:10	50
7	2:15-3:05	50	7	2:15-3:05	50							7	2:15-3:05	50

Athletic practices will begin daily at 3:15pm

Dec 12 and May 23			Dec 13 and May 24			Dec 14 and May 25			Dec 15 and May 26		
Midterms / Finals Week			Midterms / Finals Week			Midterms / Finals Week			Midterms / Finals Week		
Period 1, 2			Period 3, 4			Period 5, 6			Period 7		
Period	Time	Min	Period	Time	Min	Period	Time	Min	Period	Time	Min
Exam 1	8:30 - 10:00	90	Exam 3	8:30 - 10:00	90	Exam 5	8:30 - 10:00	90	Exam 7	8:30 - 10:00	90
AM Break	10:00 - 10:30	30	AM Break	10:00 - 10:30	30	AM Break	10:00 - 10:30	30			
Exam 2	10:30 - 12:00	90	Exam 4	10:30 - 12:00	90	Exam 6	10:30 - 12:00	90			

VALLEY CHRISTIAN SCHOOLS

