



VALLEY CHRISTIAN SCHOOL

MINISTRY OF VALLEY BIBLE CHURCH

School Handbook

2016/2017

1350 Discovery Street
San Marcos, CA 92078

www.vcsnavigators.com

760.744.0207

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OPERATIONAL POLICIES

FOUNDATIONS

PURPOSE STATEMENT

The purpose of Valley Christian School (VCS) is to bring honor to Jesus Christ through Christian education. A priority is to draw all students to a complete faith in Jesus Christ by training them to live selfless lives pleasing to Him. We will provide a strong academic ministry that prepares students to understand God and the world He created. *"For by Him were all things created that are in Heaven... and by Him all things consist."* (Colossians 1:16-17)

VCS will present a Bible-based philosophy of education that places Christ at the center of all things. The administration works to attract and retain quality teachers who are committed to your children and the ministry of VCS. The faculty takes seriously the goal of educating students academically, spiritually, and socially. Our policies are designed to develop Christian character and we will point students to the Lordship of Jesus Christ.

We appreciate your affirmation in backing this school through prayer support, financial support, and support of the school policies and rules. We expect you to be in harmony with the spiritual, academic, and social purposes of the school. While we realize that no two people will agree on everything, we value your trust and support of VCS's administration and Valley Bible Church's Board of Elders.

PHILOSOPHY OF EDUCATION

Valley Christian School emphasizes the need for each student to reach his or her full potential in academic achievement. As a Christian School, we are dedicated to a balanced approach of teaching the dynamics of living a Christ-centered life, along with a firm foundation of education skills. We view our task through the lens of the following convictions:

1. WE ARE AN EXTENSION OF THE HOME:

In Proverbs 22:6 it is written: *"Train up a child in the way he should go, and when he is old he will not depart from it."* Parents are the child's first and most important teachers, and we will help, support, and guide you as needed.

2. WE ARE AN EXTENSION OF VALLEY BIBLE CHURCH:

The mandate of the Church of Jesus Christ is to *"Go...and make disciples of all nations"* (Matthew 28:19). Although Valley Christian School is not designed as a direct outreach to our community, we do have two goals:

- a. We seek to do all that is within our ability to provide each of the students with opportunities to develop an active, thriving relationship with our Lord and Savior.
- b. We seek to build into each student the skills that are necessary to intelligently and confidently represent Jesus Christ to the world.

FACULTY

As faculty members of VCS, we recognize our privilege and responsibility of being daily spiritual mentors for our students and pledge to lead a life that reflects a personal and vital relationship with Jesus Christ.

ACSI AFFILIATION

Valley Christian School is a member of the Association of Christian Schools International (ACSI). ACSI provides an ongoing training and support program for faculty and administrators to ensure excellence in every area of the Christian school program.

MISSION STATEMENT

NAVIGATORS:

Helping students to...

Negotiate technology

Achieve academically

Vigorously pursue goals

Identify potential

Generate a God-centered worldview

Acquire communication skills

Think creatively

Emulate Christ

CHURCH INVOLVEMENT

Students and parents are encouraged to regularly attend a Bible-believing church. To live a Christian life, a student needs consistent support from church, home, and school.

OPPORTUNITY

Attendance at this school is a **PRIVILEGE** and not a right. The goal of this school is to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship. Valley Christian School is not designed to reform a child who has been in trouble at previous schools.

VCS stands, without apology, for the gospel and the highest standard of morality and Christian behavior. VCS is an extension of, not a substitute for, the Christian home that trains students in a Christian environment for time and eternity. It is our desire at Valley Christian School to have quality in the classroom and build character in the student.

GENERAL INFORMATION

OFFICE HOURS

Office hours are 7:00am until 3:00pm on school days.

ARRIVAL AND DISMISSAL PROCEDURES

Students may arrive between 7:45am-7:55am. Prior to 7:45am they will need to be signed into before school care. Students arriving after 8:00am are considered tardy and must go through the front office prior to going to chapel or class.

For dismissals, students may be picked up in the carpool line. Parents are asked to please remain in cars during the pick-up process. Please do not park in the center of the pick-up line. [Please refer to the Parking and Drop Off & Pick Up Map located under the Admissions tab on the school website.](#)

Students will be released to a parent/guardian or other authorized persons listed on the Emergency Form. In order to provide a safe dismissal, VCS requires **written notification** when changes need to be made to your child's pickup routine.

EXTENDED CARE SUPERVISION

At Valley Christian School, we take our responsibilities seriously, especially when it comes to the personal safety of your child. Each day we will make every effort to provide direct adult supervision for every student.

- **Before Care (7:00am - 7:55am)**

If arriving before 7:45am, parents **must** sign children into Before Care. Students may not be dropped off without the parent signing in with the supervisor. The cost for Before Care is \$5.00 per student.

- **After Care (2:15pm – 6:00pm)**

Kindergartners on campus at 2:20pm will be signed into After Care. Parents must sign them out before taking them off campus. When the 2:35pm bell rings, all remaining 1st – 8th grade students will be checked in to the After Care program for their safety. Parents must sign them out before taking them off campus. The cost of after care is \$5.00 per student per hour.

Students are not allowed to sign themselves in to the Before Care program or out of the After Care program.

Cost for Before and After Care will be added to the following month's billing statement.

TELEPHONE/CELL PHONE POLICY

Students will be permitted to use the office phone for emergency purposes only.

Cell phones may be brought to school, but students may not use them to make calls or send texts. With permission and under the direct supervision of classroom teachers, smartphones may be used in the classroom for academic purposes. If a cell phone goes off during class or is used without permission, the phone will be taken away and held in the office for parent pick up. The above cell phone policy applies to Extended Care.

GAMES AND TOYS

Teachers may approve toys for share time; however, children may not bring toys with which to play during recess or lunch. Toy guns and knives are never allowed. The school is not responsible for any lost or broken items.

FIELD TRIP GUIDELINES

We believe field trips to be an important extension of the classroom. Just as in the classroom, the teacher is in charge of students, their activities, their behavior, and the learning objectives. Chaperones who volunteer for supervision and transportation are also under the teacher's charge; they must set the example of obedience by following the guidelines established by the teacher. Ignoring the teacher's directions undermines his/her authority.

PARENT GUIDELINES FOR FIELD TRIPS

- Drivers must have a current copy of their license and car insurance on file in the office prior to driving for any field trips.
- Field trip drivers and chaperones must be 21 years or older.
- The teacher and field trip coordinator will determine the number of chaperones needed.
- In addition to providing transportation, chaperones are required **to remain with and supervise the students in their group under the direction of the teacher during field trip activities.**
- Field trips are first and foremost for the students in the class. Siblings of students will only be allowed if the teacher or school administrator approves.
- **All** students are expected to attend field trips under the covering and authority of the school.
- Separate travel arrangements for individual students will be at the discretion of the teacher.
- All drivers and chaperones **must** arrive at the school and be prepared to leave at least 10 minutes prior to the field trip departure to receive instructions, maps, and requirements from the teacher.
- All chaperones are expected to keep to the established field trip route of travel. They **cannot** deviate at any time for personal errands, shopping, snack stops, etc.
- Chaperones must respect the arranged schedule by arriving on time and leaving the field trip site at the designated time.
- Chaperones are representatives of the school and should dress and behave appropriately to reflect a Christian standard.
- It is expected that chaperones will exercise common sense in supervising students.
- No videos are to be played in the vehicle while on field trips. Discretion must be used when playing music.
- If chaperones arrive early to the field trip site, they must wait for the teacher to arrive before checking in the group or distributing tickets.
- All the above guidelines apply to driving participants for school sporting events.
- California law states that children under age 8 must be properly buckled into a car seat or booster in the back seat of the vehicle.

STUDENT GUIDELINES FOR FIELD TRIPS

- Remember that field trips are a privilege, not a right.
- Students who are not at school by the departure time will be placed in another classroom for the day, as the field trip class **must** leave on time.
- Students must recognize the teacher as the primary authority on field trips.
- **All** participants on the trip should be good representatives of the school.
- All students must wear uniforms on field trips.
- **All students MUST STAY with the chaperones appointed to them by the teacher.**
- **All school rules apply to off campus trips.**

ACADEMICS

GUIDELINES

CLASSWORK, GRADES AND GRADING SCALE

The responsibility for scholastic achievement is placed on the students. Parents can check the agenda for daily homework assignments written by the student. For information about class projects and due dates, parents and students should visit www.vcsnavigators.com.

Every classroom has homework policies and procedures, which will be given out during parent orientation.

GRADING SCALE

<u>Numeric</u>	<u>Letter</u>
97.50 – 100	A+
91.50 – 97.49	A
89.50 – 91.49	A-
87.50 – 89.49	B+
81.50 – 87.49	B
79.50 – 81.49	B-
77.50 – 79.49	C+
71.50 – 77.49	C
69.50 – 71.49	C-
67.50 – 69.49	D+
61.50 – 67.49	D
59.50 – 61.49	D-
0.00 – 59.49	F

O = Outstanding

G = Good Achievement

S = Satisfactory Achievement

N = Needs Improvement

U = Unsatisfactory Achievement

STUDENT RECORDS

Provisions of the California Education Code have authorized parents, in consultation with school personnel, to inspect the school records of their children. Federal legislation

further emphasizes parental rights to review their children's school records. If at any time you wish to look at your child's school records, please contact the office to set up an appointment.

Other provisions of federal and state laws protect your right by restricting release of information from students' records. Only specified individuals and agencies have access to such information under the law, and such persons reviewing a record must sign a statement indicating the purpose of the review and restricting the further release of information. Other persons may be permitted review, with the written consent of the parents (or the student if he/she is 18 years of age or older).

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.

PROMOTION POLICY

If a student receives an "F" average in one core subject for the school year, he/she will not be promoted to the next grade level until the satisfactory completion of an academic summer program that has been approved by VCS faculty and administration. Upon receiving a passing grade in the summer program, the student will then be promoted to the next grade level.

ASB, SPORTS, AND CHEERLEADING ACADEMIC REQUIREMENTS

All students participating in school sponsored extracurricular activities must be in good academic and behavioral standing at VCS. If a student is placed on academic or behavioral probation, he/she will no longer be eligible for participation in the activity. The administrator will determine final outcome.

SCHOOL POLICIES

ATTENDANCE POLICIES

PUNCTUALITY AND TARDIES

Students who are not in the chapel by 8:00am are considered tardy and must stop in the office for a tardy slip. If a student is tardy more than three times in a year, he/she will not receive perfect attendance.

SIGN OUT PROCEDURES

Parents must come to the office to sign students out. Adults who check a student out must be listed on the student's current Emergency form and be prepared to show valid picture identification.

ABSENCES

1. **Call the Office:** We request that parents notify the office by 9:00am if a student is absent. If you do not call or email, someone from the office will contact you.
2. **Anticipated absences:** If your child is going to participate in a special family trip, event, or a church retreat, please obtain an Anticipated Absence Form from the office at least one week in advance. Your child's teacher can then prepare a packet of assignments covering the days the student will miss.
3. **Partial day:** A student who is not present for four hours of the school day will be marked absent. In the event of an appointment during school hours, we require a note in the agenda, written notification sent to the office, or a phone call stating at what time you will pick up your child.
4. **Extended absences:** If a student is out for an extended absence, parents should make arrangements to routinely pick up missed work. Failure to turn in work on time following an absence will result in lowered grades. A student who is frequently absent may be subject to review by the principal and faculty.
5. **Sudden illness at school:** If a student develops a fever of 100 degrees or higher, parents will be asked to come pick up their child.

MAKE-UP WORK

Make up work for absent students will be available in the office. Please call to arrange a pick up time.

Middle School:

When a 5th–8th grader misses class, he or she misses lectures given by the teachers. This cannot be re-taught by the teachers. It is the student's responsibility to get all notes from fellow students and to obtain and complete the assignments.

CONDUCT POLICIES

DISCIPLINE POLICIES

- **The Elementary Department** utilizes a color-coded system for undesired behavior.
- **The Upper Department** utilizes a classroom detention system for undesired behavior.

SUSPENSION

When the above corrective measures have been ineffective, the next step is suspension. It will be used when other corrective measures have failed, or when a serious offense has been committed.

Based on the circumstances of the suspension, the principal will decide if the student will receive a "zero" for all work assigned, including quizzes and tests, on the day of the suspension.

EXPULSION

Expulsion is an extreme consequence that occurs at the decision and discretion of the principal and church elder board.

CRITERIA FOR EXPULSION:

1. May result after a series of interventions and suspensions, and when it is clear that the student continues behavior that is unacceptable.
2. May be the result of an intolerable event, in which the student has chosen to behave in a way that constitutes danger to others, or in a way that cannot be permitted under any circumstance.
3. Expulsion may result if it is discovered that information on the student application form filled out by the parents is false, or parents left out vital information about the student's academic, medical, or behavioral history.
4. May result when there is continued disrespect of the rules of boy/girl contact.

The following sections of the California Education Code are the criteria used at Valley Christian School in which offenses will result in either suspension or expulsion.

- **E.C. 48900 (A) (1)** Cause, attempted to cause, or threatened to cause physical injury to another person.
- **E.C. 48900 (B)** Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
- **E.C. 48900 (C)** Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- **E.C. 48900 (F)** Caused or attempted to cause damage to school property or private property.
- **E.C. 48900 (I)** Committed an obscene act or engaged in habitual profanity or vulgarity.
- **E.C. 48900 (K)** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- **E.C. 48900 (R)** Engaged in an act of bullying. Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils.

You may go online to read all of the Behavior Codes.

1. <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=48001-49000&file=48900-48927>
2. <http://codes.lp.findlaw.com/cacode/EDC/2/d4/27/6/1/s48900>

WEAPONS AND VIOLENCE ISSUES

Valley Christian has a no-tolerance policy involving weapons, threats of weapon use, or perceived threats of violence from students, and/or their family members. Parents

should understand that the school's first responsibility is the protection of all students. VCS takes this responsibility very seriously; therefore, **if a student brings a weapon to school, we will immediately expel the student.** There is **no recourse** for this expulsion. Parents are advised that the school will contact police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to: having a weapon in a book bag, purse, backpack, or locker. What constitutes a weapon is at the sole discretion of the administrator.

If the school determines that a threat of violence is credible and specific (directed to a particular student or students and/or staff,) the school will also report the threat to appropriate authorities. Students making such threats will be expelled. There is no recourse for this expulsion. For purposes of this policy, "credible" means: *a reasonable suspicion, determined at the sole discretion of the administration, that the threat was, or might be genuine, or that the student was, or might be capable of carrying out the threat.* The student's permanent record will reflect the expulsion for making a threat of violence.

BULLYING

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once.

Behaviors may include pushing, hitting, deliberately excluding another student from a group, name calling, making mean-spirited statements and continuously making fun of someone. VCS will not tolerate these behaviors and students who engage in this manner will be subject to disciplinary action.

PORNOGRAPHIC MATERIAL

It has become an unfortunate reality in today's society that the Internet has made pornography easily accessible to children. Due to this fact, VCS deems it necessary to address this issue by stating: **Any child possessing, distributing, or communicating obscene or pornographic material is subject to immediate expulsion. Any child using the school computers to purposefully access pornography sites, or to log on to social networking type sites during class time will be subject to immediate expulsion.**

CULT OR OCCULT MATERIALS

Because the Bible specifically addresses issues dealing with cults and the occult, VCS will NOT allow any materials relating to cults or the occult on campus. This includes, but is not limited to:

- Games or game book rules dealing with cult or occult themes
- Tarot cards, Ouiji boards, and crystals
- Pendants or jewelry displaying signs of cults or the occult
- Books dealing with cults or occult situations
- Books whose characters, plots, themes, etc., deal with the cult or the occult
- Or any other materials deemed inappropriate for a Christian campus

The possession of such materials is subject to immediate expulsion at the discretion of the administration.

STUDENT SUCCESS TEAM

A Student Success Team is a group of educators working together with parents and students when issues arise that require supportive, responsive action. VCS wants to play an encouraging role in helping students succeed by utilizing a SAIL (Successfully Assisting Individual Learning) Team to provide an additional opportunity for administration, faculty, support staff, family members, and students to present concerns and plan a course of action, assign responsibilities, and monitor results. *SAIL is a problem solving team that assists in seeking positive solutions for maximizing student potential.*

Students who need intervention to address differences in learning style or ability, health issues, behavioral problems, or chronic tardiness will be assigned a SAIL Team. The process SAIL uses to develop a plan of action includes the identification of student strengths, student needs, and potential solutions.

Once the plan has been implemented, SAIL reviews student progress to determine whether further interventions are required. As required by California State Education Code, SAIL will maintain documentation of all interventions. *SAIL does not supersede regular classroom management strategies and/or school discipline policies.*

Uniform Requirements 2015/2016

To simplify the uniform buying process, we have switched to Lands' End as our uniform provider. With the exception of SpiritGear, all new VCS shirts will come from this retailer and will be embroidered or heat pressed with the logo shown. As a courtesy to our families, old uniforms from other suppliers will be grandfathered in, as long as they are still serviceable. While Lands' End offers a variety of uniform approved pants, skirts, and shorts, families have the option to shop for those items at a retailer of their choosing.

Valley Christian School desires to create an educational environment that honors God and enhances learning. We believe uniforms help in maintaining the standards we have set for our students. We base our dress code upon the following principles:

Modest and Clean (I Timothy 2:9) and Pleasing the Lord (I Corinthians 6:20, 10:31 and 14:26b)

Monday, Tuesday, Thursday, Friday Requirements

Uniform colors: classic navy, cobalt (royal blue), gray, white, and clear blue plaid

Patterns/logos: Other than clear blue plaid, all colors must be solid; all other patterns are not acceptable. Only the VCS logo is permitted.

Shirts: School polo shirts and t-shirts **must be** purchased through Lands' End and have the approved VCS logo. Only approved colors are available through this retailer.

Outerwear: May be purchased from Lands' End or retailer of your choice. Approved colors are classic navy, cobalt, white, and gray and must be a solid color without patterns or additional logos. Only the VCS logo is approved.

Pants/shorts: May be purchased from Lands' End or retailer of your choice. Approved colors are classic navy, gray, khaki, white, and denim. Colors must be solid and shorts must extend to the fingertips when resting arms at side.

Skirts/Jumpers: May be purchased from Lands' End or retailer of your choice. Approved colors are classic navy, gray, khaki, white, denim, and clear blue plaid (only available through Lands' End). All colors must be solid and length should be **no shorter than 3 inches above the knee**.

Polo Dresses: Must be purchased through Lands' End and have the VCS logo.

Socks/Accessories: Only socks, tights, and leggings that are solid uniform colors are allowed to be worn under clothes.

Jewelry: Earrings may be worn by girls only. For safety reasons, long dangling earrings and necklaces are not permitted.

Shoes: Sandals are allowed, but must have a heel strap.

Violations: Students who are not following uniform requirements will first receive a Uniform Infraction Form. Subsequent violations will result in a call home for a change of clothes.

Clothing that is ripped, stained, faded, or ill fitting will not be permitted.

Clothing that reveals the torso, cleavage, or undergarments will not be permitted.

Athletic shorts/pants, jeggings, and overalls will not be permitted.

Wednesday Chapel Attire

Boys: All boys must wear a polo shirt with the VCS logo paired with classic navy, gray, or khaki pants. Denim is not permitted on Chapel day.

Girls: All girls must wear a polo shirt with the VCS logo paired with a classic navy, gray, khaki, white, or clear blue plaid skirt. Jumpers in classic navy, khaki, or clear blue plaid may be paired with a white blouse. Mesh polo dresses in classic navy with the VCS logo are also acceptable, but must be purchased through Lands' End. Denim is not permitted on Chapel day.

SpiritGear Friday

Students may wear VCS spirit shirts on Fridays only. This includes school spirit shirts from Cheer Camp, sports, ASB, Camp Navigator, clubs, and the yearly theme. All other uniform requirements apply on this day.

Free dress and special events

Participation in free dress days and special events is a privilege and not a right. Students are expected to uphold our uniform principles of modesty and cleanliness.

Boys: Pants must be worn at the waist to prevent underwear from being exposed. Tank tops and sleeveless shirts are not permitted.

Girls: Clothing must not reveal the torso, cleavage, or undergarments. Form fitting or sheer clothing will not be permitted. If tops or dresses have straps less than 2 inches in width, a sweater or wrap must be worn. Skirts and dresses may not be shorter than 3 inches above the knee.

All students: Objectionable logos, pictures, or statements are unacceptable on any piece of clothing. Clarification regarding any clothing item should be obtained before wearing it to school or school sponsored events. Clothing should be clean and free of any rips, holes, or fading.

LUNCH AND PLAYGROUND RULES

LUNCH RULES

1. Students in K-4th must sit, eat, and remain at the lunch tables for **15 minutes**. Students in 5th-8th must sit, eat, and remain at the lunch tables for **10 minutes**.
2. No food or drinks are allowed outside of the lunch/tent area.
3. Students **must** pick up trash before being dismissed from the lunch area.
4. All areas outside the fence are off limits.
5. Students are encouraged to refrain from sharing or trading food.
6. Students are **NOT** allowed to sit on the tables.

Use of Playground Equipment

1. Students should use swings correctly. No twisting the chains and students may **not** jump off swings. Count to 20 for a turn.
2. Students are to go down the slide one at a time, feet-first and sitting.

Play Behavior:

1. Students may not throw rocks, sand, sticks or grass.
2. Students must stay out of trees and off all bordering vegetation.
3. Students must stay in sight of the playground supervisor at all times.
4. Students may **NOT** climb on or bounce off fences.
5. Students are **NOT** permitted in or near the creek at any time.
6. Students must respond to the playground supervisor when called.
7. Students must discontinue play when the bell rings.

Physical Contact:

1. Students are not allowed to pick up another student.
2. Students are not allowed to sit on each other's laps.
3. Pushing, shoving, punching, kicking, pinching, biting, and/or striking another student is not permitted.
4. Games involving tackling or aggressive physical contact are forbidden.

Bathroom Behavior:

1. **No playing in the bathroom.**
2. Everyone is responsible for keeping the bathroom clean.
3. Respect the privacy of others in the bathroom.
4. **Any abuse of the plumbing system or bathroom fixtures, which requires professional repair, will be billed to the parents of the student responsible.**

PARENTS

ADMISSIONS AND FINANCIAL POLICIES

ADMISSIONS POLICY

This school admits students of any race, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students. It does not discriminate on the basis of race, national, or ethnic origin in the administration of its education policies, athletics, or other school-administered programs.

VCS encourages parents of potential student visit the school prior to acceptance into and:

1. Meet with the teacher and principal
2. View the curriculum
3. Read the school's philosophy of education
4. Be advised of our standards of behavior and academics

Upon admission to VCS there is a 30-day probationary period for all new students. At any time during the probationary period, students may be disenrolled.

RE-ENROLLMENT

Enrollment at VCS during a given school year does **not** guarantee enrollment for the following year.

When evaluating re-enrollment, the administrator uses the following criteria:

1. The student's academic progress and school behavior
2. Parental record for payment of fees and tuition
3. Openness to spiritual instruction
4. Adherence to school policies
5. Parental support of teachers, school policies, and administrative decisions

If there are areas of concern, the administrator and a member of the church elder board will meet with the family to discuss the student's re-enrollment.

FINANCIAL AGREEMENT

1. All payments are due on the 1st of the month, beginning the first day of September. There will be ten (10) monthly payments each year unless paid in full.

2. All payments on account not received by the 7th of the month will be considered late. A late charge of \$25 will then be added to the unpaid balance.
3. A \$25.00 service charge will be added to any account if the bank returns a check for any reason. Should a family have three (3) returned checks, we reserve the right to require the family to pay by cash only. Late fees may also apply.
4. On the basis of enrollment and tuition contracts, the school incurs financial obligations for staff, facilities, and supplies; therefore, this contract is binding *unless* cancelled or pro-rated by the administration. Upon withdrawal at any time after the first day of school, 10% of the unpaid annual tuition will be withheld from a refund or billed upon withdrawal. Charges will be computed on a monthly basis.
5. No report cards will be issued until the balance is paid in full.

HEALTH SERVICES

IMMUNIZATIONS AND PHYSICAL EXAMINATIONS

All new students entering Valley Christian School must present a current immunization record, with all immunizations showing the month, day, and year administered. All kindergartners are required to have a complete physical examination before starting school. To meet California State Requirements for school entry, the examinations should be given within six months of starting school. Seventh grade students are required to have Tdap boosters.

MEDICAL GUIDELINES

No faculty/staff member will be allowed to administer medications to any student for headaches, fever, or other reasons without written parental authorization. The authorization is part of the Emergency Form sent home at the beginning of the school year or filled out at registration.

All medications must be kept and administered in the school office. Students may not keep medications on their persons or in backpacks/lockers/cubbies.

Students who sustain a minor injury are to be seen by the office staff. The office staff will determine the response to the injury. This includes, but is not limited to, on-site treatment and contacting parents/guardians. If the student has a serious or life-threatening injury, we will call 911.

EMERGENCY DAY PLAN

In the event of a local emergency, no student will be dismissed from school unless a parent (or individual designated in writing by a parent) comes for the student and signs them out.

No child will be allowed to leave with another person, even a relative or babysitter, **unless** we have **written permission** to that effect, or that particular person is listed on the

student's emergency card in our files. With this mind **PLEASE KEEP YOUR CHILD'S EMERGENCY FORM UP-TO-DATE.** Current phone numbers are especially important.

We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child at VCS.

We ask for help in the following areas:

7. **DO NOT CALL THE SCHOOL!** We must have the lines open for emergency calls.
8. Following an earthquake or other emergency, **do not immediately drive to Valley Christian School.** Streets and access to our school may be cluttered with debris. The streets **must remain clear** for emergency vehicles.
9. Turn your radio to **1450 or 760 on the AM dial.** Emergency information and directions will be given over the radio.
10. The school will contact you as soon as possible.

PARENT INTERESTS

OPPORTUNITIES FOR INVOLVEMENT

Primarily, we ask that you commit to pray for the school, the students, the staff and the administration every day.

Valley Christian School believes that God has given the responsibility for a child's education to his/her parents/legal guardians. VCS serves to assist in this task. In order to support the education process, we ask that you take an active part in the activities at VCS. We urge you to attend all scheduled activities, orientations and any other specially called meetings affecting your child or children. It is necessary for each family to be represented at these informative and important gatherings.

You are also encouraged to volunteer to help in a variety of ways. These include: chaperoning field trips, assisting with class celebrations, serving as room parents, volunteering, and participating in Moms in Prayer.

STUDENT BIRTHDAYS

Birthdays are special days. If a child would like to celebrate at school, a snack may be shared with all the classmates. Please make arrangements with your student's teacher **Party invitations may only be distributed at school if everyone in the class is included.**

COMMUNICATION BETWEEN SCHOOL AND FAMILY

CONFERENCES

At Valley Christian School, we believe good communication is essential. There will be one mandatory conference between the teacher and parents at the end of the first trimester. To keep the lines of communication open, please ensure that we have your current email address on file.

Additional conferences may be requested, as necessary, during the school year by the student's parents or teacher. Please contact the school office if you wish to schedule a conference. At the middle of each trimester, teachers will send home **progress reports**.

THE INFORMATION ENVELOPE

VCS will be using primarily the website and emails to communicate with parents. VCS administration will send out an email to notify families when new information is posted. A yellow envelope will be sent home with the eldest student in the family once a month for billing.

CLOSED CAMPUS POLICY

Valley Christian School is a closed campus. During school hours, no student is permitted to leave the school grounds unless a parent/guardian signs them out through the office.

All visitors to our school must sign in at the school office and wear a visitor's badge while on campus.

Parents are welcome to visit classes, but common courtesy dictates that arrangements will be made with the teacher before the visit. Visitors will not be allowed during the final minutes of the day, or during testing times.

CODES OF BEHAVIOR

STUDENT CODE OF BEHAVIOR

Christian character is expected and reinforced in all aspects of school life. VCS expects students to strongly demonstrate this by their actions.

By enrolling in Valley Christian School, I (the student) agree:

- To willingly, respectfully, and immediately submit to those in authority over me. This includes my teachers, support staff, Extended Care supervisors, and administrators.
- To arrive **on time**, with all materials, textbooks, and assignments needed for each class. I will be prepared to learn when I enter each classroom.
- To treat the school property with care and respect. I understand that repair, repayment, or replacement costs for any damage to school property will be the responsibility of my family.
- To strive to act and communicate (verbal or written) in a way that would be pleasing to the Lord Jesus. I will not use profanity or vulgar gestures.
- To treat every person in the school with kindness and respect. I understand that each of us is a unique and special creation of God, and deserves to be treated as God commands us. I should always show the love of Jesus.
- To work diligently to keep a teachable and cooperative attitude. I understand that it is my job to be at school and do the work needed to be a successful student for God's glory.
- To challenge myself to achieve my own personal best in academics.

- To find out what assignments I missed on any absent days, to do the work, and to turn it in to my teacher within the deadline given.
- To be a leader in whatever capacity God desires me to be. I will set a good example for others.
- To recognize that being at Valley Christian School is a **privilege** not a **right**. I understand that breaking the classroom and school rules may result in my expulsion.

PARENT CODE OF BEHAVIOR

By enrolling my child in Valley Christian School, I agree:

- That the school shall have the authority to discipline my child when necessary (no corporal punishment will be used) and I will encourage my child to comply with all school regulations. I agree to comply with all school regulations and guidelines. I agree to cooperate with the objectives of such discipline.
- To give my child permission to take part in all the school activities. I absolve the school from liability for any injury to my child at school or during any school activity, providing reasonable care has been taken to ensure my child's safety.
- That VCS does not tolerate profanity, obscenity in words or action, dishonor of God or God's Word, disrespect to personnel of the school, or continued disobedience of established policies of the school. I further understand that a student who persists in undesirable conduct will not be permitted to remain in school. I further understand that my behavior as an adult is equally important.
- To pay my account by the 7th of each month, and that non-payments will result in disenrollment for my child. I also agree to pay for any damages caused by my child.
- To bring my child to school on time.
- To contact **the teacher first** if there is a dispute. I shall seek to resolve any issues without *discussing them with other parents or through means of social network*.
- That I acknowledge the policies and procedures adopted by VCS, and will endeavor to respond in a way that is harmonious with them.

WITHDRAWAL PROCEDURE

Parents are required to notify VCS of intent to withdraw 30 days in advance. Any tuition paid up front will be prorated and refunded minus a 10% fee. Registration, family fundraiser, curriculum, yearbook, agenda, special lunch, and classroom fees are non-refundable. Families will be responsible to pay for any textbooks that are not returned.

Valley Christian School

1350 Discovery St. - San Marcos, CA 92078

760-744-0207 - fax 760-744-6231

vcsinfo@valleychristianschool.info

PLEASE READ, SIGN, AND RETURN TO THE OFFICE BY SEPTEMBER 16TH.

After reading and discussing this code of behavior with my parents, I understand the consequences, and I promise to follow the rules and requirements given in the entire handbook.

Student, please print name and sign.

STUDENT: _____ **Grade:** _____

Signature: _____

STUDENT: _____ **Grade:** _____

Signature: _____

STUDENT: _____ **Grade:** _____

Signature: _____

I have read this handbook with, or to, my child. I recognize admission at Valley Christian School and to all of its activities is a privilege, not a right. Appropriate behavior, dress, and a cooperative attitude are expected. I agree that as a family, I will prayerfully and carefully support Valley Christian School in its policies, expectations, faculty, and administration. I will strive to be honest and truthful in all dealings with Valley Christian School.

Parents please print name and sign...

Parent: _____

Signature: _____

Parent: _____

Signature: _____

Date received in office: _____ 2015

Return this page to office by October 14th