



VALLEY CHRISTIAN
HIGH SCHOOL

**PARENT-STUDENT
HANDBOOK**

2018-2019

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2018-2019 Parent-Student Handbook

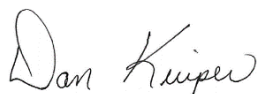
Valley Christian High School (VCHS) has been blessed to serve the Valley of the Sun since 1982. The mission of the school is to help young men and women know Jesus Christ, live like Him, and prepare academically, spiritually, physically and socially for whatever God calls them to do in life. We are so excited that you are part of the VCHS family and look forward to how the Lord is going to help us grow together over these coming years.

This handbook is intended to communicate to parents and students the school's expectations, and the policies we will employ to build spiritual and academic excellence. Thank you for taking the time to read it. You will find information about activities in which you can participate, opportunities you can experience, and other useful information.

As parents, please encourage your student and support the school in creating a nurturing and successful environment for them. There are many opportunities to become involved in the life of the school, and to share your time, talent, and treasure.

Please check the parent portal on the school website (vchsaz.org) and RenWeb for additional information and the latest school news. Other places you can stay connected with VCHS are through the weekly Trojan Talk e-newsletter, our school app (vchsaz.org/connect) and through social media (Facebook, Twitter, Instagram, YouTube). We are committed to enhancing our communications with parents so that you can be aware of all that is happening on campus, and see God moving at Valley Christian High School.

Yours in Christ,

A handwritten signature in cursive script that reads "Dan Kuiper".

Dan Kuiper
Administrator
Valley Christian High School

FOUNDATIONAL BELIEFS

***The mission of Valley Christian High School
is that students know Jesus Christ as their personal Savior, live like Him, and
prepare academically, physically, socially and spiritually, so that they are enabled
to make a difference in the world.***

Statement of Faith

- ** We believe the Bible to be the only inspired, infallible, authoritative Word of God.
- ** We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- ** We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- ** We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- ** We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- ** We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- ** We believe in the spiritual unity of believers in our Lord Jesus Christ.

Biblical Authority

The Statement of Faith does not exhaust the extent of our faith. The Bible is the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind. It is the sole and final source of all we believe. For purposes of school doctrine, practice, policy, and discipline, our Board of Directors is the school's final interpretive authority on the Bible's meaning and application.

Philosophy of Education

Consistent with our name, we strive to teach students how to view their world and their lives through the Bible and to make decisions and responses based on this guidance.

It is the purpose of the school to provide an excellent academic program permeated with Christian love and faith. Each person affiliated with the school is capable and well trained for their particular task and has a deep concern for the spiritual development of the students.

VCHS attempts to establish and maintain an atmosphere that encourages growth in personal faith in Christ and the building of Christian character. VCHS is unique because it presents and develops a distinctively biblical worldview in its curriculum and discipline systems. The school prepares students not only for college academics but for "works of service so that the body of Christ may be built up" (Ephesians 4:12). The Bible presents the explicit view that God created the universe, its laws, and human beings. Sin, redemption and reconciliation are concepts that the Bible presents to describe God's view of the human condition. Christ, the Son of God, is the answer to the human condition of sinfulness. VCHS is governed by this biblical message and recognizes the Creator and Redeemer God. The Bible declares, "The knowledge of God is the beginning of wisdom" (Proverbs 15:3). VCHS seeks to integrate the knowledge of God's creation with training in righteous living in order to develop true wisdom and character in students.

As God's children, life only makes sense when we recognize that Jesus is Lord of everything. Romans 11:36 is very clear on this. It states, "For from Him and through Him and to Him are all things. To Him be the glory forever."

At VCHS, our prayer is that our students will identify and develop their God-given talents to live a life of service for the Lord.

SPIRITUAL EMPHASIS

The Board of Directors urges parents to recognize their scriptural responsibility (Deuteronomy 6:1–9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a protestant Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). VCHS was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally protestant Christian environment. VCHS will consider admission for students from families who are willing to support Valley Christian's philosophy of protestant Christian education, student conduct requirements, and the school's above-stated positions and who are willing to allow their children to be educated and influenced in an intentionally protestant Christian environment. Continued enrollment at VCHS is contingent upon this same understanding and support.

Statement of Objectives

1. To enroll students who have accepted Christ as personal Savior and to nurture their Christian character.
2. To study Scripture as the only inspired, infallible, authoritative Word of God.
3. To study all subjects through the light of God's Word.
4. To help students confront the sin in their lives and respond obediently to Christ.
5. To encourage students to develop Christian maturity by involvement in or with school activities.
6. To equip students to be active witnesses for Christ.
7. To emphasize high standards of morality.
8. To train and discipline students with Christ's redemptive love.
9. To prepare and train students for college.
10. To train students to be responsible citizens.
11. To challenge students to use their abilities to their fullest potential.
12. To motivate students to research and seek out answers independently.
13. To encourage student creativity.

Biblical Positions

Bible Teaching Policy

Since VCHS is a non-denominational school, is not affiliated with any one church, and because we recognize that we serve families from many different backgrounds, we attempt to emphasize those matters of doctrine upon which we agree rather than emphasize those matters upon which there is disagreement among sincere protestant Christians. The school has a general doctrinal statement that agrees with orthodox, conservative, protestant Christianity. Aside from the fundamentals of the faith, which are written in our doctrinal statement, we do not dwell upon the specifics of any group or denomination, and we ask that students do the same.

Genesis Doctrinal Statement

It is the position of VCHS that the following is true regarding the infallibility of the Bible, and more specifically the interpretation of the first eleven chapters of Genesis.

1. God created the entire world and all that is living. This was a divine act with every step directed by His hand.
2. The whole of the Bible is infallible, meaning all events and characters as recorded in its writing are historical, true, and real.
3. God created man unique and in His own image God created man for the purpose of glorifying Him and serving on His behalf. (This rules out any possibility that man could have had any evolutionary forbearers or evolved from another state.)
4. Adam and Eve fell into sin and the whole of humanity was made sinful by this act.

Marriage and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning. It is sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has prohibited intimate sexual activity outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex) or advocacy of sexual immorality, is sinful and offensive to God. If a student advocates or practices lifestyles outlined in this paragraph and does not repent of it, they likely will not be retained as a student at VCHS.

POLICIES AND PROCEDURES

Valley Christian High School reserves the right to revise any rules or policies throughout the school year.

As with any organization we find it necessary to have rules that guide an organization's procedures. The purpose would be to provide consistency, uniform standards, and set a tone for coming to school. A student attending VCHS has signed a statement declaring they will abide by the rules and standards of the school.

Admissions

Valley Christian High School (VCHS), a private Christian high school, will admit students of any race, color, nationality, and ethnic origin. All admitted students have equal access to all the rights, privileges, programs, and activities available at the school. VCHS does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational and admissions policies, scholarships, or other school-administered programs.

Students are admitted as new and returning students based upon their ability to articulate their personal, saving relationship with Jesus Christ, their personal desire to attend VCHS, and their ability to successfully complete the required curriculum. A completed application and a student and parent interview with an administrator are required before a student is accepted.

Academic Information

Students are required to attend classes on a full-time (7 credited courses) basis throughout their high school career. Senior students may be excused from the first or last class period of the school day. Assuming they will meet the requirements for graduation they may choose to take only 6 credited classes. Study Hall, morning/early release, or teacher's aide do not count for credit.

Only under extenuating circumstances will administration consider waiving requirements which are specific to Valley Christian High School and not a matter of state law.

Valley Christian High School Graduation Requirements

Twenty-eight (28) credits are required for graduation. Below is a summary of specific courses needed to fulfill graduation requirements in each offered discipline.

| <u>Required Course</u> | <u>Credits</u> | <u>Required Courses</u> | <u>Credits</u> |
|-----------------------------------|----------------|--|------------------|
| Bible | | Math | 4.0 |
| Bible 9 | 1.0 | | Total 4.0 |
| Bible 10 | 1.0 | | |
| Bible 11 | 1.0 | Physical Education | |
| Bible 12 | 1.0 | P.E. / Health | 1.0 |
| Total | 4.0 | Total | 1.0 |
| Business or Technology | | Science | |
| Computer Literacy | 1.0 | Chem/Phys | 1.0 |
| Total | 1.0 | Biology or STEM Biology | 1.0 |
| | | Chemistry | 1.0 |
| College.Career.Life | 0.5 | Total | 3.0 |
| Total | 0.5 | Social Studies | |
| English | | World History or AP World History | 1.0 |
| English 9 or Honors English | 1.0 | United States History or AP US History | 1.0 |
| English 10 or Honors English | 1.0 | United States Gov't/Economics or | |
| English 11 or AP English | 1.0 | AP Govt/Economics | 1.0 |
| English 12 or AP English | 1.0 | Total | 3.0 |
| Total | 4.0 | | |
| Fine Arts | | Total Required Courses | 24.0 |
| Speech | 0.5 | Total Additional Electives | 4.0 |
| Fine Arts Elective | 1.0 | Total Credits Required for Graduation | 28.0 |
| Total | 1.5 | | |
| Foreign Language | | | |
| Spanish or Amer. Sign Language | 2.0 | | |
| Total | 2.0 | | |

Graduation with Distinction

This honor is given those students who have challenged themselves and exceeded in their academic pursuit at Valley Christian High School. In order to receive the honor of Graduation with Distinction, a student must take a minimum of 6 courses from the list below, earn an overall, unweighted GPA of 3.75 or higher, and have **not** failed a course. These students are recognized at graduation in the program and given a medal of honor.

- | | |
|--|--|
| <ul style="list-style-type: none"> Accounting Anatomy AP Calculus AB AP Calculus BC AP Chemistry AP Language and Composition AP Language and Literature AP European History AP Government | <ul style="list-style-type: none"> AP Music Theory AP Spanish AP United States History AP World History Honors Chemistry Spanish III Physics Sports Medicine |
|--|--|

Fine Art Elective Credit

Each student must complete 1.0 credit of Fine Art electives and are chosen from the following: Band, Choir, Digital Photography, Drama, Advanced Drawing, Art 2, Advanced Painting, Strings, Art 1, Sculpting 1, Sculpting 2, Music Production, Valley Rhythmics, Video Production.

Engage Program - Christian Service

Requirement – 15 hours per year (maximum of 3 hours can be obtained at VCHS in one school year)

All Christian Service hours for the school year will be recorded throughout the year and then finalized the Friday before final exam week in May. Any service completed after that date will count towards the following school year. All service hours will be monitored and submitted via Moodle using the “Christian Service” classroom (students will have access to that by the fall of 2017).

Christian Service Hours will be integrated into all Bible course and count as 10% of the student’s 2nd semester Bible grade.

The details about the Engage Program – Christian Service Hours can be found on the school website. This can be found at vchsaz.org. On the top of the page click on Student Life and then Christian Service.

Earning College Credit

There are two methods by which eligible juniors and seniors are able to receive high school credit with the opportunity to also earn lower division college credits in a variety of content areas. There are prerequisites that students must meet in order to be accepted into these courses.

Advanced Placement (AP)

Students in these courses must take the AP Exam near the end of the school year. (There is an exam fee that students are required to pay.) If a student receives a score of 3, 4, or 5 on the exam, many colleges and universities will give them college credit. It is the student’s responsibility to contact colleges or universities (of interest to them) regarding the requirements for acceptance of AP scores for credit.

Dual Enrollment (DE)

VCHS currently uses Colorado Christian University, Grand Canyon University and Rio Salado College for DE courses. These courses are taught by college-certified VCHS instructors using a college-approved curriculum and text. It is the student’s responsibility to contact colleges or universities of interest to them regarding the acceptance of DE credits. Students must register with the applicable college and pay that school’s tuition and other fees. The colleges will grant students 3 or 4 college credits (amount varies per course) if they earn a “C” or higher for the semester. Upon successful completion of these courses it is the student’s responsibility to send transcripts from the originating institution to the college or university of their choice.

Placement Testing

To assess the needs of students, incoming freshmen, and other new students when deemed necessary, will be given placement tests. Arrangements must be made through the school office to take the tests prior to enrolling in VCHS.

V.I.N.E. Program Graduation Requirements

Most students in the V.I.N.E. program will complete the standard requirements for graduation. However, graduation requirements may be modified depending on the special needs of the individual student. This modification requires written approval of the administrator. The V.I.N.E. Director will present graduation requirement modification proposals to the administrator and the guidance counselor by November 1 of each year for all students in grades 10-12. This will include a review of previously approved modification proposals.

Grades and Academic Honors

Grade Point Average

A student's GPA is based on semester final grades with all courses included in accordance with the credit received.

Quality points are assigned as follows: A=4.000, B+=3.333, B=3.000, B-=2.667, C+= 2.333, C=2.000, C-=1.667, D+= 1.333, D=1.000,

D-=.667, F=0.00. Advanced Placement (AP) and Dual Enrollment (DE) classes will be based on the following grading scale **(this scale will be used for class rank purposes only)**: A=5.000, B+=4.333, B=4.000, B-=3.667, C+=3.333, C=3.000, C-=2.667, D+=2.333, D=2.000, D-=1.667, F=0.00.

Grading Scale

| Letter Grade | Percentage | Letter Grade | Percentage |
|--------------|------------|--------------|--------------|
| A | 100-90 | C- | 72-70 |
| B+ | 89-87 | D+ | 69-67 |
| B | 86-83 | D | 66-63 |
| B- | 82-80 | D- | 62-60 |
| C+ | 79-77 | F | 59 and below |
| C | 76-73 | | |

Semester Exams

Exams are a major factor in determining semester grades. They count as 20% of the semester grade. Exams reflect the learning over 18 weeks and should be taken seriously as they help determine grades which are placed on their permanent high school transcripts. Planned absences are not allowed. Students missing an exam due to illness will be required to make arrangements to take the exam during the make-up period. A student who does not show up for a scheduled exam without the administrative approval will receive a 10% reduction of their semester exam grade.

Late Work

DEFINITION: "Late work" is an assignment not turned in to the teacher at the time it is expected (in the correct class period or at the time an assignment is to be posted to Moodle). An assignment turned in later on the day it was due is to be considered a late assignment.

A. Teachers must have some form of consequences for assignments that are turned in late.

B. Teachers may make the following consequences more or less stringent if extenuating circumstances are involved:

- If an assignment is late, a minimum of 10% will be deducted. Teachers may deduct more but it must be stated in their classroom policies/syllabus.
- No credit will be given for an assignment turned in after the chapter/unit test covering that material unless extenuating circumstances are involved.

Exception – Major assignments may be given their own late credit policy as determined by the teacher. If different from the normal policy, it needs to be clearly stated to the students when the assignment is given.

Questions about Grades

Since grades are recorded in RenWeb, we expect parents to routinely monitor their student's grades. Questions about a grade must be initially addressed within one week of the grade being posted or released.

Citizenship Marks

Students will be given a citizenship mark on their grade reports for each class. VCHS expects students to behave in a Christ-honoring way and believes this is an important part of educating students in the light of God's Word.

Citizenship marks will be determined by the following rubric:

| | O | S | N | U |
|--|--|--|---|---|
| Respect for God, Others, & Yourself Luke 10:27, Psalm 86:12, I Peter 2:17, Leviticus 19:18, Psalm 8:3-5, Psalm 19:14, Proverbs 12:22, Ephesians 4:25 | Always follows classroom rules. Including those related to food, drink, preparation for class, distractions, and disruptions. Always works to the best of their ability. | Consistently follows classroom rules. Including those related to food, drink, preparation for class, distractions, and disruptions. Consistently works to the best of their ability. | Frequently disregards classroom rules. Including those related to food, drink, preparation for class, distractions, and disruptions. Consistently does not work to the best of their ability. | Consistently disregards classroom rules. Including those related to food, drink, preparation for class, distractions, and disruptions. Frequently does not work to the best of their ability. |
| Respect God's Facility I Chronicles 29:11 I Corinthians 4:2 | Always respects school buildings, grounds, desks, etc. | Consistently respects school buildings, grounds, desks, etc. | Frequently disrespects school buildings, grounds, desks, etc. | Consistently disrespects school buildings, grounds, desks, etc. |
| Encourage Others I Thessalonians 4:18 Hebrews 3:13 | Always encourages others through actions and words. | Consistently encourages others through actions and words. | Frequently inconsiderate to others through actions and words. | Consistently inconsiderate to others through actions and words. |
| Do When Asked Philippians 2:5 | Always complies with directions, requests, or correction. | Consistently complies with directions, requests, or correction. | Frequently does not comply with directions, requests, or correction. | Consistently does not comply with directions, requests, or correction. |

Incompletes

Students who receive an "incomplete" in a course must complete the work within two weeks of the end of the semester. Incompletes are only to be used in rare situations where a student has suffered a significant hardship preventing him/her from submitting a portion of the required work for a class. The two-week period is a grace period to allow the student to recover from the hardship. If the student does not make up the incomplete work, then the grade will be calculated with zero credit for the missing work.

Failures

Students who fail a required course must meet with the guidance counselor and make immediate plans to satisfy the failed course requirement. Seniors who fail a required first semester course must complete an approved equivalent course by May 1st in order to participate in graduation ceremonies. Seniors who fail a required second semester course must complete an approved equivalent course by August 1st in order to receive a VCHS diploma. They will not participate in graduation ceremonies nor go on the Senior Trip.

Academic Probation

A student may be placed on academic probation at the discretion of the administration when a student is not on track to graduate. The administration may ask the student to leave the school when it becomes apparent that the student is not on track to graduate. Criteria for this decision may include course work deficiencies, lack of effort, and failure to cooperate with authority and school rules.

Some students may be accepted to VCHS on academic probation. This is an alert to the student and parents the student's academic progress will be monitored and that the student will be expected to apply diligent attention to their academic progress in order to remain in the school.

Students who fail to meet the school's eligibility requirements will also be placed on academic probation.

Honor Roll

Each semester two Honor Rolls will be published: Blue and Silver Honor Roll and the Principal's Honor Roll. The purpose of the Honor Rolls is to recognize achievement and to encourage greater achievement. A student is named to the Blue and Silver Honor Roll if an unweighted GPA of 3.5 to 3.74 has been achieved. A student is named to the Principal's Honor Roll if an unweighted GPA of 3.75 or higher has been achieved. Seniors with an unweighted cumulative average GPA of 3.5 to 3.74 will be recognized with a silver cord at graduation. Seniors with an unweighted cumulative average GPA of

3.75 or higher will be honored with a gold cord at graduation. For graduation honor rolls, GPA will be rounded 2 places to the right of the decimal. Note: National Honor Society members will be recognized at graduation with a gold and blue tassel in addition to the Honor Roll cord.

Valedictorian and Salutatorian

At the end of the first semester each year, the administration shall determine a Valedictorian and Salutatorian in the senior class. The following criteria shall be used in making this determination.

- Cumulative weighted grade point at the end of the first semester of the senior year. Normally the highest weighted grade point will be considered for Valedictorian and the second highest as Salutatorian. When a tie occurs, the students will be declared co-valedictorians or co-salutatorians.
- On track to graduate with distinction.
- In good standing with the school in terms of Christian testimony and deportment.
- A maximum of 28 credits will be considered with no transfer credits accepted. If a student takes 9 classes in a year, the classes used to calculate the grade point will be the 8 classes that afford the highest-grade point.

Junior Marshals

At the end of the first semester each year, the administration shall determine the Junior Marshals in the junior class. Two will be chosen. The following criteria shall be used in making this determination.

- Cumulative weighted grade point at the end of the first semester of the junior year. A maximum of 20 credits will be considered with no transfer credits accepted. If a student takes 9 classes in a year, the classes used to calculate the grade point will be the 8 classes that afford the highest-grade point.
- Normally the two students with the highest weighted grade point will be considered for Junior Marshals.
- On track to graduate with distinction.
- In good standing with the school in terms of Christian testimony and deportment.

National Honor Society

The National Honor Society (NHS) began in 1921 as an organization that honors and recognizes students who demonstrate excellence in four areas: scholarship, leadership, service, and character. Seniors, juniors, and sophomores, who have completed their second semester and are in good standing with the school, are eligible for membership if they have earned and maintain an unweighted cumulative grade point average of 3.75 or higher. NHS students complete an additional ten hours of Christian service and participate in several important service projects throughout the school year.

Scheduling

It is important that students choose their high school courses wisely since their choices will affect their future education and work experiences. Obtaining a broad base of educational experience is essential in our rapidly changing society; therefore, students are encouraged to select courses from all areas of the curriculum. Wise planning will allow a student to adequately prepare for college, pursue career interests, and take courses for personal enjoyment and enrichment of life in general. Students and their parents are encouraged to seek the advice of teachers and staff as they make plans for registration.

Schedule Changes

All schedule changes must be coordinated through and approved in writing by the Guidance Counselor. Schedule changes must be initiated in writing within seven school days of the beginning of the semester. Requests for specific teachers, sections, or to be with friends will not be considered. Teachers and/or administrators may initiate a student schedule change to improve student placement. Withdrawal from a course, two weeks after the start of each semester is done only when there are extenuating circumstances and must be approved in writing by the teacher, parent and administrator. Withdrawal after six weeks will result in an "F". The goal is to have a final class roster by the end of the second week of the semester.

Transfer Credits

Transfer credits are credits taken outside of VCHS and will normally be accepted at full value for students who transfer to VCHS. However, transfer credits will not be used in calculating a student's GPA. Valley students must take all coursework at VCHS. Credits may not be transferred in unless there are extenuating circumstances.

Grade Replacement

All courses that are being repeated, for whatever reason, need to be taken at VCHS. It is up to the student and parent to notify the guidance counselor regarding what course needs to be placed in the student's schedule for makeup. If the student's schedule does not permit this, the student will be notified and will be given permission to take the course outside of VCHS. Sometimes there are extenuating circumstances related to graduation or college admissions that would require the student to take courses outside of VCHS and/or over the summer. If a student/parent believes this is the case, the guidance counselor must be notified of the situation in writing and after review, the guidance counselor may give written permission for that student to take classes outside of VCHS.

- Students will be allowed to retake a maximum of two credits. If a student retakes a class, they would not be eligible for valedictorian or salutatorian awards.
- Students who have never taken the class before are given priority in scheduling. Final decisions regarding entrance to a class will be made by the administration.
- Students would receive only 1 credit for the retaken class. Both classes will appear on the transcript and the higher grade will be calculated in their GPA. In the case of courses which are available for repetition (e.g. choir, weight training, drama, etc.), taking the class for the second time does not remove the grade earned the first time.
- Classes taken outside of VCHS are entered on the transcript with the name of the institution from where the course was completed and are not counted as part of the student's GPA at Valley.
- The student must send a transcript to VCHS once a class is completed outside of VCHS in order for it to be placed on the VCHS transcript.
-

Attendance

Philosophy

Valley Christian High School sets a high standard of excellence in education. This high standard includes the expectation that all students will attend classes daily to achieve the full educational benefit. Absences should occur only when unavoidable circumstances arise. VCHS must abide by state attendance laws.

Reporting Absences

Parents should notify the school office of a student's absence as soon as it is determined they will not be at school. This notification should be done no later than 8:00am on the day of the absence. This must be done each morning of the student's absence. If you leave a voicemail, please state the name of the student and the reason why they will be absent. If a parent is reporting a planned absence that is two or more consecutive days in length (i.e. vacation, college visit, or travel to family funeral) a student must follow the protocol listed under "Other Absence Information".

Maximum Number of Absences

The number of allowed absences (excused or unexcused) in a semester is 12. This is on a per class basis. If a student should receive 12 or more absences in a class during one semester, their record will be reviewed as to whether or not credit will be given for that semester. As a school, we would expect that the maximum of 12 absences would be reached only under unusual circumstances. Please keep in mind that it would be wise to vary doctors' appointments throughout the day, so they don't always fall on the same class period. As a rule, any absence from school other than school activities or college visits, would count towards the maximum 12 absences. Please keep in mind that absences with parent permission still count toward the maximum of 12. Following are some examples of circumstances that would apply toward the maximum number of absences:

- Personal illness
- Doctor appointments
- Family vacation
- Suspensions from school
- Truancy
- Extenuating circumstances resulting in more than 3 days of absence may require documentation

In order for a student to be dismissed during school, a parent must call in or student must present a note to the front office. All students are required to sign-out prior to leaving campus during the school day.

Other Absence Information

1. VCHS Activity Absences. Certain VCHS school activities require students to be absent from one or more classes. Some examples of activity absences are athletics, field trips, and choir tour. These activity absences do not count towards the maximum of 12 absences.
2. College Visits. VCHS allows juniors and seniors to take two days per year for college visits. These absences do not count towards the maximum of 12. Any visits beyond two would count towards the maximum of 12.
3. Planned Absences. These are absences known about in advance, are two or more days in length, and are not VCHS activities. Some examples of these would-be family vacations, college visits, or mission trips. If a student anticipates taking a planned absence, they must follow these steps:
 - a) Receive Administrative Absence form from the front office two weeks prior to the planned absence.
 - b) Have their teachers sign the Administrative Absence form and obtain from each of their teachers any work or assignments that may be missed. If at all possible, work should be turned in to the teacher in advance, unless other arrangements are made with that teacher.
 - c) Turn in the completed Administrative Absence form to the front office.
 - d) Receive administrative approval for the absence.
4. Long term documented medical absences will result in a conference with administration, teachers, parent/guardian, and student.
5. Truancy/Unexcused Absences. Students who miss class for an unacceptable reason and without parent or guardian permission are considered truant/unexcused.
6. Seniors may have off campus lunch privileges (except Wednesday), by having a parent sign the "Senior Off-Campus" form turned into the office on the first day of school. Seniors must have a valid VCHS parking permit and a current VCHS school ID in his/her possession when leaving campus.

Makeup of Work Missed During Absences

1. All Absences. All work missed during absences must be made up, including tests and homework assignments. Teachers have discretion whether to allow makeup of quizzes.
 - a. Homework assignments/projects assigned before the absence that were due on the day of an absence or on the day the student returns, must be turned in the day the student comes back to school. Students must also be prepared to take any tests assigned before the absence, on the day they return to school.
 - b. Teachers may allow extra time to complete work assigned during an excused absence, but no more than double the number of days absent. Work not turned in during this time frame will be considered late work. **NOTE: It is the student's responsibility to check with teachers regarding their specific make-up work policies.**
 - c. Homework assignments/tests/projects assigned before an all-day activity absence must be turned in or taken the day the student returns from the activity.
 - d. **If the student is at school before an activity absence they must turn in any work due that day or it will be considered late.** Students have the responsibility to check RenWeb for assignments given that day. Any work due the following day must be turned in on time.
 - e. Students who will be out for a day or more due to a school activity (i.e. tours, tournaments, club activities, etc.) need to get the work they will miss before they go. The assigned work will be due the day they return unless other arrangements are approved with the teacher.
 - f. Due dates for assignments requiring online submissions are due the day a student returns, as stated above.
2. Students will be given zeros for work due during a suspension. However, tests and quizzes can be taken.
3. The student is held responsible for obtaining work missed due to absences of any kind.

Tardy Policy

Philosophy: In order for students to maximize their classroom learning and to teach self-discipline and responsibility, VCHS requires students to come to class on time and fully prepared with the needed materials for class. Tardiness is defined as failing to be in class when the tardy bell rings and ready to learn. We are not only training our students academically, but also in the development of essential habits which will be important to their success later in life. There will be penalties for excessive tardiness. VCHS does not distinguish between an excused and unexcused tardy as our policy already has flexibility in regard to the number of tardies we allow before any consequences occur.

1. Students arriving at school after 8:00 a.m. must sign-in in the office immediately upon arrival at school and before attending class.
2. If a student is tardy to class because of another teacher, that student should bring a pass from that teacher explaining the situation. If marked excused, it will not be recorded as a tardy.
3. Students more than 15 minutes tardy to class will be considered absent, unless they have a pass from a school authority.
4. If a student receives a pass from the front office when arriving late to school, it does not necessarily mean that it is excused, the pass will be marked excused or tardy.
5. If a student's parent calls in that a student will be late this does not necessarily mean it is an excused tardy.
6. Every student who leaves the classroom during instructional time is required to have:
 - A current VCHS ID in his/her possession
 - Have a valid office/class pass
 - Student cell phone must remain in the classroom (placed in the cell phone slot holder)

Tardy Discipline: Tardies are accumulated from all classes on a semester basis.

Step 1: On the 5th tardy, the student and the parent will receive warning email.

Step 2: On the 10th tardy, the student will be issued a detention.

Step 3: On the 15th tardy, the student will be given (1) one day of In-school Suspension.

Step 4: Students who continue to accumulate tardies beyond 15 will be dealt with by administration by assigning additional ISS/Community Service, etc.

Student Conduct

Discipline and Scripture

RESPECT FOR GOD:

Psalm 86:12 – I will praise you, O Lord my God, with all my heart; I will glorify your name forever.

Luke 10:27 – Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind.

RESPECT FOR OTHERS:

1 Peter 2:17 – Show proper respect to everyone; love the brotherhood of believers, fear God, honor the king.

Leviticus 19:18 – Do not seek revenge or bear a grudge against one of your people but love your neighbor as yourself.

RESPECT YOURSELF:

Psalm 19:14 – May the words of my mouth and the meditation of my heart be pleasing in your sight, O Lord, my Rock and my Redeemer.

Proverbs 12:22 – The Lord detests lying lips but delights in men who are truthful.

Psalm 8: 3-5 – When I consider your heavens, the work of your fingers, the moon and the stars, which you have set in place, what is man that you are mindful of him, the son of man, that you care for him? You made him lower than the heavenly beings and crowned him with glory and honor.

Ephesians 4:25 – Therefore, each of you must put off falsehood and speak truthfully...

RESPECT GOD'S FACILITY:

1 Chronicles 29:11 – Yours, O Lord, is the greatness and the power and the glory and the majesty and the splendor, for everything in heaven and earth is yours. Yours, O Lord, is the kingdom; you are exalted as head over all.

1 Corinthians 4:2 – Now it is required that those who have been given trust must prove faithful.

ENCOURAGE OTHERS:

Hebrews 3:13 – But encourage one another daily, as long as it is called Today, so that none of you may be hardened by sin's deceitfulness.

1 Thessalonians 4:18 – Therefore encourage each other...

DO WHEN ASKED:

Philippians 2:5 – Your attitude should be the same as that of Christ Jesus.

Student Rights and Due Process

Inherent in the discipline process is the following:

- Attendance at VCHS is a privilege, not a right.
- Students and parents may expect to be treated in a manner that is safe, dignified, biblical, and handled with appropriate confidentiality.
- Christians are to follow the format laid down in Matthew 18:15-17 to resolve complaints or problems.
- If a student or parent disagrees with a decision or practice at VCHS they may follow the established Grievance Policy (available in the office), which sets forth the specific steps that may be taken.

Means of Discipline

By teachers: Teachers, for the most part, will handle discipline cases in their own way in harmony with school policy. Such discipline may range from reprimand to detention and may include conferences with parents.

By Administration: The administration will handle cases referred to them by staff, as well as cases occurring outside the classroom, and may use a wide range of disciplinary means.

Probation

Probation may be academic or disciplinary or both. Probation is a period of time during which the student is expected to make significant academic or behavioral progress in order to show that he/she has changed sufficiently to allow them to stay at VCHS. During this time, the student must demonstrate real change in behavior and personal growth. Probation may include the loss of privileges, such as attending certain extracurricular activities for a period of time. Students who successfully complete a period of probation may be restored to full student privileges.

Detention

Detentions are issued by staff for minor infractions and offenses by the students. Using the detention system allows teachers to alert parent of infractions. They are served with the Detention Hall Supervisor for a 40-minute time period after school. Detentions begin promptly at 3:20 p.m. Detention slips are to be signed by the parent/guardian and returned with the student to the Detention Hall Supervisor. Failure to show up to detention or showing up without a signed detention slip will result in an additional detention. If students ride in a carpool or play after-school sports, they must make the necessary arrangements to serve their detentions as assigned.

Suspension

The administrator may suspend any student for violating the discipline policy set forth above and for neglecting to comply with previously imposed discipline. The purpose of suspending a student is to remove the student from fellowship in the general student population thereby sending him/her a strong message that the student is in jeopardy of losing the privilege of attending VCHS. This time away gives students the opportunity to think about their choices with the hope that they will repent and change their hearts and actions. In general, suspensions are two types:

1. In school: Suspended students will be assigned to a room in the school for the term of the suspension. Such suspension shall be made either when it is judged in the best interest of the student or when a parent is not continuously at home to supervise the student. Suspended students are not to have any contact with other students without the expressed permission of administration.
2. At home: Such suspension shall be made only when either (or both) parent(s) are home to continuously monitor the suspended student and when it is in the best interest of the school to have the student off campus.
3. Students will be given zeros on work due during a suspension. However, tests can be taken.

Withdrawal

In some circumstances, the administration may recommend that a family withdraw their student from school in the interests of the student and/or the school. Re-admittance to VCHS after any withdrawal, especially a disciplinary withdrawal, requires an administrative review upon admittance.

Expulsion

Expulsion is the permanent exclusion of a student from school. The administrators of the school may expel a student if, in their opinions, it is in the best interests of the school to do so. Expulsion may be the result of chronic violation of school rules and standards or refusal and/or inability to successfully complete the academic program of the school.

Expulsion may also be the result of a single incident or episode that endangers the safety, reputation, or environment of the school.

Parental Cooperation

At Valley Christian, we value our partnership with families in educating our students. To this end, all communication and interaction is expected to be professional and respectful. Normally a student is not to be deprived of Christian education or otherwise held responsible for the actions of parents. However, the administrator may recommend withdrawal of a student when parents have been persistently and overtly uncooperative with school staff, policies, regulations, programs or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other students. After reasonable effort to elicit the minimum requisite parental cooperation, the administrator may require withdrawal. Documentation of the basis for this action and of all consultation with the parents on the matter must be retained on file.

LIFESTYLE BEHAVIORS

Since the school bears the name of Jesus Christ, a high standard of conduct is expected of staff and students. **Public conduct should be consistent with our basic concept of life, and since we profess to love God above all and our neighbor as ourselves, we should reflect that love in all of our actions, as well as in our attitudes toward each other and our work.**

The Bible teaches that parents are responsible for the training and instruction of their children. The Christian school stands ready to assist parents in their God-given responsibilities. VCHS seeks not to assume a task that God gives parents, but rather to serve as the parents' appointed and authorized representatives in the training process. The school expects the parents to support the administering of discipline. The administration determines compliance with policy and has the final word in all instances.

1. **Substance Abuse**-- Students who possess, use, or appear under the influence of mood or mind-altering chemicals are in contradiction to God's Word and interfere with the school's responsibility of providing a safe and healthy environment for all students. The use of such substances impairs the ability to learn thus limiting the ability of the school to educate the student and accomplish our mission.

VCHS students are forbidden to use or possess alcoholic beverages, tobacco, vaping paraphernalia or simulated products, and mood or mind-altering chemicals for their entire high school career on or off campus (including all vacations or breaks).

The means of discipline will depend on the attitude and heart of the student. The following corrective actions may be taken:

- Immediate up-to-five-day suspension
- Specific Bible study
- Counseling
- Drug testing, at parent expense
- Probation
- Police report
- Administrative Withdrawal
- Expulsion
- Other

A student who distributes or sells mind-altering chemicals will be reported to the police and is subject to an immediate expulsion from VCHS. A student who possesses illegal substances on campus or school events will normally be asked to withdrawal or be expelled from VCHS.

2. **Cheating** – Any dishonesty in schoolwork will be reported to the parent(s) and the administration by the teacher. Dishonesty will result in a grade of “zero” for that assignment. Student will also receive a “U” – Unsatisfactory on their conduct in the current grading period. Further disciplinary action may be taken by the administration. Students who continue this behavior face possible expulsion. If a student is using or appears to be using an electronic devise during a test or quiz without the teacher’s permission it will be considered cheating.

3. **Social Media and Personal Communications Policy** - Valley Christian High School believes students should portray Christ-like character on and off this campus. This also includes the area of social media. It is impossible to make an all-inclusive list of inappropriate or offensive behaviors, however, following is a list that includes some things that would be considered inappropriate or offensive. If a student chooses to participate in them, appropriate disciplinary action will take place, including possible expulsion.

Personal electronic devices should not contain any content of a sexual or graphic nature. Photos, videos, online content, text/picture messages, links to websites, tweets/re-tweets, comments, images, inappropriate memes, or posts that deal with any of the following areas:

- The personal use or possession of alcohol, drugs, and tobacco products, or items that condone drug-related activity. This includes any drug paraphernalia.
- Content that is of a sexual nature.
- Actions that might be considered cyber-bullying, include content that is unsportsmanlike, derogatory, demeaning, or threatening toward any individual or entity. Examples of these include comments regarding teachers, staff or our school, another school, coaches, or students as well as against any race or gender.
- Content that depicts or encourages unacceptable, violent, or illegal activities. Examples of these include hazing, sexting, sexual harassment/assault, full or partial nudity, inappropriate gestures, stalking, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug/alcohol use.

VCHS seeks to help our students build a positive legacy. Students should always remember that they live in a digital world and create digital footprints with anything they do online—the internet is permanent. Please keep in mind that college admissions counselors and future employers do read online profiles and do make decisions based upon the information they find. Students should be careful about sharing personal information online and the digital reputation they build. VCHS expects students to model Christ even through their online activities.

4. **Pregnancy** - A pregnant student will not be allowed to continue classes. This policy applies equally to either a boy or a girl involved in a pregnancy whether or not the partner in the pregnancy is a Valley student. In all such cases, measures will be made to assist and counsel each student to encourage right choices and continuing education. The administration advises against a student marrying before graduation. However, the administration will review such situations on an individual basis to determine whether to allow a student to continue in the school after marriage.
5. **Theft** - Theft of personal property or of school property is a serious offense and will not be tolerated. Theft will almost always be punished by suspension from school and police notification. Continued violations may result in administrative withdrawal or expulsion.
6. **Sexuality** – We believe that God has prohibited intimate sexual activity outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one’s biological sex or otherwise acting upon any disagreement with one’s biological sex) or advocacy of sexual immorality, is sinful and offensive to God. If a student advocates or practices lifestyles outlined in this paragraph, they likely will not be retained as a student at VCHS.
7. **Transgenderism**- *Biological sex* means the biological condition of being male or female as assigned at birth. Notwithstanding any other board policy, student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological sex.
8. **Felony** - A student will not be retained without board approval if they have committed a felony.
9. **Harassment/Bullying** – We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policy of this school. The threatening of staff or other students, whether physically or verbally (direct or indirect), is unacceptable behavior. The administration and, if needed, the police, will determine the viability of the threat. During the investigation, the student(s) making the threat may be confined or sent home until the investigation is completed. If the threat is deemed viable the student(s) will be subject to

suspension with accompanying penalties or an expulsion of the student(s).

10. **Harassment** - There is a separately written sexual harassment policy. See Appendix A.
11. **Hazing Policy** - The school has a separately written hazing policy. See Appendix B.
12. **Defacing or Damaging School or Staff Property** - Malicious or careless acts which result in damage to or destruction of school, students' or staff members' property will result in both appropriate disciplinary action and the replacement or repair of such property by the student and his or her parent(s) or guardian(s).
13. **Fighting** - Fighting among students is absolutely prohibited. In almost all cases students involved in a fight will be suspended regardless of "who started it."
14. **Disrespectful and/or Disruptive Actions, Language or Attitudes** - Disruptions in class, unruly behavior, leaving class without permission, and defiant conduct will not be tolerated.
15. **Musical Devices, Cell Phones, or Other Electronic Devices** - Any listening devices such as radios, iPods, cell phones and the like may be played before school, during lunch, and after school if their use does not disturb normal activities and they are listened to with earbuds or headphones. Due to the disruptive effect on classes and the susceptibility to theft and loss, these devices, including cell phones, must be on silent and are not allowed to be visible during class time. These devices will be confiscated if the rules are violated. Multiple violations result in the student losing privilege of having such devices on campus.
16. **Hazardous Items** - Matches, lighters, fireworks, firearms, knives, items that simulate weapons, and other such items that expose students, school personnel, or property to danger are forbidden.
17. **Obscene Behavior** - Obscene behavior, which includes cursing, lewd, offensive, or vulgar language or gestures, whether physical, written or spoken, are not permitted.
18. **Public Display of Affection** - Inappropriate public display of affection will not be tolerated. Holding hands will be the limit of body contact.
19. **Display / Possession of Sexual Paraphernalia** - The possession or display of sexual paraphernalia is a violation of school policy.
20. **Leaving School without Permission** – All students must have permission to leave campus for any reason.

DRESS CODE

The mission of VCHS is to equip students with a Christ-centered academic, social, physical, and spiritual foundation that enables them to make a difference in the world. VCHS seeks to integrate the knowledge of God's creation with training in righteous living and morality to develop true wisdom and character in students.

VCHS endeavors to promote excellence in all areas of education, including dress. To this end careful consideration has been given to the formation of the dress code. A benefit of the dress code is the atmosphere created by well-dressed young people in the classroom and on the campus. How a student dresses can reveal the level of importance that one places on a particular activity, their attitude toward life, and their respect for themselves, their peers, and God. We want the dress of our students to positively reflect our Christian values as well as promote a sharp, positive, and appropriate image to those in our community. Our desire is a dress code that promotes modesty and neatness without excessive restriction on individual expression.

It is important that the dress code is accepted fully and enforced consistently. Enforcing the dress code is not the sole responsibility of the school. The cooperation of students, parents, and staff is necessary to maintain the dress code. Parents are expected to cooperate with the school in monitoring their child's daily attire. Compliance with the designated dress code is expected at all school activities both home and away. If parents and students have questions concerning whether or not a piece of clothing is acceptable attire, they may see the administration before wearing the clothing to school.

Students will be expected to follow the dress code at all school events (home and away), unless otherwise specified by administration. Students not in compliance with the dress code will be subject to disciplinary action. **The administration of VCHS will be the final judges of dress code compliance and reserves the right to decide what is proper and fitting regarding attire for school and school events. Students out of dress code will have to change into school issued clothing or could be sent home.**

General Dress Code

All students

1. CLOTHING that is inappropriate or sloppy in appearance is unacceptable. Clothing that exposes cleavage, midriff or is worn inappropriately is unacceptable. Clothing must not reveal underwear, bras, or boxers. No over-sized, ripped, or worn-out clothes (containing holes), pajama apparel, and slippers, and the like.
2. SHOES: Shoes are required for all activities at VCHS. Heels on shoes should be worn for comfort and safety. Shoes designed for laces must have laces and be tied properly. No slippers.
3. INAPPROPRIATE MESSAGES: Any clothing, book bag, hats, notebooks, jewelry or other paraphernalia with sexual innuendo, inappropriate messages or pictures, occult symbols, alcohol, drugs, substance abuse or other questionable pictures or messages are unacceptable.
4. PIERCING: The only body piercing allowed is in the ears for girls. Spacers are not acceptable.
5. JEWELRY: Jewelry with pagan religious, occult/new age symbolism, or dangling chains from clothing is unacceptable.
6. TATTOOS: Tattoos must be covered at all times.
7. HAIR: Hair should look neat, natural, and styled with emphasis on cleanliness and moderation. Hairstyles or hair coloring must be a natural hair color. Any hairstyle that draws undue attention is unacceptable.
8. HATS / SUNGLASSES: Hats and/or sunglasses may be worn outside the buildings but not inside. This includes females. Exceptions: Planned VCHS activities or game day for Baseball or Softball players.
9. SHORTS/PANTS: There should be no writing across the seat of pants. Shorts must not be greatly oversized or tightly fitted. Athletic-type shorts are only acceptable in P.E./Weight Training classes or as part of approved athletic team apparel. Sweat pants or warm ups will be allowed if they are not sloppy in appearance, do not have messages across the buttocks, and meet the other requirements in #1 above.
10. Students must dress in conformity with their assigned gender at birth.

Boys

SHIRTS—Shirts must be of appropriate length and display good taste. See-through, sleeveless, muscle, body suits and/or tank tops are unacceptable clothing.

HAIR₂: must be no longer than shoulder length. FACIAL

HAIR₃: must be neat and well-trimmed

4. PANTS/SHORTS—Pants must not be greatly oversized or tightly fitted. Shorts must not exceed 2 inches above the knee cap. They can be to the knee or longer. Pants/shorts must be worn at the natural belt line, “sagging” is not allowed

Girls

BLOUSES/SHIRTS: Blouses/shirts must be of appropriate length (no visible midriff). A minimum of a 2” (2 inch equals the width of a credit card) strap is required on all blouses, shirts and dresses. See-through, tube tops, racer-back shirts, body suits, tank tops or exceptionally tight fitted blouses are unacceptable. Sweaters, jackets, or the like must be buttoned or zipped up if the attire underneath does not meet dress code requirements.

SKIRTS/DRESSES: Hems and slits on skirts and dresses may not exceed 4 inches above the top of the knee.

SHORTS: Shorts must have a 6” inseam.

LEGGINGS/JEGGINGS: Leggings/jeggings are unacceptable as pants but may be worn under dresses of appropriate length.

SPANDEX: Spandex of any form is unacceptable.

Exceptionally tight-fitted pants/skirts or dresses are unacceptable.

NOTE: Students who are not in compliance with the dress code will be excluded from class(s) and/or events until the problem is corrected. Any class or part of a class missed will result in either a tardy, detention or other disciplinary action. Repeated offenses will be considered in defiance of school policy. This will result in a parent conference with appropriate action taken by the administration which could be: Lunch detention, After School Detention, In School Suspension or Out of School Suspension.

Formal Attire

The following standards will be adhered to at all student events where formal wear is required.

Girls must wear dresses that meet the following criteria:

1. The back of the dress may not fall below a standard bra line.
2. Strapless dresses with sweetheart or straight-across necklines are acceptable – no keyholes or plunging V's. Dresses should not expose excessive cleavage or the midriff; lace, netting/tulle, or other see-through materials are not acceptable to cover these areas.
3. The length of the dress or a slit in the dress may be no more than 4 inches above the top of the knee. Exceptionally tight-fitted skirts or dresses are unacceptable or material that causes the apparel to rise above the 4" by walking, etc. is unacceptable.
4. Lace, netting/tulle, overlays, or other see-through materials will not be counted in determining the 4-inch guideline.

Boys must wear the following:

1. A tuxedo, dress suit, or blazer with dress slacks.
2. A long-sleeved, dress shirt, and/or a tie.

NOTE: If students doubt that their formal wear meets these guidelines, they are encouraged to bring the item into the administration for approval. If the student's attire does not meet these standards, he or she will not be admitted into the function.

The Matthew 18 Principle at VCHS

A Christian school is made up of people—parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, *"A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another."* (John 13:34-35, NIV).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In, Matthew 18, Jesus gives His formula for solving person-to-person problems. We refer to this as "The Matthew 18 principle".

"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they 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 they still refuse to listen, tell it to the church." (Matthew 18:15-17)

There are several clear principles that Jesus taught in solving people-to-people problems:

1. **Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. *"With their mouths, the godless destroy their neighbors, but through knowledge the righteous escape."* (Proverbs 11:9, NIV).
2. **Keep the circle small.** *"If your brother or sister sins, go and point out their fault, just between the two of you..."* The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level. **The administration will not give a hearing to disagreements before those directly involved have made a prayerful and earnest attempt to resolve the issue first. Taking an issue or grievance "over the head" of a staff member directly to the administration violates both the letter and spirit of the Matthew 18 principle.**
3. **Be straightforward.** *"Point out their fault."* Jesus tells us to be forthright and to love honestly. Sometimes it is

difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says, "*Faithful are the wounds of a friend . . .*" (Proverbs 27:6).

4. **Be forgiving.** "*If they listen to you, you have won them over.*" This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Most school problems are resolved at the two-person level. Forgiveness and restoration are the normal happy conclusion. In the rare case that this result does not occur, the following step should be taken:
5. **If needed, the parent and staff member should agree to share the matter with an appropriate school administrator.** At this stage, the counsel of Jesus would be "*take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'*" Both parent and staff member should communicate their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

Because Board of Directors policy delegates authority for operational (student, parent, staff, discipline, curricular) decisions to the Administrator, his/her decision should be considered final and not subject to review by the Board unless a Board policy has been broken or other extraordinary circumstances.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems, and the procedure we follow at Valley Christian.

EXTRA-CURRICULAR ACTIVITIES

Participating in extra-curricular activities should be considered a privilege. As a participant, you represent Christ and the school. This privilege is extended to students that are in good standing with the school. The administration reserves the right to make that determination.

Behavioral Regulations

1. If a student violates the school's substance abuse policy, they will be subject to the discipline listed under the policy. If a student remains at VCHS, the following will apply to those involved in extracurricular activities. If a student violates the policy during an off-season, the suspension shall begin at the start of his or her next extra-curricular activity. The penalty for violating this rule is as follows:
 - 1st violation – suspension from games/events for 2 weeks
 - 2nd violation – removal from extra-curricular participation
2. Behavior in school must be exemplary. An extra-curricular participant involved in any administrative disciplinary action, such as excessive tardies, unexcused absences, or misbehavior in class, will be ineligible for the next regularly scheduled event. Continued violation of school rules will result in the student being dismissed from the team/activity.
3. Unsportsmanlike conduct and language at any time is cause for dismissal from a team. The severity of the incident will be taken into consideration before a decision is made with regard to any penalty given. Normally the following action will be taken:
 - 1st violation - Student will be ineligible for the next regularly scheduled event.
 - 2nd violation - Student will be ineligible for the next four regularly scheduled events.
 - End of season violation - If penalty is imposed at the end of the season and no event remains, the penalty is to be enforced at the beginning of the student's next extra-curricular activity.

4. A student participant must be in attendance a minimum of four periods at school in order to be eligible to practice or participate in any extra-curricular activity on that day. If the student is in attendance less than four consecutive periods, he/ she may observe the practice or event, but may not participate.
5. Students are responsible for the care and maintenance of equipment checked out to them. They must pay for any equipment lost or unnecessarily damaged.
6. Students are expected to be well groomed and appropriately dressed on all extra-curricular outings.

Eligibility for Extra-Curricular Activities

Extra-curricular activities normally require significant amounts of time outside of school which may subtract from time available for academic work. Students must maintain satisfactory progress in their academic studies and display good conduct in order to have the privilege of participating in extra-curricular activities. Students who fall below the academic standards will be declared ineligible in order to encourage them to spend their extra time on academic efforts.

To be eligible to participate in extra-curricular activities (including but not limited to athletics and performing arts), students must meet these standards:

- maintain a Grade Point Average of 2.00 or better
- receive no academic grades of "F"
- receive no conduct grades of "U"
- make adequate progress towards graduation

Any student who does not meet these requirements at a progress report or quarter grade check will be placed on PROBATION. While on probation the student may continue to participate in extra-curricular activities including practices. His/her achievement of eligibility requirements will be monitored for improvement by administrators. If the student meets the eligibility requirements at the next grade check, he/she will be considered ELIGIBLE and exit the process.

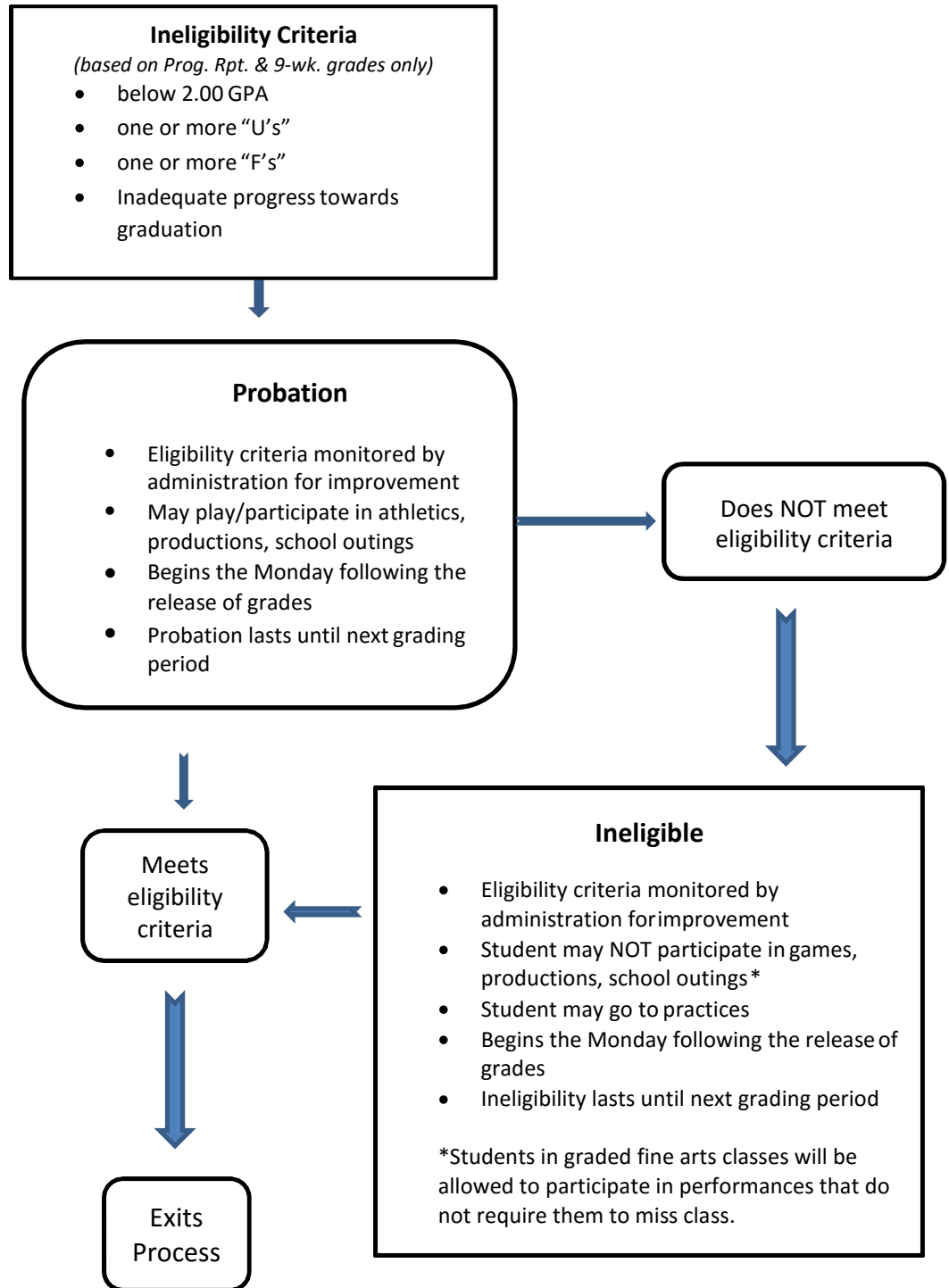
If the student does not meet the eligibility criteria at the next grade check, he/she will be considered INELIGIBLE. While ineligible the student may not participate in games, productions, or school outings. The student may continue to participate in practices and rehearsals. His/her achievement of eligibility requirements will be monitored for improvement by administrators. If the student meets the eligibility requirements at the next grade check, he/she will be considered ELIGIBLE and exit the process.

If the student does not meet the eligibility criteria at the next grade check, he/she will continue to be ineligible until meeting the eligibility criteria based on a progress report or quarter grade check. Ineligibility from fourth quarter carries over to first quarter activities the following year.

NOTES:

- Extreme or unique cases will be evaluated by the administration
- Coaches and activity sponsors have the prerogative to enforce a stricter eligibility policy with the approval of the administration

VCHS Ineligibility Process



NOTES:

- Extreme or unique cases will be evaluated by the administration
- Coaches and activity sponsors have the prerogative to enforce a stricter eligibility policy with the approval of the administration

AIA Policies

Eligibility Rules for Transfer Student

After enrolling and attending one or more classes, students changing enrollment to/from one school to another school shall be considered a transferring student. If this is the first transfer, a student shall be ineligible to participate in interscholastic competition at the school to which he/she transferred for the first 50% of all competitive events. The student will be eligible for the second half of the season and all postseason events. Subsequent transfers will require a period of ineligibility of 1 year prior to being able to participate in interscholastic competition. This rule is intended to and shall encompass any and all transfer situations and shall apply to any and all member schools, be they public, private or parochial.

Forms

All athletes must complete and turn in the following documentation before they will be allowed to practice or compete. Completed forms should be turned in to the athletic trainer's office. This office can be found in the weight room lobby.

- Health Physical – This is an annual physical that must be completed by a physician on the proper AIA form. The form can be found on the school web site and is titled AIA Form 15.7-B
- Health Questionnaire. This form can be found on the school website and is titled AIA Form 15.7-A. This should be filled out by the parent and the athlete.
- Mild Traumatic Brain Injury (MTBI) / Concussion Acknowledgement Form. This form is found on the school website and is titled AIA Form 15.7-C
- Brainbook Training – This is a one- time webinar that educates athletes in the area of brain injury. This course will be administered at the school, usually by a coach or athletic trainer. After completion of the training, an athlete will print a certificate from the website. This certificate must be turned in to the athletic trainer's office.

Reporting Child Abuse

In accord with A.R.S. 13-3620, school personnel are required to report to a peace officer or to child protective services any reasonable grounds to believe a child is the victim of physical or sexual abuse. The school will not contact parents before making a report to authorities. The law is clear on the duty of school personnel to report, and there is no legal alternative except to make the report to the proper authorities for their investigation.

Other School Items

School Hours

School hours will be from 8:55 a.m. until 3:10 p.m. Monday, and 8:00 a.m. until 3:10pm Tuesday, Wednesday, Thursday and Friday. All students at dismissal time are expected to vacate the school's premises within 2 hours unless involved in a school-sponsored activity. We will occasionally have half days or early release days. Please check the times and days these will occur on our website. **NOTE: The office is open 7:30 am – 4:00 pm Mon. – Thurs., 7:30 am – 3:45 pm on Friday.**

Regular Schedule

| SCHEDULE WITH FIVE FULL DAYS IN A WEEK | | | | |
|---|-------------------------------|----------------------|-------------------------------|-------------------------------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| FACULTY INSERVICE/DEVOTIONS 7:30-8:40 | D 8:00-8:51 | D 8:00-8:51 | C 8:00-8:51 | C 8:00-8:51 |
| A 8:55-9:53 (7 mins extra) | A 8:55-9:53 (7 mins extra) | CHAPEL 8:56-9:53 | D 8:55-9:53 (7 mins extra) | D 8:55-9:53 (7 mins extra) |
| BREAK 9:53-10:03 | BREAK 9:53-10:03 | BREAK 9:53-10:03 | BREAK 9:53-10:03 | BREAK 9:53-10:03 |
| B 10:03-10:54 | B 10:03-10:54 | A 10:03-10:54 | A 10:03-10:54 | UTILITY PERIOD 10:03-10:54 |
| C 10:58-11:49 | C 10:58-11:49 | B 10:58-11:49 | B 10:58-11:49 | E 10:58-11:49 |
| LUNCH 11:49-12:29 | LUNCH 11:49-12:29 | LUNCH 11:49-12:29 | LUNCH 11:49-12:29 | LUNCH 11:49-12:29 |
| E 12:29-1:20 | H 12:29-1:20 | G 12:29-1:20 | F 12:29-1:20 | F 12:29-1:20 |
| F 1:24-2:15 | E 1:24-2:15 | H 1:24-2:15 | G 1:24-2:15 | G 1:24-2:15 |
| G 2:19-3:10 | F 2:19-3:10 | E 2:19-3:10 | H 2:19-3:10 | H 2:19-3:10 |
| Each class 51 mins | Each class 51 mins | Each class 51 mins | Each class 51 mins | Each class 51 mins |

Chapel and Assemblies

Chapel is a time set aside on Wednesday for faculty and students to worship together. The Ministry Development Team is responsible for planning the weekly chapel services. Students' behavior in chapel should demonstrate a reverent attitude and heart. Special assemblies may also be held on occasion.

Library/ Media Center

1. HOURS

7:30-3:30

2. RULES

- No food, or drinks in the media center or computer labs.
- Treat materials and furniture with respect.
- A teacher pass is required during class hours unless accompanied by a teacher.
- The copy machine is for staff use.
- Return materials on time and in good condition.
- Failure to adhere to these rules can result in loss of media center privileges.

3. CHECK-OUT

| | |
|------------------|--|
| Books: | Three weeks, with one renewal period |
| Reference Books: | May check out for needed class periods |
| Magazines: | In media center use only |

4. MEDIA CENTER COMPUTERS

- Computers are for school-related use only: homework, research, typing papers, etc.
- No games are allowed at anytime.
- Do not access other students' files.
- Students will be allowed limited printing privileges.
- No installation or removal of software is allowed.
- Use of computers for student body election lobbying is prohibited.

School Fines/Fees

1. Library books – a fine of \$.10 each item per day late (Monday-Friday only), up to \$5.00. After the \$5.00 limit, (6 weeks), then a lost fee will be charged. That fee will be based on the price of book, plus a \$1.50 processing fee. Loss of check out privileges will occur once a total fine of \$5.00 is reached.
2. Lost or damaged locks/lockers - Students who fail to go through the locker check-in process (pg. 26) at the end of the year will incur an additional \$50 maintenance fee; the fee for a lost lock is \$25.
3. Lost or damaged textbooks – Each student must check-in their textbooks at the end of the year and is responsible for turning in the textbook that was assigned to them by barcode and that they signed for at book pick-up. Any textbook not returned or damaged beyond repair, will result in a lost/damaged book fee. This is the replacement cost of the book. We do not allow students to purchase replacement books online, all books are purchased by VCHS. Book issues must be resolved by June 30th as book orders for the coming year are placed the first of July. Books returned after that date will not receive a credit.
4. Lost uniforms – Any uniforms not returned to a coach for a various sport at the end of that season will be charged a replacement fee for that uniform.
5. **Seniors must have all fines/fees paid prior to graduation. All other students' outstanding fines/fees will be charged to the student's account.**

Closed Campus

In general, VCHS has a closed campus policy. No student is to leave the campus during school hours without permission from the administration. Exceptions to this policy include:

- Seniors, who have a signed "off campus" form, have obtained a car sticker and are wearing their student ID may leave campus at lunchtime, SH or their open period. The campus may be closed to seniors at lunchtime if the open campus policy is abused.
- Those who have dental, doctor, or other such appointments with prior parent and office approval.
- Cases of emergency illness where students may leave with permission from the office.
- Students not enrolled in a class the last period of the day may have an early release time. These students are expected to leave campus promptly. Those students with early release time who repeatedly do not leave campus promptly will be required to enroll in studyhall.

When arriving/leaving campus during regular operating hours students must sign in/out in the office.

Visitors

Students wishing to visit VCHS for any part of a day (including lunch) must meet the following criteria:

1. At least **48 hours** before the scheduled visit, communication must be received from the visiting student's or host student's parents, stating the reason for the visit and assurance the visiting student will comply with all school rules.
2. Guests will be approved for a visit upon such written request if:
 - a. The guest's parent(s) have indicated an interest in enrolling their child for the following year.
 - b. The guests are high school age **out-of-town** relative or **out-of-town** friends of a current VCHS student.
3. Guest's will be expected to comply with all of the school rules while visiting.

All other visitors must register in the office and receive permission for their visit.

Lockers

- All students will be assigned a bar-coded locker and lock. Students may use only an office issued lock. Lockers are to be locked at all times.
- No permanent stickers, posters, or other paraphernalia may be placed on the locker. Students are expected to keep their lockers clean, neat and orderly. The tops of lockers must be cleared of all books, personal items, and trash before leaving for the day.
- They must have their locker electronically scanned and checked in at the end of each school year by VCHS staff. This is done during the four days of finals. Students will be held financially responsible for any damage or misuse.
- Students who fail to go through this process will incur an additional **\$50** maintenance fee; the fee for a lost lock is **\$25**.
- **The school retains the right to inspect and search any locker at any time for any reason.**

Lunches

The online service we use is now called **Boonli**.

- The first time you visit a tutorial will pop-up to offer a quick and guided walkthrough.
- Ordering closes on the 25th of the month prior.
- Bottled water comes with the meals. Soda pop will be available for purchase at 50 cents a can.
- For lunches being delivered for students, an unmanned table will be placed outside the office for drop off/pick up. Students need to order near the end of class right before lunch and be at the table to pick up their order when it is delivered.
- LUNCH QUESTIONS: email us at: lunch@vchsaz.org
- SYSTEM QUESTIONS: support@boonli.com or call 800-381-6511, M-F, 8 am to 5 pm PST
- Link: <https://vchsaz.boonli.com>

Lunches may be eaten in the Barnes Assembly Hall, in designated areas on campus, or in the classroom with permission and supervision of individual teachers. Teachers are assigned to monitor the lunchtime activity. **No food is to be consumed in the hallways during lunch.**

Vehicles/Student Driving

The use of a vehicle at VCHS is a privilege that requires responsible behavior from students. Students must have a valid driver license to drive on our campus. In general, students must be cautious and careful when driving their cars on and around school property. The speed limit in the VCHS parking lot is **5 mph, 25 mph** on Galveston at all times. The first violation for careless driving may result in fines and notification of parents; for the second violation, there may also be a loss of car privileges on the school campus for a period of time, as determined by the administration. The school is not responsible for accidents or damages to cars that occur on school property. **Stereos must not be heard on campus.**

Students may not be in or around vehicles during the school day, including lunchtime, without permission from the office. Vehicles are to be used for transportation only. In order to safeguard all vehicles from intentional or accidental damage, the school requires all students to stay clear of the parking lot. Only seniors who have permission from the office and parents, may leave for lunch, (except on Wednesdays) and open periods. The school retains the right to inspect any vehicle anytime for any reason.

Students who drive a vehicle to school must park in assigned areas and purchase a VCHS parking sticker. If there are no parking spots available in our main parking lot a student must still contact the school office to receive a parking sticker and park where school administration has designated.

Telephones/Messages

Students are not permitted to use the school phones for personal calls except in an emergency and with permission from the office. **Cell phones are not to be used during crisis situations.** Cell phones may be used between classes but must be turned **OFF** and out of sight during classes.

Parents wishing to contact students should call the school office. Messages for students will be given to them promptly. Please take care of any family logistical details prior to your child leaving for school in the morning.

Lost and Found

The school is not responsible for lost, stolen, or damaged property belonging to students. Books, Bibles, purses, clothing, and any other articles of value will be taken to Barnes Assembly Hall. At the end of each month, any articles still in lost and found will be given to a charitable Christian organization.

Technology Use Policy

This policy defines the boundaries of acceptable use of VCHS computing and communication resources, including computers, devices, electronic data, networks, services, information sources, communication services, and other communication resources.

VCHS's computing and communication resources are the property of VCHS. They are to be used for the advancement of VCHS's spiritual, educational, service, community outreach, administrative, and business purposes. Computing and communication resources are provided for the use of faculty, staff, currently admitted or enrolled students, and other properly authorized users.

Requirements and Prohibited Uses

Requirements for the Use of VCHS Computing and Communications Resources

1. Users must comply with all applicable local, state, and federal laws and regulations, and with VCHS policies.
2. Users must be truthful and accurate in personal and computer identification.
3. Users must respect the rights and privacy of others, including intellectual property and personal property rights. Users
4. must not compromise the integrity of electronic networks, must avoid restricted areas, and must refrain from activities that may damage the network, or transmitted or stored data.
5. Users must maintain the security of their accounts and are to protect their account passwords.

Prohibited Uses of VCHS Computing and Communications Resources

1. Unlawful posts or communications, including threats of violence, obscenity, pornography, and harassing communications, are prohibited.
2. Any alteration of addresses, uniform resource locator (URL), or other action that masks any VCHS domain as a host site is prohibited unless authorized by the VCHS Technology Department.
3. Unauthorized anonymous and/or pseudonymous communications are prohibited. All users are required to cooperate with appropriate VCHS personnel or other authorized personnel when investigating the source of anonymous messages.
4. Misrepresenting or forging the identity of the sender or the source of an electronic communication is prohibited.
5. Unauthorized acquisition attempts to acquire and use of passwords of others are prohibited.
6. Revealing passwords or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access without authorization by the VCHS Technology Department is prohibited.
7. Unauthorized use and attempts to use the computer accounts of others are prohibited.
8. Altering the content of data or communications originating from another person or computer with intent to deceive is prohibited.
9. Unauthorized modification of or deletion of another person's files, account, or communications is prohibited.
10. Use of VCHS computer resources or electronic services without authorization or beyond one's level of authorization is prohibited.
11. Making VCHS computing resources available to individuals not affiliated with VCHS without approval of the VCHS Technology Department is prohibited.
12. Interception or attempted interception of data or communications by parties not authorized or intended to receive them is prohibited.
13. Compromising the privacy or security of electronic information is prohibited.
14. Infringing upon the copyright, trademark, patent, or other intellectual property rights of others in computer programs or electronic information (including plagiarism and unauthorized use or reproduction) is prohibited. The unauthorized storing, copying or use of audio files, images, graphics, computer software, data sets, bibliographic records and other protected property is prohibited except as permitted by law.
15. The act or attempt to circumvent, alter, interfere with, disable or disrupt any computer or network accounts, applications, communications, services, systems, or equipment is prohibited.
16. The propagation of computer "worms", "viruses", "trojans" or "malware", the sending of electronic chain mail, and inappropriate "broadcasting" of messages to individuals or hosts are prohibited.
17. Failure to comply with requests from appropriate VCHS officials to discontinue activities that threaten the operation or integrity of computers, systems or networks, or otherwise violate this policy is prohibited.
18. Altering or attempting to alter files or systems without authorization is prohibited.
19. Scanning of networks, networked devices, or applications for security vulnerabilities without specific authorization by the VCHS Technology Department is prohibited.
20. Attempting to alter or connect any computing or networking components/services (including, but not limited to, bridges, routers, firewalls, DNS servers, DHCP servers, wireless access points or "hot spots", switches and hubs) on the VCHS network/campus without approval of the VCHS Technology Department is prohibited.
21. Installation or alteration of wiring, including attempts to create network connections, or any extension or retransmission of any computer or network services without the approval of the VCHS Technology Department is prohibited.
22. Conduct leading to disruption of electronic networks or services is prohibited.
23. Conduct leading to the damage of VCHS electronic information/data, computing/networking equipment, and resources is prohibited.
24. Unauthorized use of VCHS trademarks or logos and other protected trademarks and logos is prohibited.
25. VCHS and department Web pages may link to commercial Web sites, but any link that generates, or has the potential to generate, revenue to VCHS or to any individual or company, including click trade or banner advertising, must be approved by the VCHS Development Office.
26. Use of VCHS computer resources for private business or commercial activities, fund-raising or advertising on behalf of non-VCHS organizations is prohibited.
27. The unauthorized reselling of VCHS computer resources is prohibited.

Privacy and Security

Confidentiality

Confidentiality of communications and other network transmissions cannot be assured. Therefore, all users should exercise caution when sending personal, financial, confidential, or sensitive information electronically.

Routine Logging and Monitoring

Certain electronic and network activities are routinely logged and monitored. These activities include but are not limited to:

1. use of passwords and accounts accessed
2. time, duration, and amount of activity
3. access and use of VCHS equipment and services access
4. and use of Web pages and Internet services access and
5. use of electronic resources and services

Detailed Session Logging

In cases of suspected violations of VCHS policies, especially unauthorized access to computing systems, the VCHS Technology Department or school administration, may authorize detailed session logging. This may involve a complete keystroke log, screen shots, application use, and transaction details of an entire session. In addition, the Technology Department or school administration may authorize searching of user files to gather evidence on a suspected violation.

Responsibility for Data Security

Software and physical limitations, computer viruses, and third-party intrusions can compromise security of data storage and communications. VCHS takes reasonable precautions to minimize risk. VCHS is not obligated to maintain backups of any file/data for any particular length of time.

Right to Examine Computers and Equipment

VCHS-owned computers and equipment may be examined to detect illegal content and to evaluate the security of the network. Networks, networked devices, and applications may be scanned for vulnerabilities as authorized by the VCHS Technology Department.

Violations and Enforcement

Reporting Violations

Any actual or suspected violation of the rules listed above should be brought to the VCHS Technology Department.

VCHS Response to a Reported Violation

Upon receiving notice of a violation, VCHS may temporarily suspend a user's privileges or move or delete the allegedly offending material pending further proceedings.

A person accused of a violation will be notified of the charge and have an opportunity to respond before VCHS imposes a permanent sanction. Appropriate cases will be referred to the VCHS disciplinary authority appropriate to the violator's status (e.g., school administration or employee's supervisor) or to appropriate law enforcement authorities.

In addition to sanctions available under applicable law and VCHS and regents' policies, VCHS may impose a temporary or permanent reduction or elimination of access privileges to computing and communication accounts, networks, VCHS-administered computing rooms, and other services or facilities.

If VCHS believes it necessary to preserve the integrity of facilities, user services, or data, it may temporarily suspend any account, whether or not the account user is suspected of any violation. VCHS will provide appropriate notice to the account user. Servers and computers that threaten the security of VCHS systems will be removed from the network and allowed to reconnect only with the approval of the VCHS Technology Department.

Termination of Services

Restriction on Use of VCHS Services

When a user's affiliation with VCHS ends, VCHS will terminate access to computing and communications resources, electronic services and accounts. The user will have one week to request access to any user generated documents or communications stored. After that time, the user's data will be deleted. VCHS may, at its discretion, permit the user to have access to accounts and have communications forwarded or redirected for a limited period of time. VCHS may keep select files as examples to assist with future classes.

Policy Regarding Students Without Their iPad in Class

- If it is a test/quiz day, the student will either take the test/quiz on another iPad (possibly the teacher's iPad or another that might be available) or be sent immediately to room 8 or 14 to take the assessment there on a desktop computer. If a teacher has a paper version of the test, with the teacher's permission, the student may take it that way in the original classroom.
- If it is a "regular" class period, the student will have to make do without an iPad – maybe looking on with another student, missing a class activity, even one with a grade attached, or doing the assignment as homework. This is up to the teacher's discretion.

Consequences

- 1) 1st time – noted by administration, informational email sent to parents/student (any assignments not turned in because iPad was not in class are considered "late assignments".)
- 2) 2nd time - noted by administration, administration counsel's student, email with prevention tips sent to parents/student
- 3) 3rd time – noted by administration, email about the situation sent to parents/student, detention for student
- 4) 4th time – noted by administration, email sent to parents/student/iPad teachers, detention for student, 50% credit on all work turned in that day in classes using iPads.
- 5) 5th time – noted by administration, email to parents/student/iPad teachers, detention for student, 0% credit on all work turned in that day in classes using iPads.

APPENDIX A: HARASSMENT FREE POLICY

Policy Statement:

At Valley Christian High School, we believe that all people have dignity because they are created in God's image and are of infinite value. We further believe that as a Christian community we are called to reflect the values of Jesus in His regard and respect for all people. In this way, we provide a physically and emotionally safe environment for all members. **Any form of harassment directed toward any member of our school community by another member of the community is contrary to these Christian values and is not acceptable at any time.**

- A. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, where 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's evaluation, 2. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting such student, 3. Such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive environment. Including, but not limited to:
- Unwelcome sexual flirtations or propositions.
 - Verbal abuse of a sexual nature.
 - Graphic verbal comments about an individual's body.
 - Sexually degrading words used to describe an individual.
 - Display of sexually suggestive objects or pictures in the educational environment.
- B. Harassment, including bullying, hazing, or intimidation, on the basis of race, color, religion, gender, national origin, age, disability, or for initiation into memberships, or anything which constitutes teasing/taunting consistently, is also prohibited. Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward a student because of his/her race, color, religion, gender, national origin, age, or disability or that of his/her relatives, friends, or associates, and that:
- Has the purpose or effect of creating an intimidating, hostile, or offensive environment.
 - Has the purpose or effect of unreasonably interfering with a student's academic performance.
 - Otherwise adversely affects a student's academic opportunities.
- C. Reporting Procedure:
In order to take corrective measures to remedy the situation of harassment, the school must be informed of such an event. Any student who believes he/she has been a victim of harassment is encouraged to make a complaint verbally or in writing to any VCHS teacher or administrator. Teachers or supervisors shall notify an Administrator immediately. Parents and/or guardians must submit a written report to school administration if reported outside the school setting. Each complaint will be fully investigated individually. At its sole discretion, VCHS may take interim action (e.g., suspension) pending a full investigation and resolution. All matters will be handled with discretion.
- D. Investigation Procedure:
Upon notification of a harassment complaint, the Administrator shall:
1. Inform the Board of Director's Chairman immediately.
 2. Authorize the investigation of the complaint and supervise and/or investigate the complaint. The investigation will include interviews with a) the complainant; b) the accused; and c) any other persons the Administrator has reason to believe have relevant knowledge concerning the complaint. This may include victims of similar conduct.
 3. Review factual information gathered through the investigation, to determine whether the alleged conduct constitutes sexual or other forms of harassment; giving consideration to all factual information, the totality of the circumstances, including the conduct and the context in which the alleged incident(s) occurred.
 4. Report the results of the investigation and determination as to whether harassment occurred to appropriate persons including the complainant, the accused, the supervisor, or director. If discipline is imposed, the discipline will not be communicated to the complainant.
 5. Any student or employee who has been found, after investigation, to have engaged in behavior that VCHS deems inappropriate or in violation of this policy will be subject to discipline, which may include immediate suspension or termination.
 6. Take reasonable steps to protect the victim and other potential victims from further harassment.
 7. Take reasonable steps to protect the victim from any retaliation as a result of communicating the complaint.
 8. Inform the Board of Directors.
- E. False harassment complaints, or negative behavioral responses to complainant after making complaint, will result in appropriate disciplinary action. In all listed examples above, disciplinary action may include discharge from employment or dismissal from school.

APPENDIX B: HAZING POLICY

Valley Christian High School enacts this policy to maintain a safe learning environment for students that is free from hazing. The school shall not tolerate any hazing of students and prohibits hazing at all times.

Definition: Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct includes whipping, beating, branding, forced calisthenics, forced consumption of any food, beverage, or other substance, or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or that subjects such student or person to extreme mental stress, including deprivation of sleep or rest or extended isolation.

Where and when policy applies: This policy applies to behavior that occurs on or off school property; before, during, or after school hours; and including vacations and breaks.

Informal reporting: Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel they have been subjected to hazing should talk with an administrator, teacher, coach, or advisor. Staff members approached by students shall counsel them on options available to them under this policy. Staff members who have concerns about possible hazing behavior are encouraged to talk with an administrator, teacher, coach, or advisor. The school intends to use this informal reporting procedure to try to prevent hazing, not to determine intent or blame.

Formal reporting procedure: Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the school administrator.

Discipline: The school will discipline or take appropriate action against any student, teacher, administrator, coach, volunteer, contractor, or other employee who is found to have violated this policy. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

VALLEY CHRISTIAN HIGH SCHOOL



2018-19 CALENDAR

| | | | |
|------------------|--|-------------------|-------------------------------------|
| July 30-31 | New Teacher Orientation | | |
| August 1 | Faculty Retreat | December 19-21 | First Semester Exams |
| August 2 | Textbook & iPad Pick-Up (Barnes Assembly Hall, 3:00-6:00 pm) | December 21 | End of 1st Semester and 2nd Quarter |
| August 2-3 | Faculty Orientation | Dec 22- January 6 | Christmas Break |
| August 6 | Faculty Orientation | January 7 | School Resumes |
| August 7 | First Day of School Early Release 10 th , 11 th -12 th - 11:45 am iPad Orientation - 9 th grade & new upperclassman 12:30-3:30 pm | January 8 | Grades Due |
| August 8 | Early Release - 11:45am | January 21 | Martin Luther King Day- No School |
| August 10 | Welcome Back Parent Social | January 23 | College Jr. Night – 6-8:30pm |
| August 20 | Back to School Night | January 24 | Prospective Student Open House |
| August 28 | VCVC Launch Party | January 25 | Topgolf Tournament |
| September 3 | Labor Day – No School | February 6 | Progress Reports Due |
| September 5 | Progress Reports Due | February 18 | President's Day - No School |
| September 5-7 | Spiritual Emphasis Conference | February 19 | Parent/Teacher Conferences |
| September 12 | College Sr. Night - 6-8:30pm | February 20 | Early Release – 11:45 am |
| October 1-5 | Homecoming Week | February 20 | Teacher In-service |
| October 3 | End of 1st Quarter | February 26 | Early Release – 11:45 am |
| October 4 | Night of Worship (Baseball Field) | February 26 | Prospective Student Open House |
| October 5 | Block Party and Game | March 6 | Trojan Tournament |
| October 6 | Homecoming Banquet and Dance | March 6 | Teacher In-Service |
| October 8-12 | Fall Break | March 8 | Early Release – 11:45 am |
| October 16 | Grades Due | March 11-15 | End of 3rd Quarter |
| October 22-23 | Parent/Teacher Conferences Early Release – 11:45 am | March 19 | Spring Break |
| October 24 | Mandatory All School Test Day Early Release - 12:15 pm Senior College Day | March 19 | Grades Due |
| October 27 | Open Door/Open House | March 27 | Mandatory Test Day |
| November 8 | Teacher In-service Early Release – 11:45 am | March 30 | SAT/Pre ACT |
| November 12 | Veterans Day Service | April 2 | Teacher In-service |
| November 14 | Progress Reports Due | April 11 | Early Release – 11:45 am |
| November 16 | Legacy Auction | April 17 | Prospective Student Open House |
| November 21-23 | Thanksgiving Break - No School | April 19 | ACT/Juniors |
| November 29 | Prospective Student Open House | April 22 | Champions Breakfast |
| December 13 & 14 | Christmas Extravaganza Early Release on 12/13 – 11:45 pm | April 22 | Progress Reports Due |
| | | April 19 | Good Friday – No School |
| | | May 16-17 | Easter Monday – No School |
| | | May 19 | Senior Exams |
| | | May 19-23 | Baccalaureate |
| | | May 20-23 | Senior Trip |
| | | May 23 | Second Semester Exams |
| | | May 24 | End of 2nd Semester and 4th Quarter |
| | | May 29 | Graduation/Teacher Work Day |
| | | | Grades Due |