



VALLEY CHRISTIAN
JUNIOR HIGH

2021 - 2022

PARENT & STUDENT HANDBOOK



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WELCOME FROM THE JUNIOR HIGH PRINCIPAL

Valley Christian Schools (VCS) 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 VCS family and look forward to how the Lord is going to help us grow together over these coming years at Valley Christian Schools.

We are a family at VCJH. When students join our school, they join the VCJH family. Our team is committed to proactively seeing ways to build relationships between students and teachers that go beyond the classroom walls and grade levels. Our goal is to help our students learn to respectfully interact across age, cultural, and ethnic boundaries. We also strive to reach out to our students by creating opportunities for each family member to participate in school functions and various activities.

The VCJH team seeks to partner with parents in their role to instruct their children in the way they should go (Proverbs 22:6). In this partnership, our team of mission-minded administration, teachers, and staff are committed to providing a dynamic, challenging, and holistic education that recognizes the personal uniqueness of each student and develops them into the person they were created to be. To reach one's God-given potential, there must be inner transformation that takes place. When that happens, boys and girls, young men and women are not only transformed, but they begin to impact the world around them.

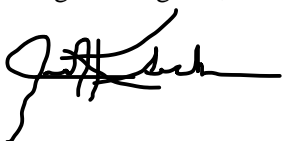
At VCJH, as part of the overall VCS vision, we are committed to a Christ-centered education with a ministry mindset. We are a school that puts Christ at the center of all academics and activities. We strive to reach our students with the love of Christ while reflecting Christ-like character and love for God. This Christ-centered focus forms the foundation of our family-friendly environment. VCJH is a place where students and families are welcomed, known, and valued. No student here is merely a name on a class list. Our administration, teachers, and staff strive to educate with a high level of academic integrity and reach every child daily. We want to know our students, make them feel a part of a family, and provide for them a safe place to belong. This commitment transcends to you as families and beyond so that VCS mission and vision remains while at the same time the glory of God is ultimately realized.

We have developed this Parent & Student Handbook to communicate the procedures, policies, and expectations of VCJH. This handbook will help you better understand how the junior high functions and set the guidelines for school operations.

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 God-given abilities.

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 Junior High.

Highest Regards,



Jeff Kleck
Junior High
Principal

INTRODUCTION

At Valley Christian Schools (VCS), we are dedicated to the belief that God calls each of us (students and staff alike) to excellence in all areas of our lives. We are excited to open Valley Christian Junior High (VCJH) with this calling and expand the academic, spiritual, and extra-curricular experience we have been able to deliver to students at our high school since 1982.

VCJH focuses all aspects of the school around its mission statement. This includes our academics as well as our extra-curricular activities. Through all of this you will find faculty, students and staff who are passionately devoted to creating a Christ-centered environment that fosters spiritual growth as well as academic excellence. It is this pursuit that energizes our campus and community.

In addition to being challenged and prepared academically for high school, students can be involved in a wide range of extra-curricular opportunities. These opportunities include spiritual and campus leadership, championship sports teams, award winning performance groups, and other activities that appeal to their unique talents and interests.

FOUNDATIONAL BELIEFS

The mission of Valley Christian Schools 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 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 our schools to provide excellent academic programs permeated with Christian love and faith. Everyone affiliated with VCS is capable and well trained for his/her task and has a deep concern for the spiritual development of the students.

VCS attempts to establish and maintain an atmosphere that encourages growth in personal faith in Christ and the building of Christian character. VCS are unique because they present and develop a distinctively biblical worldview in their 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. VCS 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). VCS seeks to integrate the knowledge of God's creation with training in righteous living 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 VCS, 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). VCS were 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. VCS 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 VCS is contingent upon this same understanding and support.

STATEMENT OF OBJECTIVES

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

BIBLICAL POSITIONS

Bible Teaching Policy

Since VCS are non-denominational schools, and are not affiliated with any one church, and because we recognize that we serve families from many diverse 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. VCS 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 VCS that the following is true regarding the infallibility of the Bible, and more specifically the interpretation of the first eleven chapters of Genesis.

- God created the entire world and all that is living. This was a divine act with every step directed by His hand.
- The whole of the Bible is infallible, meaning all events and characters as recorded in its writing are historical, true, and real.
- 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.)
- Adam and Eve fell into sin and the whole of humanity was made sinful by this act.

Additional Statements

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.

ACADEMIC EXCELLENCE

Academic Excellence Statement

Students enrolled at VCJH will be provided maximum opportunities to learn from mission-minded, effective teachers that utilize standards-based instruction while maintaining educational best practices. Academic standards, curriculum, teaching and learning strategies, technology integration, biblical integration, and various assessments will be aligned to provide clear academic focus for 21st Century learners and guide continuous school improvement as a fully accredited school. VCJH will have strong instructional leaders that empower educator growth and development, as well as require high levels of responsibility for all staff. All stakeholders will collaborate to meet student learning goals while preparing students to thrive at the high school level and beyond. VCJH will be known throughout the community for having a spiritually mature and mission-minded team who are committed to the salvation, spiritual formation, and discipleship of students within a family-friendly environment. VCJH will place Jesus Christ at the center of the learning process and provide exemplary study of the Bible led by inspiring teachers. Students will learn to view reality and make sense of life and the world from a biblical framework as a developing junior high student. VCJH will provide an environment of respect for people where students and staff feel valued and safe.

Holistic Education

VCJH believes that education is characterized by a dynamic, challenging curriculum coupled with a high expectation for student achievement. We view education holistically which equates to addressing all the needs of a child's life: intellectual, emotional, physical, relational, creative, and spiritual. Education includes far more than learning to pass an exam or grade simply on compliance versus that of a child's God-given potential. We strive to create opportunities for our students to apply what they have learned while maintaining a focus on in-depth proficiency in all applicable subject areas. Our goal as the VCJH team is to instill a love for life-long learning through a display of Christ-centered grace and compassion. We are committed to encouraging and challenging all students to realize they have the potential to be successful as each are created unique in God's image for a specific purpose in life.

Personal Excellence

We believe every person should always pursue excellence to include areas of academics. Pursuing excellence means that one is working towards being exceptional. Excellence has a place in the academic world, professional arena, and our personal lives as well. We encourage all members of our community to strive toward excellence in whatever they do. We want our students to their best in their academics; collaborate with their peers, and work to improve the VCS community and their world. VCJH strives to employ teachers who strive for excellence in their professional lives and find ways to improve student learning in the classroom. Teachers who seek professional development will provide their students with the best educational experience possible. VCJH seeks teachers who are excellent educators but all places Christ at the center of their mission both in the classroom but also going over and beyond to teach biblical truth with students and families as found in a lasting relationship with Christ. Students will be challenged to develop and pursue personal excellence in their own lives, striving ultimately to follow and fulfill their God-given potential.

Additional Principles

- Integrating Biblical principles into school life develops character and integrity.
- Students learn best in a safe, structured, caring environment.
- Each child is a very special creation with unique intellectual, social, physical, emotional and spiritual needs.
- Improving student learning is a primary goal of VCJH; the advancement of this goal relies on the shared responsibility of the entire school community.
- Dedicated, qualified staff members are key to improving and sustaining student learning.
- Since students learn in different ways, they are provided with individual attention and a variety of instructional approaches to support their learning.
- High expectations and recognition encourage students and staff to strive for excellence.

ADMISSIONS

Valley Christian Schools (VCS), a private Christian school system, 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. VCS does not discriminate based on race, color, nationality, or ethnic origin in administration of its educational and admissions policies, scholarships, or other school-administered programs.

VCJH students are admitted as new and returning students based upon their ability to articulate what it means to have or be seeking a personal, saving relationship with Jesus Christ, their personal desire to attend VCJH, and their ability to successfully complete the required curriculum. At minimum one parent of any new or returning VCJH student(s) must profess a personal, saving relationship with Jesus Christ. A completed application and a student and parent interview with the principal are required before a student is accepted.

Placement Testing

To assess the needs of students, to include new students, all students will participate in placement testing. VCJH utilizes MAP testing for admissions, placement, and yearly benchmark achievements. Arrangements must be made through the school office to take the tests prior to enrolling and may be required for students throughout different periods of the academic year as deemed necessary by the administration.

Supply List

VCS will be providing mechanical pencils, extra lead, erasers, colored pencils, yellow highlighters, pencil pouch, protractor, ruler, graph paper, tab dividers and notebook paper.

Parents are responsible for the following items:

- 1 scientific calculator [Junior High Required Calculator](#)
- 1 large 3 ring [zipper binder](#)
- Hardbound sketchbook [8.5x11 Sketchbook](#) (Fine Arts/7th & Visual Arts)
- 1 water bottle
- 1 backpack for use throughout the day

Notes:

- Students will be provided with one iPad and cover at the start of the school year.
- Students must have a filled water bottle to utilize throughout the school day.
- Teachers may request additional supplies for special projects or elective classes.
- New students will be provided 1 PE Uniform Kit (t-shirt/shorts). Additional PE Uniform Kits will be available for purchase at the JH.

Scheduling

It is important that students understand their schedules and core course requirements as it will affect their future education and their upcoming high school experience. Obtaining a broad base of educational experience is essential in our rapidly changing society; therefore, students are also encouraged to select elective and extracurricular courses from all areas of the curriculum. Students and their parents are encouraged to seek the advice of teachers and staff regarding courses and scheduling requirements.

Schedule Changes

All schedule changes must be coordinated through and approved in writing by the principal. 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 must be approved in writing by the teacher, parent, and principal. There will likely be very few approvals given for schedule or course changes at the junior high level.

INSTRUCTIONAL PROGRAM

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		

Curriculum Goals/Standards Based Instruction

VCJH curriculum goals are based on the targeted learner outcomes. The goal is for the student to acquire understanding/knowledge/skill, make meaning of knowledge obtained, and then transfer this understanding/knowledge/skill independently in a new setting. Arizona state standards will be utilized in core subjects excluding those areas requiring a biblical framework.

Biblical Illumination

Biblical Illumination (BI) or Biblical Integration is intentionally planned and unit specific correlations of Biblical Truth to subject content. BI's should be directly taught and explicitly stated without any assumption of prior knowledge of text or principle. There should be at least one per week per subject. Biblical Illumination should state a biblical truth or principle, connect with the specific unit/content to be taught, and include a verse reference.

Expected Student Outcomes/ESO's (VCS)

- Academic Outcomes – Intellectual Achievement
- Spiritual Outcomes – Personal Beliefs and Behaviors
- Social Outcomes – Application of Beliefs Towards Others
- Physical Outcomes - Application of Beliefs Towards the Physical Body and Fitness

Evidence of Student Mastery

VCJH seeks opportunities as part of classroom instruction, interactive activities, unit plans, and lesson plans to provide students the ability to demonstrate their understanding of the content and skillsets they have acquired. This includes an ability to transfer this understanding independently in new situations. The assessments used at VCJH are observable and measurable, directly aligned to standards, and varied to address different learning styles. This results in a goal of teachers utilizing various types of assessment methods while not solely depending on tests and quizzes to measure student outcomes.

Course Maps

Each teacher is required to map out each class they will be teaching. This map should be based on the established standards and unit plan template provided by the school. The curriculum map and unit plan should include how much of each subject area will be covered each quarter to complete the required curriculum standards.

Curriculum Review Cycle

Those serving on the VCJH curriculum team will confer with the principal as part of a curriculum review plan at the beginning of the first semester to determine which curriculum is up for review. Review committees are set up by the Principal or Lead Teacher(s).

Curriculum Review Process

Step One: The curriculum review committees (CRC), as led by the principal, reviews current standards being used, and their effectiveness (horizontally and vertically). If necessary, due to feedback from teachers, the committees will research trends in standards for that subject and devise a proposal for change. If necessary, the committees will meet to discuss the standards change proposal. If a change in standards has been chosen, the curriculum review committee will decide on the timeline and submit to the principal for insight and final approval to proceed.

Step Two: The CRC contact the major publishers who are utilized by the school and ask them to deliver review copies for the areas that are up for evaluation. They may also ask the teachers if they have any curriculum item that they would like to be considered by the review committees. The CRC are supplied with such materials to be reviewed for textbook review and any applicable documentation.

Step Three: A copy of all reports/recommendations from the committees should be compiled and submitted to the Principal by the CRC in a timely manner. This includes an estimate of the cost of the requested items to be reviewed by the Principal and Business Office.

Step Four: The Principal will review all the proposals for curriculum and resources with District Curriculum Director.

Step Five: If approval is given, the textbooks and resources are then ordered. All curriculum ordering should be completed by mid-June/July with a goal to initiate delayed billing if possible.

Step Six: The teachers use the new textbooks/resources (and if applicable new standards) to plan units and lessons.

Step Seven: Teachers will begin to record their new units under the supervision of the principal and/or Lead Teacher.

Step Eight: The Principal and/or Lead Teacher will ensure the necessary changes have been made in Atlas and review them with the principal for any feedback or modifications.

Student Assessment Guidelines

Grades should reflect how well a student has mastered the content material and the specific learning objectives for the course. Teachers should be consistent and fair in determining grades. Assessments will be recorded using two categories: Formative Assessments and Summative Assessments.

The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used by teachers to improve their teaching and by students to improve their learning. More specifically, formative assessments help students identify their strengths and weaknesses and target areas that need work. Thus, helping teachers recognize where students are struggling and allowing them to address problems immediately. At least one formative assessment should be used each week in each course.

The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against the standard(s) or benchmark(s). Summative assessments are often high stakes, which means that they have a high point value. Examples of summative assessments include unit exams, midterm exams, final projects, or a research paper. Information from summative assessments can be used formatively when students or teachers use it to guide their efforts and activities in subsequent courses. Each unit should have one summative assessment.

Grading and Assessment Guidelines

The following represent general guidelines for grading followed at VCJH.

- Homework may not count for more than 20% of a student's quarterly grade.
- Summative Assessments (tests) may not count for more than 50% of a student's quarterly grade.
- Formative Assessments (quizzes, projects) may not count for more than 30% of a student's quarterly grade.
- Extra credit work may not count for more than 3% of a student's quarterly grade for either junior high or high school students.
- Participation grades (if applicable) may not count for more than 5% of a student's quarterly grade.
- Technical errors in junior high and high school (such as forgetting a name on a paper, spelling, grammar, punctuation, etc.) may not deduct more than 10% from a test, unless it is a language test.
- Semester exams for students will count 10% of the semester grade.
- Remain cognizant not only of the overall weight assigned to each category in a grading plan, but also be aware of the actual weight of each individual assignment. No single

assignment (test, project, etc.) should count more than 20% of a quarterly grade for any subject thus requiring multiple assessments throughout the quarter.

- Individual teachers' grading policies for special unit plans will be approved by the principal and announced to students by teachers with notice given to parents through written correspondence and posted RenWeb/Moodle.
- Teachers will evenly distribute graded assignments to prevent the bulk of them from falling in the latter half of any quarter, so that mid-term reports will reflect an accurate depiction of a student's academic standing in the class.
- All tests should be graded by the teacher within one week of the time they were administered. Homework and quizzes should be used to provide immediate feedback on student learning and should be graded and returned as soon as possible, but certainly within a week. Teachers may take additional time to grade major essays/projects but regular communication concerning this progress should be made to the principal.
- All assignments, projects, and tests should be posted in Moodle for all students.
- Projects should be accompanied by written instructions or in Moodle. If a project requires students to use a specific skill, make sure that skill has been taught to them. Any group projects resulting in group grades should not constitute major grades in the class but have a balance.
- For every three or more weeks of content there should be at least one summative assessment. There should be checkup quizzes and other formative assessments along the way to provide students with feedback.
- Teachers will submit an explanation of grading and homework policies to the principal by the end of the first teacher in-service and/or orientation week. After final approval by the principal, a copy of your grading and homework policies will be sent to the parents, as well as communicated to the students on the first day of class.
- Grades should be updated weekly and posted at least every two weeks. All faculty are expected to follow their principal's guidelines for submitting grades "on time". Faculty who need extra help understanding or operating RenWeb, Moodle or related software should seek help from the support staff.
- Make up work: generally, students will have at least one day for each day absent to make up work; however, special circumstances (consistent absences or extended illness) may require a different time schedule. This schedule should be worked out with each individual teacher.

Semester Exams

Students will take semester exams. These exams will count as 10% of the semester grade. Exams reflect the learning over 18 weeks and should be taken seriously as they help determine content mastery and future placement for high school courses. Planned absences are not allowed. Students missing an exam due to illness will be required to take the exam the day of their return to school.

Progress Reports

Progress reports will be issued to all students during each academic quarter. Teachers will be informed through the staff calendar when grades and comments for progress reports need to be completed. This progress report will contain grades and summary statements for all subjects.

Report Cards

Report cards are issued every nine weeks. The report cards contain grades from the end of each quarter, semester, and overall academic year.

Honor Roll

There will be annual awards for academic achievement and other selected areas such as A/B Honor Roll and the Principal's Honor Roll. The purpose of the Honor Roll is to recognize achievement and to encourage greater achievement. A student is named to the A/B Honor Roll if they maintain A and B averages in all their subject areas. A student is named to the Principal's Honor Roll for those students who obtain an A average in all their subject areas. There may also be additional designated awards of recognition in other areas as determined by the faculty and administration.

Grade Inquires

Since grades are recorded in RenWeb, we expect parents and students to routinely monitor grades. Questions about a grade must be initially addressed to the teacher 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. VCJH 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	Always follows classroom rules. Including those related to food, drink, preparation for class, distractions, and disruptions.	Consistently follows classroom rules. Including those related to food, drink, preparation for class,	Frequently disregards classroom rules. Including those related to food, drink, preparation for class,	Consistently disregards classroom rules. Including those related to food, drink, preparation for class,

8:3-5, Psalm 19:14, Proverbs 12:22, Ephesians 4:25	Always works to the best of their ability.	distractions, and disruptions. Consistently works to the best of their ability.	distractions, and disruptions. Consistently does not work to the best of their ability.	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.

Academic Dishonesty Policy

Plagiarism: The Webster’s Ninth New Collegiate Dictionary, defines plagiarism as: “(v): to steal and pass off [the ideas and words of another] as one’s own; use [a created production] without crediting the source;(vi) to commit literary theft; present as new or original an idea or product derived from an existing source; derived from the Latin word “plagiarius” meaning “kidnapper.” Plagiarism is also considered cheating and is subject to the same 0% penalty as any other type of academic dishonesty. If a student plagiarizes on a rough draft of a paper, the teacher and the principal will confer and decide the outcome to include re-submitting the assignment. At VCJH students are expected to complete a variety of research projects. Each project often receives several grades, one of which is for the final copy of the research paper. In the research process it is expected that students will give credit to the various sources they use to obtain information for their papers. Not giving credit to someone for his/her work can incur very heavy penalties. At the college level, students are likely to be expelled if they are found to have plagiarized. Plagiarism is a form of academic dishonesty and will be treated as such. The teacher will inform the principal regarding all instances of academic dishonesty. The first instance of academic dishonesty will result in a zero, the second instance in a zero and a parent conference, and a third instance will likely result in suspension from school.

Cheating: Cheating on any assignments such as a test, homework, project, quiz, essay etc., no matter the subject written for, shall carry the same consequences. Cheating is unacceptable and will not be tolerated at VCJH. Students who have been found cheating on any assessment such as papers, projects, homework assignments or tests will be given a zero percent (0%) for the assessment. The following are common forms of cheating.

Sharing answers: Copying another student's work with their permission or without permission.

Tests or Quizzes: Cheating on a test or quiz could involve looking at another student's paper, using extra information without the teacher's permission or sharing answers.

Taking credit for work: Not acknowledging the help of a parent, tutor, sibling, classmate, or teacher. This also includes someone else completing or helping to complete the student's work to the extent that the work is beyond what the student can do.

Telling/Asking what is on a test: Asking or telling what question, answer, or information was on a test or quiz. **When a student is found to be cheating on a test or quiz, he/she will be required to redo the assignment or complete an alternative assignment/assessment.** The principal and parents will be contacted by the teacher. If a student chooses to cheat a second time, consequences will be decided at the principal's discretion.

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.

Academic/Behavioral Probation

A student may be placed on academic probation at the discretion of the administration. The administration may ask the student to leave the school when it becomes apparent that the student is not willing or able to comply with school policies. Criteria for this decision may include course work deficiencies, lack of effort, and failure to cooperate with authority to include school rules. Some students may be accepted to VCJH on a probationary period as set by the administration. This is an alert to the student and parent. The student's progress will be monitored and the student will be expected to apply diligent attention to his/her required progress to remain in the school. Students who fail to meet the school's eligibility requirements will also be placed on probation which may include academic or other identified needs.

Academic Assessments

The Measures of Academic Progress (MAP) assessments (<https://www.nwea.org>) are computer-based, adaptive assessment tools that measure growth in learning for reading, language, and math. As the student answers questions correctly, the test gets harder and conversely, as the

student answers a question incorrectly the test gets easier. Therefore, each student takes a test specifically targeted at his or her learning level. When data is disaggregated by individual student, class and grade level, teachers are then able to pinpoint a student's instructional level and how to best support them. The MAP tests are administered two times a year and parents will receive the results at the end of each testing session. These results enable parents and teachers to empirically track and measure student growth and achievement throughout the academic year.

Make Up Assignments

Generally, students will have at least one day for each day absent to make up work; however, special circumstances (consistent absences or extended illness) may require a different time schedule. This schedule should be worked out with the student and each individual teacher.

All work must be turned in as assigned for all courses. Students will be required to miss breaks or be assigned detention to make up late or missing assignments. Students will receive a reduction of 20% (Homework) and reduction of 10% (Projects) per day for missing or late work with a maximum number of 5 school days allowed to submit the assignment. Afterwards, the student will receive a zero on the assignment. Assignments must be submitted by the student at the start of the assigned class period and not at the end of the day or via email from parents. It should be noted VCJH students are not allowed to take a zero on late or missing assignments. Teacher will require the student to complete the work regardless if the grace period of point reduction has expired. Therefore, students who may receive a zero on any given assignment will still be required to complete it. Excessively late or missing assignments will be addressed with parents and a conference scheduled of which the student must be present. Continual submission of late or missing assignments may also result in a temporary suspension from after school activities/clubs/athletics to attend any assigned detention as determined by the principal.

Late or Missing Work

All work must be turned in as assigned for all courses. Students will be required to miss breaks or be assigned detention to make up late or missing assignments. Students will receive a reduction of 20% (Homework) and a reduction of 10% (Projects) per day for missing or late work with a maximum number of 5 school days allowed to submit the assignment. Afterwards, the student will receive a zero on the assignment. Assignments must be submitted by the student at the start of the assigned class period and not at the end of the day or via email from parents. It should be noted VCJH students are not allowed to take a zero on late or missing assignments. Teacher will require the student to complete the work regardless if the grace period of point reduction has expired. Therefore, students who may receive a zero on any given assignment will still be required to complete it. Excessively late or missing assignments will be addressed with parents and a conference scheduled of which the student must be present. Continual submission of late or missing assignments may also result in a temporary suspension from after school activities/clubs/athletics to attend any assigned detention as determined by the principal.

Homework Policy

VCJH identifies the purposes of homework as an opportunity to practice newly taught skills, review previously mastered skills, develop independent study habits, or to extend and enrich the curriculum. Homework should not be used as a behavior management tool or as a form of punishment.

Teachers must not allow students to take a zero on late assignments. Instead, teachers will require the student to complete the work regardless if the grace period of point redemption has expired as this will serve as a redemption of confidence and importance of finishing the race. This will also ensure the teacher will be able to assess student progress as should be the intention of assigning student work. These late assignment parameters apply to all students.

The following outline expectations and guidelines that will be followed at Valley Christian Junior High regarding homework:

The following outlines expectations and guidelines that will be followed at VCJH regarding homework:

Students' responsibilities for homework:

- Get the assignment and ask for help if the assignment is not clear.
- Copy all assignments carefully recording due dates and important information.
- Set a time each day to do homework.
- Check work and, if possible, explain it to an adult.
- Maintain the highest quality work on homework assignments.
- Take home all necessary resources, such as packets, iPad, textbooks, notes, and study guides.
- Bring the completed homework to school when it is due.
- Be responsible for getting assignments when absent from school.
- Be responsible for taking care of, and returning, any borrowed resource materials.

Parents' responsibilities:

- Promote a positive attitude toward homework as part of the learning process.
- Understand and reinforce expectations for the quality of student work.
- Provide structure, a site, and tools needed to help the child organize and complete homework.
- Be available to provide supervision and support, but do not do the assignment.
- Understand the amount of assistance appropriate for homework assignments.
- Communicate often with the student and his/her teacher, giving feedback to the teacher with homework concerns.
- Learn strategies and techniques for helping the student by taking advantage of opportunities such as parent/teacher conferences.

Teachers' responsibilities:

- Identify the purpose of homework assignments for parents and students.
- Establish objectives and guidelines for special projects, including any expectations for parent participation.
- Establish guidelines for time designated for homework, including special projects.
- Communicate expectations to students.
- Communicate all assignments and provide time for students to record them.
- Model homework strategies and provide models as appropriate throughout the school year.
- Review homework and return it in a timely manner.
- Ensure that resources and materials required for homework projects are easily obtained by students.
- Assign long-term projects so that the completion time includes more than one weekend

and is not limited to a school vacation period.

Principals' responsibilities:

- Ensure that homework is consistent with the VCJH educational goals.
- Facilitate communication between classroom and specialist teachers concerning homework.
- Monitor and support the teachers in the implementation of homework guidelines based on subject content.
- Encourage teachers to use homework as a tool to reinforce learning.
- Be aware of the assignment of major projects and their impact on students' overall educational program.
- Support the need for balance among the many learning activities besides homework in students' lives to include family time and church activities.
- Facilitate the communication process between the school and home and help maintain the parent/school partnership as it relates to homework.

The timeframe may vary for those students that require more study time, are taking advanced classes, or have a lack of good time management skills. Therefore, VCJH will not operate under a form of homework policy that identifies specific minutes a student should spend on homework each day. Special projects, research papers, or other long-term projects may be an exception. As students' progress through the different academic stages, homework may increase and become more difficult. Each teacher is encouraged to assign homework, yet the amount will vary from day to day. Homework or projects should not be assigned during Christmas break and Summer break.

Homework guidelines for students with special needs may be determined by the V.I.N.E. Director in conjunction with the principal. These modifications/accommodations (if any) should be specifically stated in the student's individual learning plan. This information will be communicated to both teachers and families and will be updated as needed.

Classroom Management

We believe that respect for authority is an essential ingredient to quality education and character development; therefore, our classrooms are controlled with firm, loving discipline by qualified and dedicated Christian teachers (Hebrews 12:6-11). It is our desire that all our students be controlled with self-discipline in their attitudes and actions. To develop such self-discipline though, it is necessary for us to teach and train the students in this process. VCJH teachers are tasked with the primary responsibility of ensuring that their students behave in a proper and fitting way at school. At the beginning of the school year each teacher creates a classroom management plan, clearly communicates the rules and consequences to the students and then consistently implements it. These classroom rules/policies are distributed to all parents at the start of the school year, as approved by the administration posted in the classroom for reference.

VCJH believes each student is a special person that deserves to be respected (Genesis 1:27). Students need to feel safe and secure at school. Students need to be taught how to interact correctly with others and how to make good choices about their behavior (Proverbs 22:6). If a student chooses to disregard these rules, there are consequences for their choices. Those consequences may include: a verbal warning, loss of recess/break time/detention/responsibility conference, note or phone call to parents, or being sent to the principal's office. If inappropriate behavior continues, a conference with parents will be arranged. For more serious violations, there are further disciplinary actions detailed within this handbook such as Tuesday school, in-

school, or out-of-school suspension. As VCJH students learn to get along with each other and respect those in authority they will develop into productive citizens who will function well in society. They will also experience greater sense of security, joy, and peace.

We asked that the utmost support be given to both teachers and administration in their decisions and let your child know that you and the school are on the same team – his/her team. We regularly pray for wisdom when counseling or disciplining children. Your support of the VCJH staff will teach your child much about respect for authority. One of the best ways for a parent to support the school is to implement consistent, firm and loving discipline in the home, teaching respect for authority.

Parent Engagement in the Learning Process

Ensure your child gets adequate amounts of sleep:

Sleep is food for the brain. During sleep, important body functions and brain activity occur. Skipping sleep can be harmful and can impact your scores on school exams, on the court or on the field.

Ask specific questions:

Rather than asking ‘How was your day?’ Try asking: What was the best thing that happened to you today? Which was your most interesting class today? What was the most difficult thing you encountered today?

Show interest in the details:

Your child may want to communicate in detail the story they discussed in literature class. Try to listen carefully and ask questions.

Go over your child’s assignments with them:

Ask your child if any of the assignments are difficult for them. If the answer is “I don’t have any homework” discuss the upcoming tests or projects (i.e. weekly vocabulary quizzes). Check the test and projects posted in RenWeb or Student Agenda so you can help your child plan.

Set up a homework center for your child:

Find a pleasant place for your child to work that is free from distractions. Encourage your child to keep this area neat and uncluttered. Equip the center with all the things he/she may need to do his/her work (pens, pencils, and calculator). Do not let your child study in front of the TV or use social media websites while studying.

Help your child learn time management:

Make a time schedule with your child. Plan free time and study time. Post a calendar in his/her room to record upcoming tests, projects, field trips, special events, etc.

Display a positive attitude towards teachers and school:

Your child will pick up on any critical attitudes you may have. Do not allow your child to blame poor results on the teacher but help him/her to take responsibility. Encourage your child to go to the teacher with any problem he/she has.

Communicate with your child’s teacher:

Our teachers are here to help you and your child. Please feel free to call or email them and

discuss your concerns. Remember that we are all working together for the same goal. Do not wait for the official Parent Teacher Conference to talk with the teacher if you have immediate concerns.

Encourage your child:

Look for ways to praise and encourage your child daily. As he or she is developing socially, academically, and physically your encouragement is a very powerful tool to steer his/her on the right path.

iPad Requirements

Students are required to have their iPad at school and charged to 50% or better every day.

Students without an iPad on a test/quiz day, will either take the test/quiz on another iPad (possibly the teacher's iPad) or another that might be available.

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

- **Homeroom teachers will check to see if students have their iPad and if it is sufficiently charged at (50% or better).**
- **1st time – Teacher sends student to the office. Event is recorded in RenWeb and staff is alerted. An informational email is sent to parents/student (any assignments not turned in because iPad was not in class are considered "late assignments".)**
- **2nd time - Teacher sends student to the office. Event is recorded in RenWeb and staff is alerted. Administration counsel's student and sends an email with prevention tips to parents/student.**
- **3rd time – Teacher sends student to the office. Event is recorded in RenWeb and staff is alerted. Administration emails parents and student. A detention is issued to the student.**
- **4th time – Teacher sends student to the office. Event is recorded in RenWeb and staff is alerted. An email is sent to parents/student, detention is issued to student. Student receives 50% credit on all work turned in that day in classes using iPads.**
- **5th time – Teacher sends student to the office. Event is recorded in RenWeb and staff is alerted. An email is sent to parents/student, detention is issued to the student. Student receives 0% credit on all work turned in that day in classes using iPads.**

Grade Retention

If a student is in danger of failing, the parents need to be notified well in advance so tutoring or modifications can be put in place as retention is not our desire as a school. Teachers must submit a written notice of any potential retention for purpose of collaboration to the respective Principal by the start of the second semester. There may be instances whereas the administration will collaborate regarding retention. The principal reserves the right to retain or pass a student after reviewing options and it is deemed in the best interest of the student. Parents must be notified

throughout the previous semester of a student's academic difficulty. Do not discuss retention with the parents, students, or other faculty members aside from those who have direct interaction with the student, all of which remains confidential. All staff will respectfully support and carry out decisions regarding retention or placement once finalized. Given, the focus should then shift to continue implementing additional support for the student, keeping close communication with parents, assessing various classroom strategies, assisting and encouraging the student with grace and love, all of which may lead to future collaborative opportunities.

The final decision regarding student retention or placement rests with the principal. If there is doubt concerning the promotion or retention of a student by the parent, or his/her required retaking of a course, a conference between the parents/guardians, Principal, and other pertinent personnel shall be held to consider the request for review. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in this required conference. If the conference attendees fail to agree concerning the student's placement, the final decision will rest with the VCJH Principal.

VALLEY'S INDIVIDUAL NEEDS ENHANCEMENT (V.I.N.E.)

VCJH recognizes that each student comes to our school with different abilities and areas of need. At the same time, we know the Lord has created them for a purpose and are committed to showing them the love of Christ. The V.I.N.E. program exists to assist student's various needs and to encourage them to seek out their God-given purpose. Students with academic-based needs desiring to be admitted to VCJH must meet with the V.I.N.E. team prior to admissions approval. In some cases, the approval may be contingent upon placement with required support from our V.I.N.E. team.

Admission to the V.I.N.E. program will be based on the extent to which our resources can help your child succeed. Your communication to us about your child's needs and submission of records and testing information will help us determine our ability to accommodate his/her challenges. To make the most informed decision regarding our ability to serve a student, testing may be required prior to admission into the V.I.N.E. program. Significant struggles of a behavioral/clinical nature are more difficult for our program to accommodate and will not result in an enrollment approval. In addition, non-academic services and therapies (such as speech and occupational therapy) are not provided by VCJH and must be arranged by the parent with another organization. As a private school, Valley does not receive government funding for special needs programs. Therefore, VCJH is not legally bound to follow existing educational plans; however, the goals and recommendations contained in IEPs and other education plans will be considered in the development of an Individual Learning Plan (ILP) as part of the V.I.N.E. program.

The V.I.N.E. teacher will meet with the classroom teacher, parents, and other approved professionals to discuss any modifications and/or accommodations that can be made within the classroom to assist the student academically. This may also align with emotional support. The V.I.N.E. team will write a learning plan for the student, which will be updated as needed and will be used during transition between grades and placed on record in the student's confidential file. Acceptance into the V.I.N.E. program is at the discretion of the V.I.N.E. Director and Principal. While VCJH seeks to serve the needs of families to the best of our abilities while making every

effort to show all students the love of Christ, we also acknowledge the confines of our program at times. The V.I.N.E. program at the junior high level may not be able to enroll all applicants that exceed current resources. Overall, the student must be able to function in the general education classroom within the resources offered at VCJH.

Most students in the V.I.N.E. program will complete core requirements for a junior high student unless certain accommodations and modifications have been established. This includes the ability to function primarily in the general education classroom. Certain accommodations will be used as necessary to support students within the general educational classroom. These accommodations require written approval of the V.I.N.E Director and Principal. The V.I.N.E.

Director will present accommodations and modification proposals to the principal and applicable staff. This plan will include quarterly reviews to determine if certain modifications should be addressed to best meet the needs of students.

Individual Learning Plan (ILP)

If a student is struggling academically or in other areas and does not seem to make improvements over a five-week period, the teacher may refer the student to the V.I.N.E. team for assessment. At that point, the student will be observed, interviewed, and possibly receive additional assessment. Within one to two weeks, the classroom teacher will be notified of the results and will be given a recommended Individual Learning Plan (ILP). This plan may include a conference with the parents and a list of recommendations, accommodations, and modifications.

Once a plan of action is in place, the student will be quarterly monitored to evaluate progress. If a student does not appear to be making progress with the accommodations and modifications in place, the parents may be referred outside of VCJH for additional support. Teaching staff nor administration are permitted to make any form of clinical diagnosis given this type of assessment is left to the family and outside professionals with certified credentials.

The V.I.N.E. teacher will work with the student and monitor progress with communication to both teachers and families. The V.I.N.E. program targets academic instructional areas and works in conjunction with the classroom curriculum rather than employing a separate curriculum. The V.I.N.E. team will collaborate with the principal to develop an Individualized Learning Plan (ILP) of which will be communicated to families.

Teacher Referral Process

When a classroom teacher suspects that a student may have certain challenges once enrolled as a VCJH student he/she will follow the referral process listed below:

- The classroom teacher must identify a possible solution/accommodation to alleviate the problem and must document the use of this solution for two weeks.
- If no improvement is observed, the teacher must identify an additional solution or accommodation and document the use for an additional two weeks.
- If no improvement is observed after the second solution is tried, the teacher must bring the documentation of both attempts to the Principal and the V.I.N.E. teacher of which will be forwarded to the V.I.N.E Director.
- The V.I.N.E. teacher and Director will then schedule a meeting with the parents, the classroom teacher(s) as applicable, and the principal if found to be necessary.

- At this meeting, the V.I.N.E. Director, in collaboration with the team, may recommend that a professional evaluation/assessment be completed for the student by an independent professional, at the parent's expense. This may also involve requesting evaluations from outside resources at no expense to the family.
- Once the result of the evaluation is received, the V.I.N.E. Coordinator will again meet with the Principal to determine the services necessary for the student to be successful in the general education classroom.
- The educational team will create an Individualized Learning Plan (ILP) or an Accommodation Plan for the student as deemed necessary while communicating this information to the families.

ATTENDANCE

Philosophy

VCS 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. VCJH 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. 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, his/her record will be reviewed as to whether as to determine if the student should be placed on probation. 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 do not always fall on the same class period. As a rule, any absence from school other than school activities or verified family emergencies 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
- Suspensions from school
- Truancy
- Circumstances resulting in 3 or more days of absence require documentation.

Other Absence Information

VCJH Activity Absences. Certain VCJH 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.

- Planned Absences. These are absences known about in advance, are two or more days in length, and are not VCJH activities. If a student anticipates taking a planned absence, they must follow these steps:
 - a) Receive request 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 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.
- Long term documented medical absences will result in a conference with administration, teachers, parent/guardian, and student.
- Truancy/Unexcused Absences. Students who miss class for an unacceptable reason and without parent or guardian permission are considered truant/unexcused.

Makeup of Work Missed During Absences

All work missed during absences must be made up. Teachers have discretion whether to allow makeup of quizzes.

- 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.
- 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.
- 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.
- 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.
- Students who will be out for a day or more due to a school activity must 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.
- Due dates for assignments requiring online submissions are due the day a student returns, as stated above.
- Students will be given a zero for work due during a suspension; however, tests and quizzes can be taken.
- **The student is held responsible for obtaining work missed due to absences of any kind and knowing the teacher's make-up policy.**

Tardy Policy

For students to maximize their classroom learning and to teach self-discipline and responsibility, VCJH 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. VCJH does not distinguish between an excused and unexcused tardy as our policy already has flexibility regarding the number allowed before any consequences occur.

- Students arriving at school after homeroom has started (8:10 am and 8:50am on late start day) must sign-in in the office immediately upon arrival at school and before attending class. Parents must check the student in at the office.
- 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.
- Students more than 10 minutes tardy to homeroom will be considered absent unless they have a pass from a school authority.
- 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.
- If a student's parent calls in that a student will be late this does not necessarily mean it is an excused tardy.

Tardy Discipline

The number of tardy instances is accumulated from all classes on a semester basis based on the parameters listed below:

- **Step 1: On the 5th tardy, the student and the parent will receive a 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 suspension.**
- **Step 4: Students who accumulate tardiness beyond 15 will receive three-day suspension requiring a meeting with the principal, family, and child to establish a course of action before returning to school.**

Length of day & School Year

The normal school day at VCJH begins at 8:10 am and ends at 3:25 pm. There are special scheduled days that require a different start and end time. Late start Monday, school begins at 8:50 am and ends at 3:15 pm. Chapel Day school starts at 8:10 am and ends at 3:15 pm. The school year typically has 180 days the students are in class for more than half the day. Teacher and staff in-service times are adjusted yearly by the administration.

STUDENT CONDUCT

STUDENT CONDUCT PRINCIPLES

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 overall.
- 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 VCJH 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 (¹⁵“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. ¹⁶But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. ¹⁷If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church...”)
- If a student or parent disagrees with a decision or practice at VCJH they may follow the established VCS policies, which sets forth the specific steps that may be taken.

STUDENT DISCIPLINE

Teachers, for the most part, will handle their own discipline cases in accordance with school policies. Such discipline may range from reprimand to detention and may include conferences with parents. 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.

VCJH believes that respect for authority is an essential ingredient to quality education and character development; therefore, our classrooms are controlled with firm, loving discipline by qualified and dedicated Christian teachers (Hebrews 12:6-11). This is especially an essential component while students formulate a great deal of their approach to these areas during their junior high years.

It is our desire that all our junior high students strive for self-discipline in their attitudes and actions. To develop such self-discipline, it is necessary for us (both teachers and parents) to teach and train our students in this process. For example, this will include addressing those in authority by Mr. or Mrs. and their last name while at school or school-related functions. Also, using a respectful yes/no sir or yes/no ma'am while responding to a teacher or administrator. Teachers are tasked with the primary responsibility of ensuring that their students behave in a proper and fitting way at school in partnership with our families. At the beginning of the school year each teacher creates a classroom management plan, and clearly communicates the rules and consequences to the students via the syllabus. These classroom rules are distributed to all parents at the start of the school year.

Our team believes each student is a special person that deserves to be respected (Genesis 1:27). Students need to feel safe and secure at school. Students need to be taught how to interact correctly with others and how to make good choices about their behavior (Proverbs 22:6). If a student chooses to disregard these rules, there are consequences for choices. His/her consequences may include: a verbal warning, note or phone call to parents/detention/responsibility conference, or being sent to the principal's office. If inappropriate behavior continues, a conference with parents will be arranged. For more serious

violations, there are further disciplinary actions detailed within this handbook. As our students learn to get along with each other and respect those in authority they will develop into productive citizens who will function well in society.

Specific offenses that may result in disciplinary action include, but are not limited to:

- Deliberate and or repeated classroom disruptions.
- Improper use of technology and or electronic devices including cellphones/computers.
- Profane or vulgar language
- Bullying
- Disrespect of person in authority or other students.
- Truancy or leaving school without permission.
- Altercations, verbal or physical
- Cheating or Plagiarism
- Possessing a weapon or implement that may be considered a weapon.
- Theft
- Possession of an illegal/ improper substance including vaping paraphernalia.
- Unwanted Reference to one's physical appearance, religion, race, color, or ethnic origin.
- Implicit or explicit threats against someone
- Unsolicited gestures or comments

Probation

Probation may be academic or disciplinary or both. Probation is a period during which the student is expected to make significant academic or behavioral progress to show that he/she has changed sufficiently to allow them to stay at VCJH. 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. 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 parents of such infractions. Detentions assigned by the teacher will be served at the teacher's discretion. If your child is assigned detention:

- 1. The teacher will contact the parent.**
- 2. If a student fails to show up for detention it will be referred to the principal for recording in the RenWeb behavior log and the student will need to serve extra detention time.**
- 3. Further refusals to appear for detention will result in out of school suspension.**
- 4. Two (2) detentions for the same infraction or continuation of a pattern of various infractions will result in a referral to the principal.**

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 JH Principal 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 VCJH. 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:

- *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. Suspended students are not to have any contact with other students without the expressed permission of administration.
- *Out of School:* Such suspension shall be made when it is in the best interest of the school to have the student off campus.

Students will be given a zero on work due during a suspension. However, tests can be taken. A student who is in in-school suspension or out-of-school suspension may not participate in any extracurricular practices/activities or athletic functions during that suspension.

Withdrawal

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

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 interest 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.

If at any time VCS determines, at its sole discretion, that a parent's actions do not support the school's mission/vision or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to require the withdrawal of the student(s). Notification, conferencing, and written documentation will occur through this process. The Superintendent and BOD will be informed of the Junior High Principal's final decision to withdraw a student(s) based on inappropriate parental behavior.

Any student whose conduct or attitude in or out of school show him/her to be in opposition to the basic principles and purposes of the school or who maliciously destroys school property will be dismissed or asked to withdraw from school. A student may be expelled from school for a serious breach of conduct and or repeated problems with behavior or academic performance.

Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate.

GENERAL POLICIES

After School Clubs

After School clubs are conducted throughout the school year, usually for five or six-week sessions three to four times per year. A variety of athletic and non-athletic clubs may be offered to all age groups and require an additional fee for each club session. It is the sole responsibility of parents to ensure transportation is provided and arrives promptly to pick up the children.

Lunch

Lunches are provided by an onsite service for all students. Lunch will be eaten in the gym area with supervision of our staff. Proper behavior and manners will be expected during lunch. All students are responsible for the cleanliness of the area in which they eat. During lunch, students are not allowed to roam freely around the school grounds and must stay in the gym. All food consumption is to be in the lunch area. Students should not take food with them back to their class or areas outside the gym.

Candy, Gum, Snacks

Gum chewing can become messy and is distracting; therefore, gum is not permitted for students during the school day. The following actions will be taken for chewing gum.

- 1. The teacher will have the student place gum in the trash can and give a verbal warning.**
- 2. On the second occurrence the teacher will follow Step 1 and contact the parent.**
- 3. Student will be assigned detention by the teacher. After 3 detentions send student to principal's office.**
- 4. If a student fails to show up for detention it will be referred to the principal for recording in the RenWeb behavior log and the student will need to serve extra detention time.**
- 5. Further refusals to appear for detention will result in out of school suspension.**

Exceptions may be granted by teachers for testing sessions but must be properly discarded immediately after the testing session. Candy, snacks, and drinks may be consumed at breaks or at lunch time outside of Valley Central.

Morning Consumption of Food and Beverages

Students should not bring sugary, hot, coffee-based beverages (hot or cold) or soft drinks to consume in the morning prior to the start of their homeroom class.

Medication

Any student bringing prescribed medication to school is to leave the medication in the school office with the appropriate instructions for administering the medicine. The office will distribute it at the time needed according to the directions given by the parent. Any prescription medication or drug found with a student will be confiscated until proper information can be attained. Medication will not be administered unless the school office has been notified appropriately. It is the responsibility of the parents and the students to follow these instructions and notify the office

accordingly. It is suggested that only the medication needed for the day be brought. The school is not responsible for medicine left at the school at the end of each day.

Personal Belongings

All personal belongings or related items brought to campus are the responsibility of the student. There should be no related items brought unless advised by the teacher and approved by the JH Principal. Illegal items/substances and weapons will be confiscated and not returned resulting in an immediate suspension or expulsion. The parent/guardian of the student will be advised along with the appropriate local authorities if necessary. This action may prevent a student(s) from returning to school pending any related investigation by authorities or members of the administration. The school is not responsible for lost, damaged or stolen personal items to include student cubes/lockers.

Students are not to bring toys, video games, or other related items from home. Sports equipment can be brought to school and used at recess/break (only) as approved by the Athletic Director or JH Principal. If there are any questions related to the definition of items that may be brought to school, it should be communicated to the principal (prior to bringing it to school) for clarification. **Any such items seen or heard, because of being brought to school by students, will be confiscated and will only be returned to the parent. The 2nd time the item is confiscated it will be held by the principal. Parents may request the item be returned after 1 week. The 3rd time the item is confiscated, and it will be donated to a local charity.**

Pet Policy

Animals which will be allowed in and on school property are service animals and therapy animals; animals that support an instructional lesson; and turtles (greater than four inches), fish and frogs kept in clean and maintained aquariums. The use of service animals must comply with all state regulations. Any animal may be restricted from school property should the animal become aggressive or a nuisance, including service and or therapy dogs. No other animals are to access school buildings/classrooms, school grounds or vehicles with students, parents, or staff. These include dogs, cats, chickens, ducks, reptiles and snakes, tarantulas, scorpions, ferrets, rabbits, gerbils, hamsters, guinea pigs, mice, rats, birds, horses and ponies, dead animals, animal parts, and ant farms.

Water Bottles

Every student is required to have a water bottle at school. This is essential to prevent dehydration. Students should regularly take their water bottle home to be washed but must remember to bring it back to school the next day. Students who repeatedly forget their water bottle are required to contact their parent to bring them a water bottle to school. The school does not have drinking fountains and **does not carry a supply of drinking cups** for general student use.

Cell Phone Policy

Cell phones or any other related communication devices (i.e. Apple Watch) are NOT permitted on the junior high campus. Students may have their phone in their backpack when they leave their car in the morning; however, the device must be in the backpack without exception until they exit the campus gates. A phone placed inside a student's pocket or jacket whether used or

not remains a violation of school policy (must remain in backpack). Students who choose to violate this policy will be given:

- 1. A verbal warning for the first occurrence, teacher will hold the phone until the end of class or dismissal time, staff will be notified via WhatsApp and the teacher will contact the parent.**
- 2. On the next occurrence the phone will be confiscated from the student, sent to the office to be placed in the safe and until the parent retrieves the phone, and a notification will be recorded in RenWeb.**
- 3. Thereafter, the student will face suspension and a parent/student meeting with the principal. The school is not responsible for any cell phones or personal items brought on to the campus.**

Headphones/Earbuds

Headphones/Earbuds may not be worn around campus but may be used for purposes of classroom learning if approved by the teacher.

Personal Hygiene

Students are expected to use good personal hygiene. This includes bathing daily, wearing deodorant, and wearing clean clothes to school. If student hygiene continues to be an issue it may result in the office or member of the administration requesting a meeting with the parent and student to come up with a reasonable but effective solution.

Lifestyle Behaviors

Since VCS 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 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. We seek 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.

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. VCJH students are forbidden to use or possess alcoholic beverages, tobacco, vaping paraphernalia or simulated products, and mood or mind-altering chemicals during their time at VCJH either on or off campus (including all vacations or breaks). 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, and expulsion. A student who distributes or sells mind-altering chemicals will be reported to the police and is subject to an immediate expulsion from Valley Christian Junior High

VCJH. A student who possesses illegal substances on campus or school events will normally be asked to withdrawal or be expelled from VCJH.

Social Media and Personal Communications

VCJH 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, 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, including content that is unsportsmanlike, derogatory, demeaning, or threatening toward any individual or entity. Examples of these include comments regarding 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, racism, sexual harassment/assault, full or partial nudity, inappropriate gestures, stalking, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug/alcohol use.

VCJH 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. VCS expects students to model Christ even through their online activities.

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 the partner in the pregnancy is a VCS student. In all such cases, measures will be made to assist and counsel each student to encourage right choices and continuing education.

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. Students will be referred to the JH Principal for disciplinary action.

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 will not be retained as a student at VCJH.**

Transgenderism

Biological sex means the biological condition of being male or female per genetic code. 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.

Felony Conviction

A student will not be retained without board approval if they have committed a felony.

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, 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).

Children do have disagreements with each other, and friendships change from time to time. This is usually not bullying. One of the main characteristics between bullying and other relational conflicts is an imbalance of power. Bullying is a form of peer abuse. The student who is being bullied needs to be protected from such victimization. The student or students who are bullying others must learn to stop their destructive behavior.

While behavior at times and places other than school or school events is an individual and parent responsibility, behavior that impairs the testimony of the school cannot be ignored. Therefore, students (whom we are aware) who engage in behavior outside of school that brings discredit to themselves, and the school will be held accountable by the school and may be suspended or dismissed. Although the school's intent is not to monitor conduct off campus, VCJH students will be expected to act in a manner that brings credit to themselves, their families, the school and our Lord. Students will be referred to the JH principal for disciplinary action.

Sexual Harassment

There is a separately written sexual harassment policy. See Appendix A.

Hazing Policy

The school has a separately written hazing policy. See Appendix B.

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). Students will be referred to the JH principal for disciplinary action.

Fighting

Fighting among students is absolutely prohibited. In almost all cases students involved in a fight will be suspended regardless of "who started it." Students will be referred to the JH Principal for disciplinary action.

Disrespectful and/or Disruptive Actions, Language or Attitudes

Disruptions in class, unruly behavior, and defiant conduct will not be tolerated.

- 1. The teacher will issue a verbal warning and contact the parent.**
- 2. On the second occurrence the student will be issued a teacher-based detention. If a student fails to show up for detention it will be referred to the principal for recording in the RenWeb behavior log and the student will need to serve extra detention time.**
- 3. Further refusals to appear for detention will result in out of school suspension.**
- 4. Students will be referred to the JH principal for disciplinary action. However, if the disruption is severe and /or continuous the teacher may choose to move directly to step 4.**

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. Students will be referred to the JH Principal for disciplinary action.

Accident Prevention

Students are expected to walk from one activity/class to another and not run/push while keeping hands off other students always. They are not to hit, trip, roughhouse, or fight with other students. Throwing any object(s) deemed inappropriate of any kind at anyone/anything is not allowed. Students are also expected to enter/exit the campus properly before and after school to include designated arrival/dismissal areas. Since the VCJH staff are entrusted with the safety of the children, all students are to respond immediately and respectfully to any teacher or staff member when asked to stop a potentially dangerous activity. In addition, students are not allowed to be in a classroom or other areas of the campus without an adult present except when on a specific errand for a staff member or between class transitions.

Obscene Behavior

Obscene behavior, which includes cursing, lewd, offensive, or vulgar language or gestures, whether physical, written or spoken, is not permitted. Students will be referred to the JH Principal for disciplinary action.

Public Display of Affection (PDA)

Inappropriate public display of affection will not be tolerated. Public display of affection (PDA) is not allowed on campus or off campus events. We believe that proper, God-glorifying relationships between young men and women should be encouraged. While we recognize that our Biblical standards may be outside what modern society encourages and promotes, we will continue to promote high standards of moral and ethical conduct. We encourage VCJH to be a place where students can be loved and appreciated with a sense of family. At the same time, the school will not permit students to participate in PDA or "prolonged contact" of any kind whatsoever. This includes placing arms around the person, holding hands, or playing with hair or placing hands anywhere on another individual while at school or any school activity on or off campus. Inappropriate displays of affection between students of VCJH are not permitted on school grounds or off campus school related functions. The school will determine at any point what is deemed as inappropriate.

- 1. The teacher will issue a verbal warning and contact the parent.**
- 2. On the second occurrence the student will be issued a teacher-based detention. If a student fails to show up for detention it will be referred to the principal for recording in the RenWeb behavior log and the student will need to serve extra detention time.**
- 3. Further refusals to appear for detention will result in out of school suspension.**
- 4. Students will be referred to the JH principal for disciplinary action.**

Display/Possession of Sexual Paraphernalia

The possession or display of sexual paraphernalia is a violation of school policy. Students will be referred to the JH Principal for disciplinary action.

STUDENT DRESS CODE

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

VCJH seeks 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 in a activity, his/her attitude toward life, and his/her respect for themselves, his/her 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 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 VCJH administration 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.

STUDENT DRESS CODE

All Students

- **CLOTHING:** Clothing that is deemed inappropriate or does not reflect well in the VCJH image/appearance is unacceptable. Any type of 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.
- **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.
- **PIERCING:** The only body piercing allowed is in the ears for girls only. Spacers/ear gauges and nose rings are not allowed.
- **JEWELRY:** Jewelry with pagan religious, occult/new age symbolism, or dangling chains from clothing is unacceptable. Necklaces, bracelets, and rings will not be excessively large, distracting, or noisy. The school is NOT responsible for any lost or stolen items worn to school by students.
- The following guidelines are in place for students regarding any jewelry or accessories worn by students to school. No jewelry may have inappropriate images or representation. The school is NOT responsible for any lost or stolen items worn to school by students. Male students may NOT wear earrings of any kind. No visible body piercings are permitted.
- **TATTOOS:** Tattoos must be covered always.
- **HATS:** Hats must be a solid color with no images, messages, or logos unless purchased from the VCS Trojan Store. They may only be worn for outdoor activities but **not** inside.
- **SUNGLASSES:** Sunglasses may be worn for extended outdoor activities but not inside or in the hallways/around campus.
- **PE/ATHLETIC ATTIRE:** VCJH students must wear the approved PE attire. Please establish a laundry schedule at home to ensure proper attire is ready in advance for PE days. Approved athletic team apparel for certain off/on campus sporting events or related activities will be approved by the administration in conjunction with the coaching staff. Sweatpants or warmups 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. Students may only wear the PE pack attire on their regularly assigned PE/Sports Training days.

- *OVERALL APPEARANCE*: Students must dress in conformity with their gender code.

Boys Dress Code

- **SHIRTS**
 - Shirts must be of appropriate length and display good taste.
 - No see-through, sleeveless, muscle, body suits and/or tank tops
 - No jacket or sweater may be worn to cover a dress code violation.
- **HAIR**
 - Must be no longer than shoulder length at any given time.
 - No hair dye or highlights whatsoever are allowed.
 - No hair bows or related items may be worn.
 - Clean and not cover eyes.
 - Neatly combed with no excessive styles that prove distracting or inappropriate by the admin.
- **FACIAL HAIR**
 - Must be neat and well-trimmed.
 - If any student cannot maintain these standards, they will be asked to remove all facial hair.
- **PANTS**
 - No oversized (baggy) or tightly fitted pants may be worn.
 - Jeans are permitted but may not contain any rips or tears.
 - No sweatpants, lounge wear, or sleep wear may be worn to school.
 - No spandex pants.
- **SHORTS**
 - Shorts may be no more than 3 inches from the top of the knee. A good rule of thumb is folding a dollar bill in half (hamburger style) from the top of the knee.
 - No sweat shorts may be worn to school.
 - No swimming trunks, biking, board shorts, basketball shorts or beach shorts
 - No spandex shorts.

Girls Dress Code

- **BLOUSES/SHIRTS**
 - Blouses/shirts must be of appropriate length and show no visible midriff to include when reaching above the head.
 - No excessively tight blouses/shirts may be worn to school.
 - Students may wear VCS shirts or t-shirts (no sleeveless) purchased from the VCS online store or designated apparel provider.
 - No see-through, bathing suit tops, tube tops, racer-back shirts, sleeveless, body suits, spandex material, and/or tank tops.
 - No blouses with straps may be worn but instead regular short/long sleeves that covers the shoulder.
 - Sweaters, jackets, or related garments may not be used to cover non-dress code shirts or blouses as this remains a dress code violation.
 - Mesh or sheer garments and low-cut necklines are not permitted.

- SKIRTS/DRESSES – Regular School Days
 - Dresses and skirts may be worn to school but may not exceed 3 inches above the top of the knee.
 - Shorts or leggings must be worn underneath all dresses worn to school.
 - See ‘Special School Events’ section for wearing skirts/dresses on special event days.
- SKIRTS/DRESSES- Special School Events
 - Girls may wear dress code compliant skirts and dresses to certain school events as designated by the school (only) but may not wear them on regular school days.
 - Hems and slits on skirts and dresses may not exceed 3 inches above the top of the knee.
- PANTS
 - No oversized (baggy) or tightly fitted pants may be worn.
 - Jeans are permitted but may not contain any rips or tears.
 - No sweatpants may be worn to school.
 - No spandex pants.
- SHORTS
 - Shorts may be no more than 3 inches from the top of the knee. A good rule of thumb is folding a dollar bill in half from the top of the knee.
 - No sweat shorts may be worn to school.
 - No swimming trunks, board shorts, basketball shorts or beach shorts
 - No spandex, running, or biking shorts.
- HAIR
 - No hair dye or highlights other than that of a natural color are allowed.
 - Clean and not cover eyes.
 - No excessive styles that prove distracting or inappropriate by the admin
- LEGGINGS/JEGGINGS: Leggings/jeggings are unacceptable as pants but should be worn underneath dresses or skirts of appropriate length.
- SPANDEX: Spandex of any form is unacceptable (including pants and/or shorts).
- 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. Families are encouraged to review the dress code policy with their children.

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:

- The back of the dress may not fall below a standard bra line.
- 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.
- The length of the dress or a slit in the dress may be no more than 2 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 2” by walking, etc. is unacceptable.

- Lace, netting/tulle, overlays, or other see-through materials will not be counted in determining the 2-inch guideline.

Boys must wear the following:

- A tuxedo, dress suit, or blazer with dress slacks
- 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 permitted to attend certain school functions.

DRESS CODE VIOLATIONS

The following policy will be in effect for violations of dress code or improper uniform attire:

- **Each morning a dress code check will be done in homeroom.**
- **1st violation: Warning**
- **2nd violation: Parents called to bring proper clothing.**
- **3rd violation: Student sent home for the rest of the day.**
- **4th violation: Parent & student meeting with the principal**
- **5th violation: Suspension**
- **6th violation: Expulsion**

NOTE: The Principal or assigned staff members retain the right to send students home for dress code violations, if deemed necessary. The administration and/office staff retain the right to send students home or request parents to bring an immediate change if deemed necessary depending upon the severity of the dress code violation. Also, parents/guests should dress appropriately while on campus and speak appropriately to staff and students in a manner that is not offensive to the Christian culture.

CONFLICT RESOLUTION

The Matthew 18 Principle at VCJH

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:

- **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).
- **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.**
- **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.
- **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-people 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:
- **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 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, this principle requires that parents talk to teachers about student problems and attempt to solve the problem at the lowest level possible before they talk to administrators. If unresolved at the two-people 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 VCJH.

HEALTH AND WELLBEING

General Requirements

VCJH is committed to providing a safe and healthy environment for all students. When ill, a student is more comfortable at home. A student exhibiting any of the following symptoms should not be brought to school:

- A fever without medication, in the last 24 hours
- Diarrhea within the last 24 hours
- Vomiting within the last 24 hours
- Persistent cough
- An unexplained or undiagnosed rash
- Pink eye/conjunctivitis- pink to red, itchy eyes with a discharge

COVID

Home health screening: If your child displays some COVID-like symptoms such as sore throat, cough, running or stuffy nose (non-allergy), loss of taste or smell, and headache persist beyond 72 hours, students will be required to stay home for additional 48 hours as a precaution. However, after the initial 72 hours has concluded, families may choose to seek out a COVID test for their student. If a negative test result is presented to the school, the student will be allowed to return to avoid excessive absences. If a positive test is confirmed or no test, the individual will need to remain home for an additional 168 hours or until a negative test can be obtained.

Head Lice

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun but must be cleared by the School Nurse. Nits may persist after treatment, but successful treatment should kill crawling lice. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. When a report of lice or nits is made, all students in that classroom will be examined. If nits or lice are found on a student, the child's family will be discreetly notified, and appropriate treatment is required to return lice/nit free to school. A notice will also be sent home to all families of a given classroom or grade level if lice is found with any student(s). Before returning to school, the student must be checked by the School Nurse or authorized personnel.

General Illnesses

Designated office personnel provide episodic and long-term care as required congruent to the level of their training. Episodic care is defined as care that is given on an unplanned, unscheduled basis for a problem, which may be acute. Long-term care is defined as planned, goal-directed care designed to provide symptomatic treatment, maintenance, and or rehabilitation, based upon the needs, resources, and readiness of student (and family) to participate in the plan of care. The health office is required by law (ARS 36-621) to report suspect cases of infectious and communicable diseases to the local health department. The Arizona Department of Health Services has established guidelines for handling specific communicable diseases.

Injury Protocol

Parents will be notified with a Medical Event Notification by email of any injury that goes beyond the need for minor first aid. Parents will be phoned for any injury that occurs to the head, as well as receiving a Medical Event Notification by email. VCS does have a registered nurse on staff. However, if the School Nurse is not on campus, first aid will be provided to each injured student by a VCJH staff member congruent with the staff member's level of training. If this is not available, a call will be made to seek the services of trained personnel to include emergency services (911). First aid kits and related supplies are available on the playground, classrooms, and in the health office.

Immunizations

If a student is to be exempt for reasons of personal beliefs, the parent/guardian must sign a Request for Exemption to Immunization form indicating that he/she received the information about immunizations provided by ADHS and understands the risks and benefits of immunizations. Arizona School Immunization Record Form 109R will be maintained as required as a part of the permanent Student Health Record. The admission to Valley Christian Schools Enrollment is not complete until verification of immunization or exemption is provided to the health office or admissions coordinator/registrar. In the event of an outbreak of disease and upon notification by the county health department, the health office will assist school administration in the exclusion of all non-immunized students from the school. This exclusion period will be determined by the county health department and will last for the duration of the outbreak. Students may return to school as soon as they demonstrate proof of immunization.

Medication

Prescription Medications

The school will follow legal guidelines when dispensing prescription medication during school hours. The school nurse or other designated school personnel may administer medication to students if needed during school hours. For school personnel to administer medication, the following legal requirements must be met:

- The parents must sign a consent form (renewed annually) requesting that the school nurse or other designated personnel administer the medication during school hours. A new consent form must be submitted if the medication or dosage is changed.
- The medication must be in its original container and labeled by the pharmacy with the student's name, medication, directions for use, prescriber's name, and date of prescription. The original prescription label serves as the prescriber's order since the prescription is on file in the pharmacy.
- According to the Arizona Legislature, there is a law that allows students to possess and self-administer handheld inhaler devices for breathing disorders, if they have written parental consent to do so. If a child uses an inhaler, and you wish him/her to have this privilege, please contact the office and fill out an Inhaler Release Form.
- All inhalers must be clearly labeled with your child's first and last name.

Non-Prescription Medications

Written permission from the parent for the administration of non-prescription medications will

be kept on file in the health office. This information is also authorized by families via the student application for admissions. If written permission is not available, verbal permission may be acceptable but not preferred. This verbal permission will be noted in the health record via RenWeb. Dosage requested by parent will be in keeping with manufacturer's recommendations. School personnel may first use other methods of treatment before deciding to give medications, i.e. ice packs, rest, cough drops. Any decision regarding the necessity of medication will be the responsibility of the school nurse or other designated staff members.

Any student bringing prescribed medication to school is to leave the medication in the school nurse office with the appropriate instructions for administering the medicine. Any prescription medication or drug found with a student will be confiscated until proper information can be attained. Medication will not be administered unless the school office or nurse has been notified appropriately. It is the responsibility of the parents and the students to follow these instructions and notify the office accordingly. It is suggested that only the medication needed for the day be brought. The school is not responsible for medicine left at the school at the end of each day.

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

- If a student violates the school's substance abuse policy, he/she will be subject to the discipline listed under the policy. If a student remains at VCJH, 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**
- Behavior in school must be exemplary. An extra-curricular participant involved in any administrative disciplinary action, such as excessive tardiness, 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.
- 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 about 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 the 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.
- A student participant must be in attendance a minimum of four periods at school 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.

- Students are responsible for the care and maintenance of equipment checked out to them. They must pay for any equipment lost or unnecessarily damaged.
- 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 to have the privilege of participating in extra-curricular activities. Students who fall below the academic standards will be declared ineligible 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:

- Receive no academic grades of “F” and/or receive no conduct grades of “U”
- Inadequate progress or other variables as determined by JH Principal

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

VCJH Ineligibility Process

Ineligibility Criteria: (After review following Progress Reports & Report Cards)

- Any Unsatisfactory Conduct
- One or more “F’s”
- Inadequate progress or other variables as determined by JH Principal.

1. Probation

- Eligibility criteria monitored by;
 - JH Principal and JH Athletic Director for improvement may play/participate in athletics, productions, school outings begin the Monday following the release of grades,
 - Probation lasts until next grading period or by Principal directive.
- ❖ **If student meets the eligibility requirements, then they exit the process.**
 - ❖ **If student fails to meet eligibility criteria, then they are ineligible.**

2. Ineligible

- Eligibility criteria monitored by JH Principal for improvement
- Student may NOT participate in games, *productions, school outings.
- In some instances, students may attend practices if receive approval from the JH Principal
- Begins the Monday following the release of grades.
- **Ineligibility lasts until next grading period.**

*JH students are required to take fine arts classes and must participate in performances associated with these courses to include drama, choir, and visual arts.

Additional Information:

- Extreme or unique cases will be evaluated by the JH Principal and coaching staff.
- VCJH has full rights to enforce a stricter eligibility policy at any time with the approval of the JH Principal.
- The VCJH Principal reserves the right to remove a student(s) at any point from athletic or related programs.

Athletic Participation Forms and Related Guidelines

All athletes must complete and turn in the following documentation before they will be allowed to practice or compete. Completed forms should be submitted to the JH Athletic Director. The following are parameters as they apply for the junior high and high school programs.

- *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 website and is titled AIA Form 15.7-B
- *Health Questionnaire:* This form can be found on the school website.
- *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
- *Brain book Training:* This is a one-time webinar that educates athletes on 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 Director.

Fan Behavior at VCJH Events

Although VCJH realizes that adults (parents/guardians) are not bound by the same code of conduct as their children enrolled at VCJH, it should be noted that all persons attending VCJH-sponsored events (social events, athletic events, etc.) are expected to abide by all school policies pertaining to appropriate behavior. Any persons who exhibit inappropriate, rude, unsportsmanlike and/or unchristian behavior may be requested to leave such events at the discretion of the coach, principal, or those in charge of the event and/or any VCS administrator in attendance. **All parents and students should refrain from talking or interacting with game officials, the coach or players during practices, games, time-outs, halftime and/or coaching from the sidelines.**

ADMINISTRATIVE INFORMATION

After School Student/Parent Dismissal Process

At the end of the school day students should promptly go to the designated dismissal area(s). Once students are in the dismissal area stand in their assigned area until released (by car rider number) by the duty person. Students are not allowed to go back to any area of the campus (including classrooms) once they are at the dismissal area. The staff members on duty are responsible for the safety of the students until they have entered their mode of transportation. Those picking up students should avoid long conversations with the person on duty. Students or other children should not be wandering around the dismissal area; they should be in their assigned area all times. Parents are responsible for the safety of their student once they arrive at the dismissal area. Students are to be picked up from school no later than 3:45 pm each day unless there is a designated half day schedule of which would be a 12:30 pm pickup. It is the responsibility of the parent/guardian to arrange for the prompt pickup of his/her student.

Chapel and Assemblies

Chapel is a time set aside on Thursday for faculty and students to worship together. The Bible teacher and Ministry Development Team are 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. **Parents are always welcome to attend chapel.**

Visitors

Unless there is an emergency or special circumstance, visitors will not be allowed to see students during the school day. Any visitors who desire to come must be granted permission from the JH Principal. All visitors must adhere to the code of conduct and dress. Visitors should sign in at the office and wear a Visitor's Badge while on campus. Visitors are not permitted to exit the lobby area unaccompanied without touching base with the office staff. All visitors who wish to meet with a teacher or admin must call and confirm with the office prior to arriving on campus.

Parent/Teacher Conferences

All parents may attend parent/teacher arena style conferences during the Fall and Spring semester. Teachers should keep a conference summary sheet for each student and record items discussed with parents. A copy of the conference summary sheet is included in the appendix section. Teachers should be prepared for parent/teacher conferences. The teacher should have the student's grades and examples of student work handy for reference. **Parents, teachers, or administrators may schedule a conference throughout the year on an as needed basis.**

Other Conferences

Teachers are encouraged to schedule other conferences as needed. Teachers should make it a point to dialogue regularly with parents. A conference should be scheduled with parents regarding any student in danger of failing or has other complications or concerns. Parents and teachers should be mindful that conferences should take place as needs arise and not simply during schoolwide conferences per the school calendar.

Parental Cooperation

At VCJH, 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.

Closed Campus

VCJH is not an open campus for students/parents to come and go at their leisure. Students are always to stay on the school property during the school day. They may not leave without being checked out at the office by an authorized individual. Students are NOT permitted to leave campus for purposes of lunch unless checked out by a parent of which should not be a frequent occurrence. The school boundaries include all areas inside the perimeter gates. Students may not drive to school that includes those with some form a restricted permit (no exceptions).

Special Events

The following is a brief explanation of special days and events that occur at VCJH throughout the school year. The school reserves the right to add, change, cancel, or modify any school event with notice to the families.

School Spirit Day: Students are placed on either blue, green, yellow, or gray teams (Spirit Teams). The teams compete against each other throughout the school year. On school Spirit Day students may wear team shirt that corresponds to their team's color.

Back to School Night: This event is a "meet and greet" time with parents, teachers, staff, and guests. During the event teachers present classroom rules, discipline policies, the curriculum covered, and other important information.

Christmas/Spring Programs: Students perform in a special musical that celebrates the true meaning of Christmas. Each class has a special part in the program as students sing, dance, and act. Family, friends, and the community are invited to this evening event in December. The Christmas Program and related practices are not optional for students. This time represents a major component of our music curriculum and overall growth for our students to include community involvement. The spring concert will have a similar event to showcase the talent of our students.

Odyssey of Excellence Night

"Odyssey of Excellence," is a night dedicated to showcasing the high-quality work of the junior high students at Valley Christian Schools. This event is designed to be our biggest event of the year on our junior high campus. It is an important time for promoting our junior high within our school community. Teachers will work with students who have

created products of excellence throughout the school year. These products will be presented during “Odyssey of Excellence,” in a performance, teaching, or any other form of demonstration. Participation is mandatory for 8th grade students. 7th grade students may be invited or request to be a part of the program.

Student Council (STUCO)

As offered, students are encouraged to participate in the Student Council (STUCO). At the end of the school year elections are held to determine officers and class representatives for the coming school year. Student Council meetings are held during school or as part of our after-school club program. Student Council sponsors several fundraising events throughout the year to help fund special designated projects. Involvement in the Student Council is a great way for students to develop leadership skills and positively impact the VCJH community.

Transportation

As a service to our families in the Southeast Valley, Valley Christian provides a school bus transportation option. There is no charge for this service to our enrolled families however, this service is on a first come first serve basis. Routes: K-12 Bus Discovery Park and 2214 E Pecos Rd, Gilbert High School. Check the website for more information and a transportation application. VCS supplies busing between our campuses for drop off in the mornings and pick up in the afternoons.

Field Trips

Field trips are an extension and reinforcement of the classroom learning. Therefore, each teacher is strongly encouraged to plan at minimum one field trip each year, preferably one per semester. The field trip must have educational value and be treated as part of the curriculum, with plans, goals and follow-up. Field trips can be valuable to provide students experience with things that cannot be brought into the classroom but require Godly discretion when planning them. The goal is to have field trips spaced well apart from one another, so as not to overly burden the parents, who must pay for and may be required to help chaperone such trips. The procedure for planning a field trip is as follows:

- There must be at minimum one staff member along with any volunteers attending each field trip.
- There must be at minimal one staff member for every tenth student along with any volunteers attend each field trip.
- All parent/guardian drivers and chaperones must have a background check on file before attending the field trip. Background checks forms are upon request. Teachers will solicit drivers and then inform parents who have been chosen to drive and/or chaperone. The teacher will also assign students to the cars.
- The classroom teacher should research the trip, then fill out a field trip request form (see office) and submit it to the principal at least two weeks before the trip. Please check the school calendar for events and exams before you request a specific date.
- After the Principal has approved the trip, the request form will be returned to the classroom teacher. The teacher should then follow any instructions listed on the field trip request forms. This includes sending home permission slips and other related information.
- The classroom teacher will coordinate with the School Office to assist with any

transportation needs.

- Each driver must provide a copy of his/her driver's license and automobile insurance, which will be on file in the school office.
- Each adult driver is responsible for transporting and supervising the students to and from the field trip. Each driver will receive a trip plan, medical forms for each student and a checklist to verify headcounts once arriving and departing the field trip destination. The medical forms are to be kept strictly confidential and must be returned to the teacher upon the return to the school campus.
- If a student has not returned a permission slip, a personal call to the parent may be made to request an email. The student may be required to remain at school under the supervision of another staff member. The principal will make the final decision if a parent cannot be reached.
- On the day of the field trip, take the permission slips with you on the trip, distributing each student's information to his/her chaperone. The classroom teacher should check attendance and make any assignments for chaperones. It is important that a contact number be left with the office, so you can be reached while on the field trip.
- All students should return to school following a field trip no later than 2:30 p.m. Please leave more time than you think is needed to get back to school, as traffic can sometimes be a problem and create unaccepted delays.
- Students must wear a designated shirt must be worn on all field trips.
- Misbehavior by a student on a field trip may result in exclusion from future trips. Please report any problems to the principal.

Gifts to Teachers from Parents and Students

Gifts to teachers may not be used for any purpose of influence or coercion to affect a child's assessment results. If a teacher or staff member receives a gift that they believe was intended to coerce them, the staff member will report the matter to the principal for review and follow-up.

TECHNOLOGY USE POLICY

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

VCJH's computing and communication resources are the property of VCJH. They are to be used for the advancement of 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 for Use of Technology

Requirements for the Use of VCJH Computing and Communications Resources:

- Users must comply with all applicable local, state, and federal laws and regulations, and with VCJH policies.
- Users must be truthful and accurate in personal and computer identification.
- Users must respect the rights and privacy of others, including intellectual property and personal property rights.
- Users 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.
- Users must maintain the security of their accounts and are to protect their account passwords.

Prohibited Uses of VCJH Computing and Communications Resources

- Unlawful posts or communications, including threats of violence, obscenity, pornography, and harassing communications, are prohibited.
- Any alteration of addresses, uniform resource locator (URL), or other action that masks any VCJH domain as a host site is prohibited unless authorized by the VCJH Technology Department.
- Unauthorized anonymous and/or pseudonymous communications are prohibited. All users are required to cooperate with appropriate VCJH personnel or other authorized personnel when investigating the source of anonymous messages.
- Misrepresenting or forging the identity of the sender or the source of an electronic communication is prohibited.
- Unauthorized acquisition attempts to acquire and use passwords of others are prohibited.
- 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 VCJH Technology Department is prohibited.
- Unauthorized use and attempts to use the computer accounts of others are prohibited.
- Altering the content of data or communications originating from another person or computer with intent to deceive is prohibited.
- Unauthorized modification of or deletion of another person's files, account, or communications is prohibited.
- Use of VCJH computer resources or electronic services without authorization or beyond one's level of authorization is prohibited.

- Making VCJH computing resources available to individuals not affiliated with VCJH without approval of the VCJH Technology Department is prohibited.
- Interception or attempted interception of data or communications by parties not authorized or intended to receive them is prohibited.
- Compromising the privacy or security of electronic information is prohibited.
- 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.
- 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.
- 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.
- Failure to comply with requests from appropriate VCJH officials to discontinue activities that threaten the operation or integrity of computers, systems or networks, or otherwise violate this policy is prohibited.
- Altering or attempting to alter files or systems without authorization is prohibited.
- Scanning of networks, networked devices, or applications for security vulnerabilities without specific authorization by the VCJH Technology Department is prohibited.
- 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 VCJH network/campus without approval of the VCJH Technology Department is prohibited.
- 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 VCJH Technology Department is prohibited.
- Conduct leading to disruption of electronic networks or services is prohibited.
- Conduct leading to the damage of VCJH electronic information/data, computing/networking equipment, and resources is prohibited.
- Unauthorized use of VCJH trademarks or logos and other protected trademarks and logos is prohibited.
- VCJH and department Web pages may link to commercial Web sites, but any link that generates, or has the potential to generate, revenue to VCJH or to any individual or company, including click trade or banner advertising, must be approved by the VCJH Development Office.
- Use of VCJH computer resources for private business or commercial activities, fund-raising or advertising on behalf of non-VCJH organizations is prohibited.
- The unauthorized reselling of VCJH 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:

- use of passwords and accounts accessed
- time, duration, and amount of activity
- access and use of VCJH equipment and services
- access and use of Web pages and Internet services
- access and use of electronic resources and services

Detailed Session Logging

In cases of suspected violations of VCJH policies, especially unauthorized access to computing systems, the VCJH 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. VCJH takes reasonable precautions to minimize risk. VCJH is not obligated to maintain backups of any file/data for any length of time.

Right to Examine Computers and Equipment

VCJH-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 VCJH Technology Department.

Violations and Enforcement

Reporting Violations

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

VCJH Response to a Reported Violation

Upon receiving notice of a violation, VCJH may 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 VCJH imposes a permanent sanction. Appropriate cases will be referred to the VCJH 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 VCJH and regents' policies, VCJH
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may impose a temporary or permanent reduction or elimination of access privileges to computing and communication accounts, networks, VCJH- administered computing rooms, and other services or facilities.

If VCJH believes it necessary to preserve the integrity of facilities, user services, or data, it may suspend any account, whether the account user is suspected of any violation. VCJH will provide appropriate notice to the account user. Servers and computers that threaten the security of VCJH systems will be removed from the network and allowed to reconnect only with the approval of the VCJH Technology Department.

Termination of Services

Restriction on Use of VCJH Services

When a user's affiliation with VCJH ends, VCJH 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. VCJH may, at its discretion, permit the user to have access to accounts and have communications forwarded or redirected for a limited period. VCJH may keep select files as examples to assist with future classes.

CHILD SAFETY GUIDING PRINCIPLES

VCJH believes the Bible teaches that all persons, male and female, adult and child, are created in the image of God and therefore are worthy of respect. (Gen. 1: 26, 27). Women and men are equal in the sight of God. (Gal. 3:28). The human body is good, including human sexuality (I Cor. 3:16, 6:19; II Cor. 6:16). Through the fall of humanity into sin, the goodness of God's creation was distorted; the evil of abuse and neglect are results of the fall. VCJH strives for excellence in caring for the intellectual, social, physical, emotional, and spiritual needs of each student in his/her life-long pursuit of learning. VCJH strives to provide a safe and secure learning environment.

We recognize, however, that we live in a broken world and that abuse and neglect also could occur within the school. Appropriate steps will be taken to prevent abuse, and if it occurs, appropriate action will be taken. Abuse of any kind will not be tolerated. As a community, VCS is committed to prevent abuse and to foster the development of healthy relationships. As a Christian school we acknowledge what the Bible teaches concerning the legitimate mandate of local authorities, and we pledge to cooperate with them in seeking justice in the area of abuse. VCJH is also committed to the protection of children and to provide a healing environment for those whose lives have been affected by the sin of abuse.

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.

Self-Harming Behavior

Self-harming has become an increasingly recognized problem in the school environment. While self-harming typically refers to cutting, it can also refer to other behaviors including scratching, burning and hair pulling. VCJH seeks to respond to these incidences compassionately while still providing other students with a safe environment which is conducive to learning. When a staff member suspects or becomes aware of the self-harming behavior, the student will be referred to the School Nurse or Resource Coordinator for any initial assessment and follow up that may include other professionals within/aside from the school at that time or in the future.

To provide a safe environment for all students, the student will be asked to adhere to the following guidelines:

- To receive regular support and/monitoring or other internal or external sources as applicable.
- To have cutting “tools” confiscated and agree not to bring tools to school.
- To agree not to cut at school and during school hours.
- To wear a hoody (long sleeves), rather than bandages, to cover new cuts. This is to avoid drawing unnecessary attention to the wounds and to aid in the healing process.
- To wear appropriate clothing where cuts or injuries exist on parts of the body other than the arms.

If a student cuts during school hours, he/she will be asked to leave school for the rest of the day for their own mental health and safety to include a time for prayer before departure and encouragement to seek out assistance as deemed necessary.

Where the student is consistently unable adhere to the guidelines outlined above or where the behavior is worsening, and it is deemed that the school personnel are unable to provide the kind of environment that the student needs, the school administration may ask the student to leave in order that he/she can receive intensive treatment before returning to campus. Once the behavior has ceased or enough improvement has been made, the school administration will reconvene with the family to offer continual prayer support and consider re-enrollment at that time based on the overall needs of the student.

APPENDIX A: HARASSMENT FREE POLICY

Policy Statement:

At Valley Christian Junior High, 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
- Sexual words or phrases used to describe an individual.
- Display of sexually suggestive objects or pictures in the educational environment

B. Harassment, including bullying, hazing, or intimidation, since 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 VCJH 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, VCJH 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 information gathered through the investigation, to determine whether the alleged conduct constitutes sexual or other forms of harassment; considering 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 VCJH 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 because 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

VCJH 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 always prohibits hazing.

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.

APPENDIX C: VCJH EMERGENCY PROTOCOL

Emergency Notification to Parents

Emergency Announcement

In the event of an emergency, an announcement will be made by the JH Principal or Administrative Liaison (Crisis Response Team). The announcement will be as follows:

“Attention All Teachers and Staff! Attention All Teachers and Staff! Due to a school emergency we are initiating a CODE_____.”

CODE GREEN

EXIT the Building (i.e. fire drill, bomb threat, chemical spill)

- Students line up by the door in absolute silence.
- Students should not take any items with them including backpacks.
- Teachers should take roll/grade book or student/homeroom list.
- Bathrooms should be checked by teacher if located in the classroom.
- Do not turn off any switches or use cell phones.
- Leave all doors open when exiting a room.
- Teacher leads students from their current location to the car rider lanes just past the playground.
- Teacher takes roll while keeping students quiet and orderly to await instructions.
- Report any missing students to a member of Crisis Response Team (Principal, Admin Liaison).
- Wait for further instructions by the JH Principal or a member of Crisis Response Team

CODE RED

STAY in the Building – Schoolwide Lockdown

- Lock all classroom doors and shut/lock all doors to include restroom doors in connected to the classroom.
- Teachers may utilize the one emergency kit in their classroom if deemed necessary.
- Teachers and students remain in the classroom with backs against the hall wall and away from the doors or windows.
- Teacher places white, laminated paper over the glass the classroom door to indicate all is fine (WHITE) or a student(s) may be missing, or some form of medical attention is needed (BLUE).
- No doors may be opened after they have been locked during a lockdown. There are no exceptions to this rule at any point during the drill, even if someone is desperately seeking to enter your room.

- Cell phones must be placed on mute during the lockdown procedure but may be used for internal communication, as necessary. Do not make or answer personal phone calls during the lockdown drill.
- Those in the cafeteria or gym should make their way to the kitchen prep area, close/lock the door, and pull down the retracting door if not already closed.
- Those in the school office area (to include waiting guests) should enter the lobby restrooms and lock the entry door.
- Those in the admin offices or conference room should lock their door and remain in these locations.
- Those in Valley Central should retreat to the teacher workroom and lock the door behind them.
- Those teachers with students outside should move students as far away from danger as possible. This may mean outside the gates if deemed necessary due to unsafe conditions.
- Students should be quiet to not draw attention to their lockdown areas by the intruder(s).
- Remain in this position until further instructions are given.
- Doors should not be opened unless there is a confirmed code called by the Principal or Admin Liaison.

CODE BLUE

Medical-Related Emergency

If a student is seriously injured or some other medical emergency the teacher should radio, call, or send a student to the office and simply indicate “Code Blue” (i.e., ‘we have a code blue in the gym’).

- Office personnel will call for the appropriate emergency/medical personnel after notifying the principal.
- Code Blue will not be announced throughout the campus but only internal communication to avoid massive panic.
- No student or teacher should go to the area of the emergency unless requested.